|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT EXPENSES CLAIM FORM**  To Be Used for All Student Travel Expenditure to be Reclaimed  **This is a MyForms managed template** **​​​​​​​**Please upload your completed form and any supporting information at [northumbria.ac.uk/myforms](https://www.northumbria.ac.uk/myforms) | | | | | | | | | | |
| STUDENT DETAILS | | | | | | | | | | |
| Full Name | |  | | | | | | | | |
| Student ID Number *(mandatory)* | |  | | | | | | | | |
| Address | |  | | | | | | | | |
| Course | |  | | | | | | | | |
| Branch | |  | | | | | | | | |
| Intake | |  | | | | | | | | |
| Telephone Number | |  | | | | | | | | |
| Email Address | |  | | | | | | | | |
| Reason for and Dates of Visit | |  | | | | | | | | |
| Bank Sort Code *(mandatory)* | |  | | | | | | | | |
| Bank Account Number *(mandatory)* | |  | | | | | | | | |
|  | | | | | | | | | |  |
| EXPENSES CLAIMED | | | | | | | | | | £ |
| Training Course Fees (give details): | |  | | | | | | | |  |
| Student Mileage (normal rate is **45p** per mile) | |  | | miles @ | |  | | | p per mile |  |
|  | | miles @ | |  | | | p per mile |  |
|  | | | | | | | | | |  |
| TRAVEL DETAILS | | | | | | | | | | |
| **Date** | **From** | | **To** | | | | **Type**  **(Rail/Taxi etc)** | | |  |
|  |  | |  | | | |  | | |  |
|  |  | |  | | | |  | | |  |
|  |  | |  | | | |  | | |  |
|  |  | |  | | | |  | | |  |
|  |  | |  | | | |  | | |  |
|  |  | |  | | | |  | | |  |
|  |  | |  | | | |  | | |  |
|  | | | | | | | | | |  |
| OTHER EXPENDITURE | | | | | | | | | | |
|  | | | | | | | | | |  |
|  | | | | | | | | | |  |
|  | | | | | | | | | |  |
|  | | | | | | | | | |  |
|  | | | | | | | | | |  |
|  | | | | | | | | | |  |
| **TOTAL EXPENSES CLAIMED** | | | | | | | | | |  |
|  | | | | | | | | | | |
| AUTHORISATION | | | | | | | | | | |
|  | |  | | |  | | | | | |
| ***Written signatures are no longer required.***  *Submission of this form through* [*MyForms*](https://livenorthumbriaac.sharepoint.com/sites/myforms/SitePages/Home.aspx) *indicates your confirmation that* ***all expenses claimed were actually and necessarily incurred whilst on authorised University business and have attached receipts for all items except mileage*** | | | | | | | | | | |
|  | |  | | |  | | | | | |
| CHARGING DETAILS | |  | | | | | | | | |
| **Cost Centre** | |  | | | **Internal Order** | | |  | | |