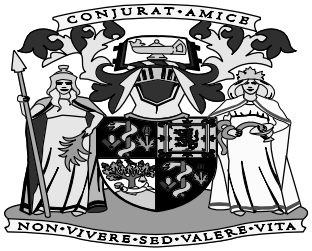
RCPSG



Claim Form for Travel and Subsistence Expenses

Surname:_____

Forename:_____

Other initials:_____

Title: _____ **PID No:**_____

Address: _____

_____

_____

_____

		Travel Expenses					Subsistence		Total
Purpose of Travel	**Date**	**Travel (Air/Train)**	**Other Travel Expenses**	**Mileage Allowance**		**Parking**	**Accom.**	**Meals**	
				No of Miles	**40p per mile**				
		£	£		£	£	£	£	£
						Total Expenses Claimed			£

PAYMENT: For your convenience expenses can now be paid by BACS, if you would like payment by this method please supply your bank details below:

Account Name ……

Sort Code ……

Account Number ……

Bank Name & Address ……

……

……

If details have been supplied previously please tick box ☐

FOR COLLEGE USE ONLY

Authorisation:_____

Signature:_____

Code:_____