

NON EMPLOYEE EXPENSES CLAIM

Home Address:		Name:	
		School / Department:	
Car Registration:		Ledger Account: (office use only)	8E

Particulars of the journey, expense details and reason for the undertaking; subsistence and other claimed expenditure.	Miles @ higher rate	Miles @ lower rate	Claim Total
			£ : p
			:
			:
			:
			:
			:
TOTAL EXPENSES CLAIMED (OVERLEAF)			:
TOTAL EXPENSES THIS CLAIM			:
Cumulative miles carried forward to next claim			

	Thousands	Hundreds	Tens	Units	Pence
Amount Claimed in Words					

<p>DECLARATION: I declare that:</p> <ol style="list-style-type: none"> the travelling and incidental expenses claimed herein have been actually and necessarily disbursed by me solely on College duties and the allowances claimed are in strict accordance with the rules of the College. receipts or other supporting documentation are attached. any journeys made by private car were covered by an insurance policy which meets the College's requirements for the use of a private vehicle on official business. A valid licence was held for the vehicle used. <p>Signature _____ Date _____</p>	<p>APPROVAL</p> <p>I certify that to the best of my knowledge and belief, the facts given in this claim are correct, that payments may be made, and that the analysis made below is correct.</p> <p>Authorised Signatory _____</p> <p>Date _____</p>
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Expense Code	T1	T3	T4	T5	T6	T7	Amount
							:
							:
							:

FORM NEC
JOURNAL REFERENCE: