

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 <div style="text-align: right; font-size: x-small;">v1.1</div>				
Title and full name: Wendy Lu Chen						As you complete this form cells will become shaded light red to help indicate where data needs to be entered				
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.							
Income tax? (mark with a cross)	Purpose of claim: EE3 - DTPRJ External supplier components			Date of birth: 22/07/1997		Bank Name: NatWest				
				Home address: 56G3 Southwell Halls		Bank Branch: South Kensington				
				51 - 60 Evelyn Gardens		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	Jongguan Yuliang Electronics - Special edge connector		23.00		165107	-			
08/06/18	Photocopying	The Imaging Warehouse - Leaflets printing		30.00		163107	30.00			
							-			
							-			
							-			
SUB-TOTAL: SUBSISTENCE / INCIDENTALS / OTHER				114.90			114.90			
ICIS Code		Cost Centre:		Activity / Project No.:						
OVERALL GROSS TOTAL CLAIMED						114.90	114.90			
LESS: Advance received (if any)							-			
NET CLAIM / REFUND DUE						114.90	114.90			

I have checked that: <input type="checkbox"/> income tax issues have been considered and any potentially taxable items marked with a cross in the left hand column, above <input type="checkbox"/> no private or family component has been charged to the College <input type="checkbox"/> receipts are attached and correspond to the claim <input type="checkbox"/> the costs claimed do not exceed the published rates / allowances <input type="checkbox"/> the ICIS code(s) are valid and appropriate for expenditure of this type		Main departmental authorisation signature _____ Date: _____ Name (print) _____ authorisation stamp _____
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I confirm that: <input type="checkbox"/> expenditure shown above has been incurred by me wholly, necessarily and exclusively for the purposes of the College's business <input type="checkbox"/> any monies advanced by the College have been deducted from the final claim <input type="checkbox"/> re-imbursement only of actual costs is sought; there is no element of profit <input type="checkbox"/> no part of the claim relates to holidays or private business activities <input type="checkbox"/> any cost relating to travel costs for my spouse, partner, family or others who are not employees engaged on College business have been deducted <input type="checkbox"/> nothing included in this claim has been previously claimed from the College or from any other person		Claimant's declaration signature: _____ Date: 06/06/2018 Name (print) Wendy Lu Chen
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Secondary departmental authorisation (Optional)	
signature _____	Date: _____
Name (print) _____	