|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Batch:** | **G** | **F** |  |  |  |  |  |  |  |  |  | **PV Number:** | **P** | **V** |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | **EXPENSES CLAIM FORM FOR NON-EMPLOYEES**  This form must be completed in BLOCK CAPITALS. Please attach **ALL ORIGINAL ITEMIZED RECEIPTS.** |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLAIMANT’S DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LAST**  **NAME:** | | | | | |  | | | | | | | | | | | | | | | | | | | **TITLE:** | | | | | | |  | | | | **FIRST**  **NAME:** | | | | | | |  | | | | | | | | | | | | |
| **EMAIL ADDRESS:** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | **DEPARTMENT:** | | | | | DIVINITY | | | | | | | | |
| **AREA OF RESEARCH:** | | | | | | | | | | | | | | | **D SOCIETY SENIOR SEMINAR** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **RELATIONSHIP TO FACULTY:** | | | | | | | | | | | | | | | | | | | | Guest Lecturer | | | | | | | |  | | | Student | | | | | | | |  | | Interview Candidate | | | | | | |  | | | Other | | |  | |
| **POSTAL ADDRESS:** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **TRAVEL EXPENSES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *(See Chapter 5b of the Financial Procedures Manual for guidance on completion and the Finance Division website for current rates)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | | | | | | | | | | Time Left | | | | | | | Time Arrived | | | | | | Method Of Travel | | | | | | | | | | | | | | Mileage (Claimed at 45p) | | | | | | | | | Cost | | | | | | | | |
|  | | | |  | | | |  | | |  | | | | | | |  | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | £ | | | | | | |  | |
|  | | | |  | | | |  | | |  | | | | | | |  | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | £ | | | | | | |  | |
|  | | | |  | | | |  | | |  | | | | | | |  | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | £ | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Purpose of Journey/s: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OTHER EXPENSES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| jj  (*For business entertainment claims please attach details re the purpose of the entertainment, the names of all those in attendance and their institutions)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | | | | | | | | | | Nature of Expense: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Cost | | | | | | | | |
|  | | | |  | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | £ | | | | | | |  | |
|  | | | |  | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | £ | | | | | | |  | |
|  | | | |  | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | £ | | | | | | |  | |
| **TOTALS & CLAIMANT’S SIGNATURE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | I certify that I have incurred expenses of: | | | | | | | | | | | | | | | | | | | | | | | | £ | | | | | | | | |  | | | Alternate Currency Required: | | | | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | and the original receipts/supporting vouchers are attached. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | **Total Expenses:** | | | | | | | | £ | | | | | | |  | |
|  | | | I hereby apply for a reimbursement for: | | | | | | | | | | | | | | | | | | | | | | | | £ | | | | | | | | |  | | | Less Advances Taken: | | | | | | | | £ | | | | | | |  | |
|  | | | Signed: | | | | | | | |  | | | | | | | | | | | | Date: | | | | |  | | |  | | |  | |  | | | **Total Claim:** | | | | | | | | **£** | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **TO BE COMPLETED BY ACCOUNTS DEPARTMENT:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Authorisation Signature:** | | | | | | | | | | | | | | | | | | | | | | |  | | **Accounting Codes:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |  | | **U** | | | | | | | **G** | | | | | | | **F** | | | | | | **G** | **F** | | | | **N** | | | **E** | | |
| **Print Name:** | | | | | | | | | | | |  | | | | | | | | | | |  | | **E** | | | | | **Z** | | | | | **Z** | | | | | | **Z** | | | |  |  | | | |  | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | |  | | **D SOCIETY SENIOR SEMINAR** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Amount:** | | | | | | | | | | | **£** | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SHARED SERVICES PROCESSED:** | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **G** | | **F** | | |  |  | | |  |  | | | |  |  | |  | |  |  | |  |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

*Completed forms should be sent to: Accounts, Faculty of Divinity, West Road, Cambridge, CB3 9BS*