

EXPENSES CLAIM FORM (01/2018)

Name:	<input type="text"/>	Cheque <input type="checkbox"/>	BankAcc: <input type="checkbox"/> <small>[4]</small>	
Address:	<input type="text"/>	It's faster by bank!		
		Postcode: <input type="text"/>		
Bank Details: <small>[4]</small>	A/C Name:	Sort Code:	Number:	
Group/Budget:	<input type="text"/>			Date: <input type="text"/>

Date expense incurred	Details of expense (For travel, state the meeting purpose and venue on a line before listing details of the journey)	Total amount incurred	Total amount claimed	Amount waived
Travel	From/To (each leg of journey)	Mode / Ticket type / mileage rate		
Subtotal:				

Postage and stationery				
Subtotal:				

Other				
Subtotal:				
TOTALS:				

Signature of claimant:	<input type="text"/>	Date:	<input type="text"/>
Authorised by:	<input type="text"/>	Office held:	<input type="text"/>

For office use:			
Date claim received:	<input type="text"/>	Date processed:	<input type="text"/>
		Ref No:	<input type="text"/>

Notes:

1. All claims should be submitted promptly. Please consider bank payments: it saves *Railfuture* money.
2. All outstanding claims must be sent by the end of the company year (31st December). The company reserves the option to refuse to pay claims submitted after then unless the potential claim has been notified to the Finance Officer prior to the year end.
3. Wherever possible claims should be accompanied by evidence that the costs were incurred (e.g. rail tickets, receipts, phone calls and postage listings etc.). Such evidence is required for audit purposes. Where no evidence is available (e.g. for car journeys to a station) a note should accompany the claim to explain. Please staple or paper clip the receipts etc. to the claim form.
4. Where "bank acc" option is ticked the claimant agrees to receive a payment directly into their bank account (using bank details supplied on this form, or if blank the most recent bank details supplied in a previous form). The Finance Officer will endeavour to make bank payments within 3 days of receipt of the claim. Cheque payments will be made at approximately monthly intervals.