

STUDENT

Expenses Claim Form



Personal Details

Student Number (Not K Number)	1856496
Surname (as appears on bank account)	Li
Forename(s)	Qingzhou
Departmental Address	BHI Dept, Institute of Psychiatry, Psychology & Neuroscience (IoPPN) King's College London, 16 De Crespigny Park, London SE5 8AF, UK
Office/personal telephone no.	07536 139540
KCL Email Address	K2257531 @kcl.ac.uk

Authorisation

By signing this form you are declaring that the expenses being claimed are:

1. In accordance with the University's Financial Regulations and Procedures
2. In respect of expenses wholly necessarily and exclusively incurred whilst engaged on the business of the University
3. No other claim has been made or will be made to this or any other organisation for the expenses claimed

Signature of Claimant	Qingzhou Li
Date	22/08/2023

Budget/Grant Holder signature: To be completed by BUDGET or GRANT HOLDER, who is not the claimant, against the finance coding detailed below.	
Please Print Full Name	Nawaf Ibrahim
Signed	
Date	

WHERE DO YOU WANT THIS CHARGED TO? Please use valid King's Finance codes:

Activity Code	Account Code	Amounts
AC15024	3686	20.00
Total of Expenses to be paid £		20.00

Student expense enquiries should be emailed to studentgrants@kcl.ac.uk

Details of Expenses Claimed

NB: Please submit **original** receipts (not copies) for each item claimed. Items of expenditure that are not permitted include but are not limited to:

- Computer equipment and phone bills for personal use that have not been incurred wholly and exclusively for College business.
- First class travel/Business Class/Premium Economy travel without prior approval by Head of Department or Head of Faculty as appropriate.
- Hotel bookings where a payment receipt cannot be provided.

Purpose of expense:	MSc ASMHI 2021-22 A0 poster printing cost
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Mileage Claim						
Which rate should I use? Check one only						
<input checked="" type="checkbox"/> Car/Van = 45p per mile <input type="checkbox"/> Motorcycle = 24p per mile <input type="checkbox"/> Bicycle = 20p per mile						
Journeys	1	2	3	4	5	6
No. of Miles						
From						
To						
Total Mileage £						

Travel and other expenses: (only Standard/Economy Travel can be claimed).			Amount £	Receipts* Y / N ?
Expense Details	A0 Poster for Research Project		20.00	Y
£ 20.00				

*Receipts/proof of payment must be attached

Total of Expenses Claimed £	20.00
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GDPR statement can be found here – <https://www.kcl.ac.uk/terms/privacy.aspx>

When completed, ensure the claim is signed off by the **appropriate signatories** and send to studentgrants@kcl.ac.uk