**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* |
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|  |  |  |
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|  |  |  |
|  |  |  |
| **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** |