

# 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** (Eg. 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 expenses guidance, 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

OFFICE USE ONLY

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

MS Society staff contact (if applicable)

Voucher: \_\_\_\_\_  
Creditor ID: \_\_\_\_\_  
Date: \_\_\_\_\_

NAME Seymour Money

Email: seymour.money@mssociety.org.uk

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. If entertaining, please state who was entertained. Authorised expense claim forms are paid within 28 days of receipt. Please submit your expenses as soon as possible and no later than 3 months after incurring them.	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
<b>TOTAL</b>						<b>79.89</b>

**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**

Authorised by: Sammy Cash      Signature: *Sammy Cash*      Date: 06/10/2018

**I confirm these expenses were incurred on MS Society business and are accurate:**

Name: (PLEASE PRINT) Seymour Money      Sign the form here *Seymour Money*      Date: 04/10/2018

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

Submit **receipts** for all expenses.

- If your 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 to the authoriser that says 'I confirm these expenses were incurred on MS Society business and are accurate'.