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| **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)** |  |
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| OTHER EXPENDITURE |
|  |  |
|  |  |
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|  |  |
|  |  |
| **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** |  |