**Expenses Claim form**

**Please attach all receipts to support your claim**

|  |  |  |
| --- | --- | --- |
| **Description**  | **Date** | **Total** |
| *e.g. Return Rail travel, Bristol to London, for training academy* | *4th Feb 2024* | *£90.00* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | **£** |

Please return to: cait.campbell@sciencecentres.org.uk

|  |  |
| --- | --- |
| **CLAIMANTS NAME**  | **SIGNATURE** |
| **PAYMENT DETAILS**(BACS) | Account name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Account number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sort code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Date* |  |  |

|  |  |
| --- | --- |
| **Registered Charity No 1129312** | **VAT No 971247314** |