**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.

|  |  |
| --- | --- |
| **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?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **£** |  |
| *\*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 |
|  |
| **Account Name:**  |  |  |
| **Account No:** |  |  |  |  |  |  |  |  | (8 Digit Number) |
| **Sort Code:** |  |  |  |  |  |  |  |  |  |
|  |
| 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:** |
|  |  |
| **UCSU Office Use Only** |
| Authorised: |  |  | Date: |  |  |
|  |
| **Amount Paid** | **£** |  |
|  |
| Account Code | Amount |  | Activity Reference |  |
|  |  |  |  |  |
|  |  |  | Expense Paid out | Input into Sage |
|  |  |  |  |  |