

The Alan Turing Institute

EXPENSES POLICY

Compliance Form

I have received and read the Expenses Policy and confirm that I will comply with the policy set by The Alan Turing Institute and understand that failure to adhere to the policies set out in this document may lead to claims not being reimbursed.

For Mileage Claims - It is the driver's responsibility to ensure their personal vehicle is appropriately insured for business cover, roadworthy, taxed, has a valid MOT and is registered. By signing this form, drivers are confirming that they are not disqualified from driving at the time the expense was incurred.

Signed: Date:

Print Name:

Email Address:

Department:

Bank Name:

Sort code: Account number:

For International Payments please provide the following details

Beneficiary Bank.....

Swift Code.....

Bank Account Number.....

IBAN Number.....

Routing Number (If USA).....