Imperial College London

This Excel form may be saved to your hard drive and completed at your computer, but then must be printed out, signed, receipts attached, authorised, stamped and sent by internal post to the Expenses Office, Sherfeld Building

Expense Claim - E1

v1.1

As you complete this form cells will become shaded light red to help indicate where data needs to be entered

Title and full name: **Wendy Lu Chen**

College Identifier (CID Number): **1069203**

The section below must be completed by students, casual staff and visitors to the college. For employees, this information is obtained from HR and payroll.

Purpose of claim:

EE3 - DTPRJ Ordered external supplier components

Income tax? (mark with a cross)

Date of birth:	**22/07/1997**
Home address:	
56G3 Southwell Halls	
51 - 60 Evelyn Gardens	
	Post Code: **SW7 3BH**

Bank Name:	**NatWest**
Bank Branch:	**South Kensington**
Sort code: (or SWIFT)	**51-50-01**
Account No.: (or IBAN):	**65826337**

Travel (general)

Date(s)	Mode	Return?	From	To	Foreign Currency	Sterling total (£)	Tick if Non UK/EU Travel	Analysis Code	Sub Total (AP Use Only)
	OTHER	☐					☐		-
		☐					☐		-
		☐					☐		-
		☐					☐		-
		☐					☐		-
		☐					☐		-
SUB-TOTAL: TRAVEL						-			-

ICIS Code	Cost Centre:	Activity / Project No.:

Travel (car mileage)

Date	Number of miles	Return?	From	To	Cost per mile (£)	Sterling total (£)	Tick if Non UK/EU	Analysis Code	Sub Total (AP Use Only)
		☐			0.45		☐		-
		☐			0.45		☐		-
		☐			0.45		☐		-
SUB-TOTAL: MILEAGE						-			-

ICIS Code	Cost Centre:	Activity / Project No.:

Entertainment/ Hospitality

Date(s)	Name of principal guest	Organisation represented or other description	Total numbers present	Foreign Currency	Sterling total (£)	Tick if Non-College Staff Present	Analysis Code	Sub Total (AP Use Only)
						☐		-
						☐		-
						☐		-
						☐		-
SUB-TOTAL: ENTERTAINMENT / HOSPITALITY					-			-

ICIS Code	Cost Centre:	Activity / Project No.:

Subsistence / Hotels / Incidentals / Others

Date(s)	Expense Type	Description	Foreign Currency	Sterling total (£)	Tick if Non UK/EU	Analysis Code	Sub Total (AP Use Only)
25/05/18	Equipment Purchase	Newbury Electronics - PCB		61.90	☐	**165107**	**84.90**
31/05/18	Equipment Purchase	Dongguan Yuliang Electronics - Special edge connector		23.00	☐	**165107**	-
					☐		-
					☐		-
					☐		-
					☐		-
					☐		-
SUB-TOTAL: SUBSISTENCE / INCIDENTALS / OTHER				84.90			**84.90**

ICIS Code	Cost Centre:	Activity / Project No.:

OVERALL GROSS TOTAL CLAIMED	84.90	**84.90**
LESS: Advance received (if any)		-
NET CLAIM / REFUND DUE	84.90	**84.90**

Main departmental authorisation

I have checked that:
o income tax issues have been considered and any potentially taxable items marked with a cross in the left hand column, above
o no private or family component has been charged to the College
o receipts are attached and correspond to the claim
o the costs claimed do not exceed the published rates / allowances
o the ICIS code(s) are valid and appropriate for expenditure of this type

signature   Date:

Name (print)

authorisation stamp

Claimant's declaration

I confirm that:
o expenditure shown above has been incurred by me wholly, necessarily and exclusively for the purposes of the College's business
o any monies advanced by the College have been deducted from the final claim
o re-imbursement only of actual costs is sought; there is no element of profit
o no part of the claim relates to holidays or private business activities
o any cost relating to travel costs for my spouse, partner, family or others who are not employees engaged on College business have been deducated
o nothing included in this claim has been previously claimed from the College or from any other person

signature: Date: 06/06/2018

Name (print)   Wendy Lu Chen

Secondary departmental authorisation (Optional)

signature   Date:

Name (print)