

**CHEESE PROJECT**

**INVOICE FOR PAYMENT OF EXPENSES**

**[Day] [Month] [Year]**

**To:**

**Mike Andrews**

The CHEESE Project, 28 Seawalls, Seawalls Road, Sneyd Park, Bristol, BS9 1PG

|  |  |
| --- | --- |
| **Item(s)** | **Price** |
|  | £ |
| [Add or delete extra rows as required] | £ |
| **Total for payment** | **£** |

**Note: You can claim for Bristol bus tickets for CHEESE business that you would not otherwise have had to purchase. You can claim mileage at 45 pence per mile if it is necessary to use your car on CHEESE business, such as during surveying to carry surveying equipment. If you have to get a train for CHEESE surveying business, that you would not otherwise have to get, you can claim for the cheapest return ticket available at the time of booking - but please get permission in advance from Nick Clack or Mike Andrews. If it is unavoidable, for example if neither Energy Tracer on a survey has access to a car, then you can claim for car-club car hire costs incurred on CHEESE business, but the amount must be agreed in advance with Mike Andrews.**

**Details for payment:**

Your name:

Name of bank account:

Bank account number:

Bank sort code:

**Please email the completed invoice to:** [mike.andrews@cantab.net](mailto:mike.andrews@cantab.net) and [njclack@yahoo.com](mailto:njclack@yahoo.com)