**EXPENSE CLAIM FORM**

Please make sure you fill in **ALL PARTS** of the form and provide an itemised receipt for any train travel or item purchased. Any missing information will result in the claim not being processed.

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| **First Name:** | | | | | | | | | | | | | | **Surname:** | | | | | | | | | | | | |
| **Address** (Term time)**:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Club** (if applicable)**:** | | | | | | | | | | | | | | **Team** (if applicable)**:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date of Claim** | | **Full Description of Claim**  Explanation of expenses; destination? Method of travel? | | | | | | | | | | | | | | | | | **Amount Claimed** | | | | | **Receipt attached?** | | |
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|  | |  | | | | | | | | | | | | | | | | | **£** | | | | |  | | |
| *\*Petrol expenses are paid at a rate of 20p per mile e.g. University of Brighton Falmer Sports Complex (34 miles x 2 (there and back))\* £0.20p = £13.60* | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If your claim is **over £50** and you wish to receive the money by BACS, please provide details below | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Account Name:** | | | |  | | | | | | | | | | | | | | | | |  | | | | | |
| **Account No:** | | | |  | |  |  |  | |  | | | | |  |  | |  | | (8 Digit Number) | | | | | |
| **Sort Code:** | | | |  | |  |  |  | |  | | | | |  |  | |  | |  | | | | | |
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| I confirm the information provided is correct and if I am claiming petrol expenses that I have valid motor insurance and M.O.T. Please print and sign to confirm you have received the monies (cash payment) *or* submitted your claim form (BACS payment) to the relevant staff member. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Print Name:** | | | | | | | | | | | | | | | | **Sign:** | | | | | | | | | | |
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| **UCSU Office Use Only** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorised: |  | | | | | | | | | | | |  | | | | Date: | | | | |  | | |  | |
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| **Amount Paid** | | | | | **£** | | | | | |  | | | | | | | | | | | | | | | |
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| Account Code | | | Amount | | | | | |  | | | Activity Reference | | | | | | | | | | |  | | | |
|  | | |  | | | | | |  | | |  | | | | | | | | | | |  | | | |
|  | | |  | | | | | |  | | | Expense Paid out | | | | | | | | | | | Input into Sage | | | |
|  | | |  | | | | | |  | | |  | | | | | | | | | | |  | | | |