

Presentation of Receipts

The Payments Office processes a substantial volume of expense claims, many with multiple supporting receipts.

In order that the claim is quickly and efficiently verified a standardised way of attaching and cross referencing the supporting receipts is necessary.

This will also make the authorisation process easier by the budget holder and Head of Department as appropriate. Additionally it will facilitate subsequent extraction of information from the form e.g. in respect of Research Project returns.

For each expense claim, a sequential number (1 2 3 etc) should be allocated to each item of expenditure. This should be written on the claim form in the 'Item No' column and on the corresponding supporting voucher (receipt, invoice etc).

The individual receipts and/or invoices should be secured onto a piece of A4 paper in numerical order in a way that the receipts can be seen, ie laid out side to side rather than stapled on top of each other. The number of receipts that can be secured to an individual A4 sheet will be determined by the size of the receipt.

If there are also A4 invoices or receipts, these should be interleaved in order as closely as possible.

The A4 sheet(s) should then be attached to the expense claim form.

Failure to do this may delay the processing of claims and subsequent reimbursement.

*ixsh e
10/10/20*
UpperCrust ①

2010-11-18 12:30 PM
1051718 1 1 1219

Cashier: iqbal
TRANS #: 1219

BAGT BRI BCN SPN C N	3.99
CAPPUCCINO 120Z TA	2.10
VAT 17.5%	0.91
DINE IN	£6.09
£10 CASH	£10.00
CHANGE	£3.91

VAT NUMBER: 884 2579 78
THANK YOU

Select Service Partner
169 Euston Road, London NW1 2AE
Comments welcome at- www.sspfeedback.com
STORE #1051718

Day Travelcard
Class Ticket type Start date Price
STD ANYTIME DAY TC **04·NOV·10** £20·50X
Valid Until
04·NOV·10 A 3214471823
Between EGHAM * & LONDON ZONES 1-6 Number 45248
Route ANY PERMITTED
Valid within zone(s) indicated. Not for resale. Valid as advertised.
Printed 18-06 on 03-NOV-10

Day Travelcard
Class Ticket type Start date Price
STD ANYTIME DAY T **08·OCT·10** £20·50X
Valid Until
08·OCT·10 A 2503471822
Between EGHAM * & LONDON ZONES 1-6 Number 57855
Route ANY PERMITTED
Valid within zone(s) indicated. Not for resale. Valid as advertised.
Printed 18-47 on 07-OCT-10

2 lunch packages

⑥ ~~UpperCrust~~
UpperCrust

Day Travelcard
Class Ticket type Start Date Price
STD ANYTIME DAY T **19·NOV·10** £20·50X
Valid until
19·NOV·10A 1247566930
Between EGHAM * & LONDON ZONES 1-6 Number 45766
Route ANY PERMITTED
Valid within zone(s) indicated. Not for resale. Valid as advertised.

Day Travelcard
Class Ticket type Start date Price
STD ANYTIME DAY TC **18·NOV·10** £20·50X
Valid Until
18·NOV·10 A 3214471823
Between EGHAM * & LONDON ZONES 1-6 Number 46444
Route ANY PERMITTED
Valid within zone(s) indicated. Not for resale. Valid as advertised.
Printed 18-26 on 17-NOV-10

2010-11-08 2:12 PM

SUBMITTED FOR
Cashier: naga
TRANS #: 6 DEC 2010
BUXTON STILL 500 ML ENT 1.45
BAGT BLT COLD N 3.89
BAGT BRI TM BAS MG 3.89
LATTE 160Z TA 2.40

VAT 17.5% 0.57
TOTAL £11.63
£20 CASH £20.00
Change £8.37

VAT NUMBER: 884 2579 78
THANK YOU

Select Service Partner
169 Euston Road, London NW1 2AE
Comments welcome at- www.sspfeedback.com
STORE #1051715