RSC | Advancing the Chemical Sciences

NON EMPLOYEE EXPENSE CLAIM - NON UK BANK

Posting Number:

THIS FORM IS NOT FOR USE BY COMPANIES OR THE SELF EMPLOYED

Finance Received Date Stamp:

Name (BLOCK CAPITALS) _____ **Account** **E N** ☐☐☐☐ **Date of Claim:** _____

Rec = Receipt Number

Address

_____

_____

_____

Post Code: _____

Country: _____

Bank Name _____

Bank Address _____

_____

SWIFT/BIC Code _____

ABA/Routing No _____

Bank Account No _____

IBAN _____

Name Account Held in _____

Currency Account Held in _____

email address:

_____

Interview Expenses only - HR approval

Signature:

Rec	Date	Description	Nominal Code	Department / Product	Currency	Receipt Attached	Without Receipt	Finance Only Rate	Finance Only GBP Equiv

Signature of Claimant**	Authorisation: MANAGER	DIRECTOR*	Sub Totals				
	Print Name:	Print Name:		Total Claim			

*Claims >£250 require Director/CEO/Hon Treasurer approval

NEECNUKNov/2010

**By signing this claim I certify that the expenses in this claim are a correct record of necessary expenses incurred in the performance of duties. The expenses are in accordance with RSC policy and all receipts are attached. Also when using your personal car for company business, you hold a valid driving licence and are legally allowed to drive in the UK, and your car:

- Complies with DVLA guidelines
- Is regularly serviced and roadworthy
- Is insured for business use

It is your responsibility to ensure your car is roadworthy. Failure to adhere to the above will invalidate your insurance