****

**DISCLAIMER**

Name of Claimant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Original receipt(s) have not been enclosed with claim. Please tick appropriate box(s) and complete cost and reason below. When claiming un-receipted subsistence please itemise each subsistence expense on sheet 2.

|  |  |  |
| --- | --- | --- |
| **Type of expenditure:**  | **Cost** | **Reason**  |
| Travel  |  |  |
| Accommodation |  |  |
| Subsistence |  |  |
| Fee |  |  |
| Other (please specify) |  |  |

2) Travel documents have not been enclosed with above claim. Please tick appropriate box(s). Please note boarding passes are only required where the claimant is requesting reimbursement for the travel costs.

Type of paperwork:

Tickets

Boarding Passes

Reason for not submitting documents

Ticketless airline

Lost

Other (please specify)

3) To be completed by claimant

I confirm that the above expenditure

a) is properly payable by HELOA and has not or will not be reimbursed to me by any other organisation/person

b) Relates only to my personal business expenses and no other person,

Signature of claimant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| DATE OF EXPENSE | DESCRIPTION OF EXPENSE | ACTUAL AMOUNT SPENT |
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| TOTAL CLAIMED |  |  |

**PLEASE RETURN TO THE UK VICE-CHAIR (FINANCE) WITH YOUR COMPLETED EXPENSES FORM**