

EXAMPLE

- PLEASE ATTACH RECEIPTS -

Money Request Expenses/Travel/Fuel/Reimbursement

Date:	TODAY'S DATE		
Nominal Code:	A/C: /	CC: /	DEPT: /
Account Name:	WV VOLUNTEERS EXPENSES		

LEAVE
BLANK

Method of Payment:	Cash (up to £30) / BACS	(click to select)
To Whom Payable:	NAME + STUDENT ID NUMBER	(BLOCK CAPITALS)

Details of Payment	Amount
DETAILS OF PROJECT EXPENSES	
e.g.	
BUS TICKET TO CLINTON SCHOOL	3.00
FLOUR FOR BAKING PROJECT	2.00
Details of travel and mileage as per schedule (see reverse):	10.00

Amount in Words: FIFTEEN POUNDS	TOTAL: £ 15.00
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Bank Sort Code:	12-34-56
Bank Account No:	12345678
Email Address:	@WARWICK.AC.UK

(Sort Code, Account Number and email address required for BACS transfer only)

Requisitioner:	Name WV Staff Signature	ADDITIONAL INFO:
Authorised:	LEAVE BLANK	
Management:		
Finance:		

Cheque No:	LEAVE BLANK
BACS:	
Cash/FO No:	

Journey Details					
Date	Reason for Journey	From	To	Miles	Daily Total
	To be completed if traveling by car				
01/10/15	VOLUNTEERING	CAMPUS	LOCATION	10	20
07/10/15	"	"	"	10	20

Mileage Summary			
Date	Band 1	Band 2	Band 3
01/10/15	20		
07/10/15	20		
Miles:	40		
Rate:	0.25	0.17	
Total:	10.00		
TOTAL AMOUNT CLAIMED			£ 10.00

- Calculate the total miles per day and enter in the 'Daily Total' column above.
- For each separate day, claim:
 - up to 100 miles at Band 1 rate
 - 101-200 miles at Band 2 rate
 - the remainder at Band 3 rate
- Mileage rates can be obtained from the Finance Office or Resources Room.
- Add up the number of miles per band in the Mileage Summary table.
- Multiply number of miles by the rate to get the amount claimed for each band.
- Add up total amount claimed and transfer to the front of the money request form.