Engineering Professors' Council Expense Claim form

please attach receipts here

Name:		Reason for expenditure:
Total claimed: £		

Date dd:mm:yy	Description of expenses (please specify clearly).	receipt No.	Private transport 45p per mile		Local currency	Exchange rate £1 =	Fares £ . p	Subsistence £ . p	Other £ . p
			miles	cost					
Totals for each expense type:									

Address for payment by cheque

OR

details for BACS transfer

Account name .....
Sort code .....
Account number .....

This claim relates solely to expenses incurred on EPC business

signature

Please send completed form, with receipts, to:
Vicky Elston
Engineering Professors' Council
PO Box 789
Godalming GU7 9FW

Checked
(VE)
Date:

Paid
(JY)
Date:

Cheque no: