



BUSINESS EXPENSES AND TRAVEL CLAIM

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Department or Committee:			
Name:		Designation:	
Purpose of Expense:			

COMPLETE FOLLOWING BOX FOR BUSINESS TRIPS:

Title & Purpose of Trip:						
Trip Commencement & Return Dates:						
Category of Trip (Tick Appropriate Box):	1		2		3	
Committee Approval (Category 1 & 2):						

Expenditure Totals (B/f from reverse side of this form)		Gross Total (Incl VAT) £
Accommodation		
Travel	Mileage (non staff only)	
Meals & Incidental Business Expenses		
Hospitality / Entertainment		
Personal Incidental Expenses		
Gross Total		
Deduct Net Funds Advanced (Total advance less sums returned & banked)		
Reimburse To /(ReclaimFrom) Claimant		

FINANCE OFFICE USE ONLY:		
CBIS Code	Amount £	VAT Code
		KP
VAT Amount		
		KP
VAT Amount		
		KP
VAT Amount		
		KP
VAT Amount		
Gross Total		
		CR
ADV.1 Reference No.		

Claimant's Signature:		Date:	
Authorised By:		Date:	

FINANCE OFFICE USE ONLY:

Supplier No:		Document Ref:	
Transaction Ref:		Entered on CBIS by:	
Authorised By:		Date:	

