SUMMARY

| Last Name | Brown |  |  |
| :--- | :--- | :--- | :--- |
| First Name | Joe | Our Ref - Finance Only |  |
| Expenses Account $\left(\mathrm{P}^{* * * * *)}\right.$ | P12345 |  |  |
| Department | Biological Sciences |  |  |
| Email Address | Joe.Brown@rhul.ac.uk |  |  |
| Your Reference | Exp 7 July 2012 |  |  |
| Claim Date | 07 July 2012 |  |  |


| £ Sterling Claim | $£ 1,307.80$ |
| :--- | ---: |
| Other Currency Claim | $£ 1,220.46$ |
| Total Claim | $\mathbf{£ 2 , 5 2 8 . 2 6}$ |

Please enter any specific instructions

## CODING ANALYSIS

Please ensure only valid codes are used. A full set of valid codes can be found in the monthly Finance Reports package sent to departments.

| Centre | Fund | Expense | Value |
| :---: | :---: | :---: | ---: |
| 8256 | 1234 | 31700 | $£ 459.80$ |
| 8256 | 2468 | 31700 | $£ 200.00$ |
| 8256 | 1452 | 31700 | $£ 886.67$ |
| 8256 | 1585 | 31700 | $£ 981.79$ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | $\mathbf{£ 2 , 5 2 8 . 2 6}$ |
| Total - Must Equal Total Claim |  |  |  |

I certify that this claim is for the reimbursement of expenses necessarily incurred by me on College business, in compliance with the College's Travel, Subsistence and Personal Expenses Policy and Procedures. No previous or additional claim has or will be made for these expenses. Original invoices and receipts for the amounts paid are attached (credit card slips and

| airline tickets are not on their own acceptable substitutes). |  |  |  |  |  |  |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Signature | Print Name | Date |  |  |  |  |  |
| Claimant |  | Joe Brown | $07 / 07 / 2012$ |  |  |  |  |  |


| I certify that I have verified the expenditure and that it is in accordance with the College's Travel, Subsistence and Personal |  |  |  |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: |
| Expenses Policy. |  |  |  |  |  |

## UK BANK DETAILS

Complete bank details if you do not have an Expense Account ( $P^{* * * * * \text { ) or are not based at College }}$

| Bank Name | Barclays |
| :--- | :--- |
| Bank Address | High Street, Egham |
| Account Name | J Brown |
| Sort Code | $11-11-11$ |
| Account Number | 12345678 |

ADDRESS
Complete address details if you do not have an Expense Account ( $P^{* * * *}$ ) and are not based at the College

| Full Name |  |
| :--- | :--- |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
| Post Code |  |


| Date from | Date to | Business Purpose <br> eg. Conference name, training course, fieldwork | Details of Expenditure | Item No | Miles | Rate | £ Value |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |
| 01/06/2012 | 05/06/2012 | Biological Conference of Cell Mapping | Travel Egham to Manchester | 1 | 394 | 0.45 | £177.30 |
| 01/06/2001 | 05/06/2012 | Biological Conference of Cell Mapping | Hotel Cost | 2 |  |  | £256.00 |
| 05/06/2012 |  | Biological Conference of Cell Mapping | Evening Meal 2/4/12 | 3 |  |  | £12.50 |
| 04/06/2012 |  | Biological Conference of Cell Mapping | Evening Meal 4/4/12 | 4 |  |  | £14.00 |
| 01/06/2012 |  | Membership required to access online research papers | Membership of Biological Society 2012-13 | 5 |  |  | £200.00 |
| 08/06/2012 |  | Biological Conference of Europe - Paris | Taxi home to airport | 6 |  |  | £20.00 |
| 12/06/2012 |  | Biological Conference of Europe - Paris | Taxi airport to hotel | 7 |  |  | £20.00 |
| 08/06/2012 | 12/06/2012 | Biological Conference of Europe - Paris | Flight Heathrow to Paris | 8 |  |  | £105.00 |
| 15/06/2012 | 25/06/2012 | Biological Conference of America - New York | Flight Heathrow to New York | 12 |  |  | £465.00 |
| 15/06/2012 |  | Biological Conference of America - New York | Taxi home to airport | 13 |  |  | £20.00 |
| 25/06/2012 |  | Biological Conference of America - New York | Taxi airport to home | 14 |  |  | £18.00 |
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|  |  |  |  |  |  |  |  |
|  |  |  |  | TOTAL | 394 |  | £1,307.80 |


| Currency Expenses |  |  |  |  | amount (eg if you have a sterling value from a credit card statement). |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Date from | Date to | Business Purpose <br> eg. Conference name, training course, fieldwork | Details of Expenditure | Item No | Currency | Currency Value | Exchange <br> Rate** | £ Value | Check Exch Rate |
|  |  |  |  |  |  |  |  |  |  |
| 08/06/2012 | 12/06/2012 | Biological Conference of Europe - Paris | Hotel | 9 | Euro | 850.00 | 1.2000 | £708.33 | 1.2000 |
| 10/06/2012 |  | Biological Conference of Europe - Paris | Evening Meal 10/4 | 10 | Euro | 35.00 | 1.2000 | £29.17 | 1.1999 |
| 12/06/2012 |  | Biological Conference of Europe - Paris | Snack at airport 12/4 | 11 | Euro | 5.00 | 1.2000 | $£ 4.17$ | 1.1990 |
| 15/06/2012 | 24/06/2012 | Biological Conference of America - New York | Hotel (sterling cost from credit card statement) | 15 | US \$ | 652.00 | 1.6500 | £420.00 | 1.5524 |
| 15/06/2012 |  | Biological Conference of America - New York | Taxi airport to hotel | 16 | US \$ | 52.00 | 1.6500 | £31.52 | 1.6497 |
| 24/06/2012 |  | Biological Conference of America - New York | Taxi hotel to airport | 17 | US \$ | 45.00 | 1.6500 | £27.27 | 1.6502 |
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[^0]
[^0]:    Enter Exchange Rate - if you need a rate, please contact
    Finance-Secretary@rhul.ac.uk

