

## EXPENSES CLAIM FORM (03/2021)

Name:	<input style="width: 95%;" type="text"/>	Cheque <input type="checkbox"/>	BankAcc: <input type="checkbox"/> <small>[4]</small>
Address:	<input style="width: 95%;" type="text"/>	Postcode:	<input style="width: 80%;" type="text"/> <i>It's faster by bank!</i>
Bank Details: <small>[4]</small>	A/C Name:	Sort Code:	Number:
Group/Budget:	<input style="width: 95%;" type="text"/>		Date: <input style="width: 80%;" 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		
<b>Subtotal:</b>				

### Non-Travel (e.g. room hire, postage and stationery)

Please note that room hire (before extras) exceeding £80 (£100 in London) requires director approval.

Date expense incurred	Details of expense	Total amount incurred	Total amount claimed	Amount waived
<b>Subtotal:</b>				
<b>TOTALS:</b>				

Signature of claimant:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
Authorised by:	<input style="width: 95%;" type="text"/>	Office held:	<input style="width: 95%;" type="text"/>

### For office use:

Date claim received:	<input style="width: 95%;" type="text"/>	Date processed:	<input style="width: 95%;" type="text"/>	Ref No:	<input style="width: 95%;" type="text"/>
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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 (31<sup>st</sup> 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. Scans or photos are acceptable. 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 three days of receipt of the claim. Cheque payments will be made at approximately monthly intervals.