

EXPENSES CLAIM



All expenditure claimed must be in accordance with [College Travel, Subsistence & Expenses Policy](#)

To be used from 1 August 2013

[Mapping Tool to link old Symmetry ac](#)

SUMMARY

| | | | |
|----------------------------|--|--------------|--------------------------------|
| Last Name | | | |
| First Name | | | |
| Payroll Number (eg 123456) | | | Transaction No Finance only |
| Department | | | |
| Email Address | | | |
| Your Reference | | | |
| Claim Date | | | |
| | | | |
| £ Sterling Claim | | £0.00 | |
| Other Currency Claim | | £0.00 | |
| Total Claim | | £0.00 | |

Please enter any specific instructions

CODING ANALYSIS

Please ensure only valid codes are used. If you know the previous account code you can map this to the new Agresso code from the link below.

[Click here to find new account code compared to old account code](#)

Sub-Project is in the format Annnnn-nn
Account is in the format nnnn

| Agresso Code | | |
|---------------------------------------|-------------|--------------|
| Sub-Project | Account | Value |
| <i>Format: A12345-67</i> | <i>1234</i> | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total - Must Equal Total Claim | | £0.00 |

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).

| | Signature | Print Name | Date |
|----------|-----------|------------|------|
| Claimant | | | |

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

| | Signature | Print Name | Date |
|--------------------------|-----------|------------|------|
| Manager/Research PI | | | |
| Department Authorisation | | | |

UK BANK DETAILS

You must enter your bank account details for your first claim after 1 August 2013 - if you do not do so, your claim may be delayed

| | |
|----------------|--|
| Bank Name | |
| Bank Address | |
| Account Name | |
| Sort Code | |
| Account Number | |

If your bank account is not in the UK, please complete full details on Non UK Bank Details Tab

Your Ref 0
Claim Date ### 0 0

NON UK BANK DETAILS - please provide full bank details as necessary

| | |
|-----------------------------|--|
| Bank Name | |
| Bank Address | |
| Account Name | |
| Account Number | |
| Sort Code or BIC/SWIFT Code | |
| IBAN No | |
| ABA/Routing Information | |