

## Travel Expenses Claim Form - Students or Employers

## for Periodic Reviews or Course Approvals

**Name:**

**Correspondence address:**

Bank and branch details:

Sort Code: - -

Account Number:

**Date(s) of Visit(s):**

**Approval Title:** Periodic Review/Course Approval of

**TRAVEL EXPENSES**

£

 (i) Rail Fare 2nd Class from ..............................

£

or (ii) Car mileage claimed at 45p per mile ..............................

Finance Codes:
(Expenses) UDSAA L107 £\_\_\_\_\_\_\_\_\_\_

£

 **TOTAL**

Recommended for payment

Academic Quality Officer Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please return to Academic Quality Unit, JL1020, Jenny Lind Building, University of Worcester, Henwick Grove, Worcester, WR2 6AJ*