PHUVRQDO HPDLO DGGUHVV

* National Insurance No. (Exemption Forms where applicable)

* Date of Birth

Disabled (Y/N):

[1] If you have completed a claim form previously and provided details of your nationality and ethnic origin, you are not required to provide this information each time you claim. Nationality codes and Ethnic Group codes can] g 68 (es)]TJ 0.028 Tf8a(t61 (f)Tj 0.04]TJ (e [(att065 Tw 12.o652 (ed)]TJ 0.061 (

Means of Transport	From	To	Single/ Return

- Reimbursement of expenditure incurred will only be made for expenses agreed, in advance, with the appropriate line manager and on production of supporting receipts attached to the expenses claim
- If itemised receipts or travel tickets are not provided, under HMRC rules, your expenses will be taxed
- You are required to contain subsistence expenses within reasonable levels, i.e. hotels should be ‘travel lodge’ or equivalent and ‘table d’hote’ menus should be selected wherever possible.
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- Advice should be sought from the Director of Faculty Operations, or Educational Partnerships as relevant, who will clarify and agree acceptable expenditure in advance.

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& R P S O H W H G DU XHWF KHWL UH VGHHGE R XKBIWDHDWFKQWIKRZULPEWHKHRLWGK H
QH [PR Q WKHUHFHLDWWHG Q WKXQ±\SD\PHQWVXZXDEHO\UHFHLYHSXJRQ<R XUDFFLPOO EH
DXWKRE\WKHGIGHSDUWPHQWVWPHQWE/HIRUHWLWHG WR WKH 3D\UROOFUDQG3HQVLRQ
DIWHU WKRHWKPRQWKVZLOO EH SDLG WKEI\ WKHGHORZLQJ PRQWKF HQG8\RQ WKJXJ\W
SD\PHQWVZLOOEHGHOD\HG6RQWHPEHU

3OHDVHVHSD\PHQWDWHGDVRUQHRWXEPLWGDRUHWKDQ SURSULDWH FRQWDFW

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