

## Travel Expenses Claim Form - Students or Employers

## for Course Approvals or Reviews

**Name:**

**Correspondence address:**

**Email address:**

*(in case the Finance Department need to contact you to confirm bank details)*

Bank and branch details:

Sort Code: - -

Account Number:

**Date(s) of Visit(s):**

**Approval Title:** Course Approval/Review of

**TRAVEL EXPENSES**

£

 (i) Rail Fare 2nd Class from ..............................

£

or (ii) Car mileage claimed at 45p per mile ..............................

£

Other (e.g. parking fees) Please specify ……………………

Finance Codes:
(Expenses) UDSAA L107 £\_\_\_\_\_\_\_\_\_\_

£

 **TOTAL**

**Note**: 2 out of 3 signatures below required:

Signed (External Adviser) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

### Recommended for payment:

Academic Quality Officer Date:

### Recommended for payment:

Deputy Head of Academic Quality Date:

*Please scan/photograph any receipts and return by email to your AQU contact, or by post to Academic Quality Unit, JL1020, Jenny Lind Building, University of Worcester, WR2 6AJ*