Registration No	egistration No.															Supplier ID								
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<u>Visitor / Stu</u>	itor / Student - Expenses Claim Form Version 8 September 2017															How to claim expenses help page								
FORM 1 - PL	EΑ	SE	CON	/IPL	ETI	EAN	ID SE	ΕNI	D TO THE	DEF	PARTMENT	FO	R AUTH	ORI	ISAT	ΓΙΟΝ	I							
Name of Claima	ant		Titl	le MI	SS	Fo	renam	е <u>S</u>	AM							_		Initial	S	_Surname		GIBSON		
Address	47 BURLAM ROAD														Student No	203024654								
	М	IDDI	LESE	BRO	UG	Н														Email	sg1406@york.ac.uk			
Reason for claim	1	K	STAF	R Fus	sior	CD	r colla	abo	oration work	shop	1													
DETAILS OF CL *State: Car / Air									I class)													Sterling	Currency	
Travel Type*	Ť	Date				Travel From Travel To												Miles	@p	Including VAT	Guirency			
Train	10	16/02/18			In	cheo	n Inte	rna	ational Airpo	ort		Seoul Station										9500	Korean Won	
Train	20	20/02/18			Se	eoul	Statio	n				Daejeon Station									23700	Korean Won		
Taxi	20	20/02/18			Di	Daejeon Station							Lotte City Hotel									7900	Korean Won	
Other Expenses			_																					
															TOTAL	41100	0							
Claimant							Auth	nor	isation															
Signature							Signature													Department				
Date	te PRINT NAME Date														Date									
NOW COM	PL	ETI.	E F	ORI	M 2	2																		
Description to appear on reports in CAPITAL LETTERS																								
Account		Anal	-			,	Worko		r		VAT Code										Excl VAT		l VAT(Currency)	
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TOTAL	_									<u> </u>											0		0	

NOTES

THIS FORM IS TO BE USED FOR 'EXPENSES-ONLY' CLAIMS AND SUBMITTED TO ACCOUNTS PAYABLE.

VISITORS' CLAIMS THAT INCLUDE FEES OR REMUNERATION MUST BE SUBMITTED TO THE PAYROLL OFFICE USING THE ELECTRONIC CASUAL PAYROLL CLAIM FORM AT:-

http://www.york.ac.uk/about/departments/support-and-admin/finance/receiving/casual-payroll-claims-process-and-help/

1. PAYMENT OF EXPENSES

Payment will be made by BACS directly to the Bank/Building Society account account supplied by the claimant.

2. AUTHORISATION

All claims <u>must</u> be signed by the claimant and authorised/checked by an authorised member of the Department in which the work was carried out

3. RECEIPTS

All claims must be supported by valid receipts as far as is practicable. [Excluding mileage]

4. TRAVEL

2nd class Rail or Bus fares will be paid. Travel by car will be at the University visitor mileage rate