

BOARD OF GOVERNORS
Expenses claim form 2014-15

Claimant
Name.....
Email address to confirm payment.....
.....

Bank details
Account name.....
Sort code.....
Account number.....

A copy of the University's travel and expenses policy for staff and Governors can be found at:
www.uwl.ac.uk/about-us/how-university-works/finance

Details of Claim:

Date of meeting/Visit	Meeting/Reason for claim	Expenses incurred	Receipt attached	Miles (see below)	Value
			✓		
				Total	

Mileage allowance rate

The mileage rate paid for use of the claimant's private car is 40p for the first 80 miles of any journey and 25p for the remainder of the journey. "Journey" refers to a round trip.

Receipts

Receipts are required to be attached.

Declaration

I declare that the above is a true account of expenses that I have incurred and now claim from the University.

Signed:

Date:

Confirmation by the University Secretary

I approve this claim for payment.

Signed:

Date: