

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)

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)

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.



EXPENSE CLAIM FORM

ADDRESS : 1 St George Way
+ POSTCODE Stevenage, SG1 1XX

NAME Seymour Money Email : seymour.money@mssociety.org.uk

OFFICE USE Creditor ID. Date.

Date dd/mm/yy	Details of expenses - ALL RECEIPTS MUST BE ATTACHED. This form needs to be coded, signed and dated. The claimant confirms that he/she has appropriate business insurance cover. Expenses will only be reimbursed if incurred within the last 3 months. If entertaining, please state who was entertained. Authorised expense claim forms are paid within 28 days.	Mileage		Expenses excluding mileage	Office use only Budget Code	Total Amount
		Miles	£			
03/10/18	Train from Anytown to Big City and return (x2 me + carer) for meeting			70.80		70.80
03/10/18	Bus from Big City Station1 to Big City Station2 for meeting and return - used contactless card			3.40		3.40
04/10/18	Mileage: Team meeting - Home (SG1 1XX) to (SG1 4AE) and return	4	1.80			1.80
04/10/18	Food and Drink: Anytown Group Coffee Morning			3.89		3.89
TOTAL						79.89

Type of expense **Reason why**

If claiming expenses outside MS Society guidelines please give reason below
Lost receipt for the food & drink purchased for the coffee morning.

Initialled by authoriser SC

If you would like to donate these expenses then please enter donation amount here >>

For authoriser use only			I confirm these expenses were incurred on MS Society business and are accurate:		
Authorised by: Sammy Cash	Signature: Sammy Cash	Date: 06/10/2018	Name: (PLEASE PRINT) Seymour Money	Sign the form here <i>Seymour Money</i>	Date 04/10/2018

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.