



When completed in full, please print, sign and pass to an Authorised Signatory for approval.
When authorised, send to Accounts Payable for processing.

EXPENSE PAYMENT

Document No: **EXP** Surname **Marinescu** Date (ddmmyy) **200315** No of Claims for this Date **5**

PLEASE ENSURE FORMS ARE TYPED, NOT HANDWRITTEN. ONLY YELLOW FIELDS NEED TO BE COMPLETED WHERE APPROPRIATE.

Date: **200315**

Payee Type (please mark X) ☐ Employee ☒ Student ☐ Other

Payee Name **Razvan Valentin Marinescu**
Address Line 1 **Ifor Evans Hall, 109 Camden Road**
Address Line 2
Town/City **London** Post Code: **NW1 9HZ**

Supplier No (AP USE ONLY):
Payroll No.if Employee
UPI Number:

Total Amount (this is automatically populated with total from below) **£49.99** Description: **Razvan – HBP workshop**

Please mark X if BACS Payment (see note) ☐ N.B. If you are an external individual or student, in order to be paid by BACS, please ensure you have attached a bank details form or confirm that this form has been sent to AP previously. Employees (normal expenses for employees should be claimed via iExpenses, this form is used by a limited no. of depts to pay Employees outside of their own dept) will automatically be paid by BACS into the account their salary is paid into. Please see forms at:

Please mark X if Expenses Advance ☐ http://www.ucl.ac.uk/finance/secure/fin_sys/employee_expense_bacs.htm

Please note that all fields on the coding part of the form are mandatory; if fields are left blank, the form will be returned. At least one line must be completed. If you are not sure of what codes to use, please liaise with your Departmental Finance Officer or Administrator.

Account Code Analysis - Please amalgamate items being charged to the same account and analysis code into one distribution line. If there are more than 6 lines, please enter on a spreadsheet and attach to this form.

Description (this will appear on the departmental transaction report)	Project Code	Task	Award	Expend. Type/ Analysis	Amount (Gross)
Razvan – HBP workshop				22 Conference Fees & Expenses	£49.99

Total Amount of Claim: **£49.99**

Analysis of Expenditure (Please attach supporting receipts, number and cross reference to the table below) If you have more than 8 receipts, please provide a spreadsheet detailing each receipt and attach this reconciliation to the form.

Ref	Date of Exp. (dd.mm.yy)	Purpose of Expenditure	Amount Foreign Currency	Rate	Amount
1	16.03.15	Dinner at Pinocchio Restaurant	22.04 CHF	0.69	£15.11
2	17.03.15	Dinner at Istanbul Restaurant	27.00 CHF	0.69	£18.50
3	15.03.15	Lunch snack at Dolizioso	8.00 CHF	0.69	£5.48
4	18.03.15	Lunch snack at Fleur de Pains	7.40 CHF	0.69	£5.07
5	15.03.15	Breakfast at Boulevard Gourmand	8.50 CHF	0.69	£5.83
6					£0.00
7					£0.00
8					£0.00
Car Mileage		c.c.: No.of Miles At: p per mile	£0.00		
Journey From: To:		Total Amount			£49.99

I confirm that the above expenditure has been incurred as a result of UCL activities only. (Please ensure the form is signed by the claimant)

Claimant Signature: Date:

Authorised Signatory Name: **Razvan Valentin Marinescu** This must be an Authorised Signatory with the requisite limit for the total amount of the claim.

Signature: Date:

Expenditure Type

22 Books & Subscriptions
22 Comp H/Ware Purc Under 25K
22 Comp S/Ware Purc Under 25K
22 Conference Fees & Expenses
22 Entertain/Hosp Business
22 Entertain/Hosp Staff & Stud
22 Exceptional Items
22 External Examiners
22 Fax Usage
22 Food & Drink
22 Internet Access
22 Journals
22 Patient/Subject Fees & Exps
22 Postage
22 Printing & Copying
22 Prizes
22 Professional Subscriptions
22 Scholarships
22 Staff Training & Courses
22 Stationery & Office Costs
22 Stipend
22 Student Bursaries
22 Studentships
22 Subsistence & Accommod UK
22 Subsistence Accommod Overseas
22 Telephone Calls Business
22 Travel Overseas
22 Travel UK
22 Vehicle Costs
22 Visa Fees / Work Permits
22 Visiting Lecturer Expenses
22 Workshop Materials