

Please complete and return this form to:

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Personal/Interview details

Surname:			Address:		
Forename:					
Title:					
Post interviewed for:					
School/Department:			Date of Interview:		
Email address:					

Bank Account details

Bank Name:			Bank Account Name:		
Bank Address:			Sort Code:		
			Account No:		

For Foreign currency payment

Swift Code (BIC)			IBAN:		
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Details of Travel Expenses Incurred (valid receipts/tickets must be included with the claim)

Expenditure Type	Details of Expenditure		Miles Travelled	Rate (UoK use only)	Total Cost (£ Sterling)	Total Cost (€ EURO, \$ USD)
	From	To				
Travel (e.g. mileage, train fares)						
Other Expenses (e.g. accommodation, car parking and meals)						
Total Claimed:						

Declaration

I confirm that the expenses I have incurred in this claim are correct

Signature of Claimant:

Date of Claim:

Account Codes					Amount		UoK use only
Account	Cost Centre	Job / Project	Dept Analysis	Tax	Total Cost (£ Sterling)	Total Cost (€ Euro, \$ USD)	Date Claim Received:
							Authorised for payment by: Signature: Print Name:
Rate of currency conversion:					Total:		

IMPORTANT NOTE:

To avoid delay in settlement, please ensure that original supporting receipts are attached. Credit card receipts are not acceptable.