Top tips to help you fill in your expense claim form



Write your expense details like this: Type of expense then the reason why you've incurred this expense

- Type of expense could be mileage, food and drink, accommodation, stationery, bus/train travel, etc.
- Give as much detail as possible when writing the **reason why** (E.g. write the postcode of the starting point and destination when claiming for mileage)

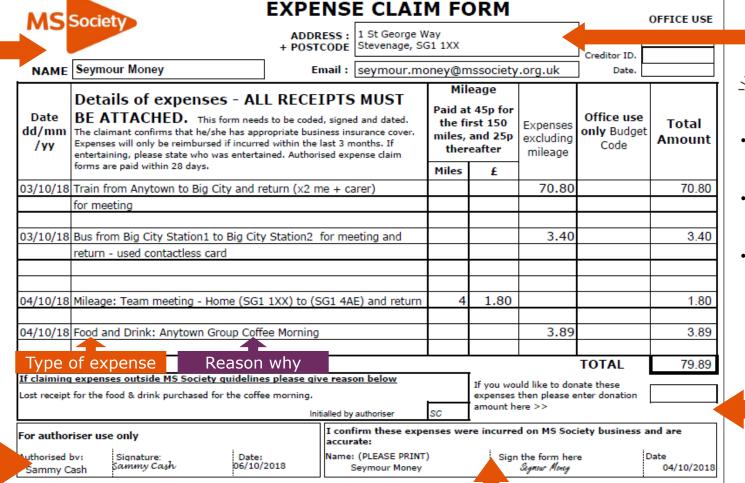
Write your **full name** to match your bank details.



Always **agree** your expenses before incurring them.

- If you've agreed something outside the guidelines, you must explain why on the form.
- Submit your expenses within 3 months of incurring them.

The **authoriser** is the budget holder e.g. if you've agreed your expenses with your local group, this is a member of your Coordinating Team.



Claims submitted to MSNC:

- reimbursed by bank transfer (fill in the bank details request form)
- remittance advice sent by email
 Claims submitted to local groups:
- most likely reimbursed by cheque (some groups do bank transfers)

Your **full address** is needed to process your expense claim.



Submit **receipts** for all expenses.

- If the receipt has other items on it, circle the items you've included on your form.
- If you're emailing your form, scan or take pictures of your receipts and attach them to your email.
- If your transport provider allows the use of a contactless payment card, your receipt is a print out from their website which shows your journey history. Remember to register your card before you travel.

If you'd like to **donate** the money back to us, write down how much you'd like to donate in this box.

Make sure you **sign it**. If you can't print it, send an email from your personal email account saying 'I confirm these expenses were incurred on MS Society business and are accurate' to the authoriser.