RSC | Advancing the Chemical Sciences

NON EMPLOYEE EXPENSE CLAIM - STERLING

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: _____

Bank Details for payment:

Account Holder: _____

Bank Name: _____

Sort Code: ☐☐ - ☐☐ - ☐☐

Account No: ☐☐☐☐☐☐☐☐

email address: Remittances sent by email only

_____

Interview Expenses only - HR approval

Signature:

Rec	Date	Description	Nominal Code	Department / Product / Journal Sub / Project	Receipt Attached	Without Receipt	Net Amount	VAT Amount
					£ :	£ :	£ :	£ :
					£ :	£ :	£ :	£ :
					£ :	£ :	£ :	£ :
					£ :	£ :	£ :	£ :
					£ :	£ :	£ :	£ :
					£ :	£ :	£ :	£ :
					£ :	£ :	£ :	£ :
					£ :	£ :	£ :	£ :
					£ :	£ :	£ :	£ :
					£ :	£ :	£ :	£ :
Signature of Claimant**		Authorisation: MANAGER		DIRECTOR*	Sub Totals	£ :	£ :	£ :
					Total Claim	£ :		£ :
		Print Name:		Print Name:	*Claims >£250 require Director/CEO/Hon Treasurer approval			NEECSNov/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