CITY OF LONDON

Form EXP 5

Business Expenses and Travel Claim

MISCELLANEOUS BUSINESS EXPENDITURE (i.e. small business purchase)

This form should be used to reclaim miscellaneous business expenditure necessarily incurred by a City of London employee, and where monies are to be reimbursed through CBIS. Only expenditure which is not relevant to, and has not been included on forms EXP 1 – 3, should be itemised here. All relevant receipts/invoices should be attached to support all expenditure.

Name:	Designation:	Department:

Date	Description/Details of Expenditure	Reason for Expenditure not being incurred directly by the CoL	Amount		VAT	
			£	P	£	p
		Total Miscellaneous Business Expenditure				

Claimant's Signature:		Date:
Authorised by:	Designation:	Date:

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CBIS Ref:		Supplier Number:		Calculations Checked:	
Due Date:		Document Number:		Authorised By:	

CBIS Allocation Code	Amount	
	£	p
NET AMOUNT		
VAT		
GROSS AMOUNT		