St Andrews Voluntary Service: Travel Expense Reimbursement Form A

For public transport reimbursements only

Please complete the form in BLOCK CAPITALS.

Name	
University Email Address	
Project Name	
Date of Claim	

OFFICE USE ONLY	
Checked	
Cheque No.	
Dated	

Transport Information

List each leg of your journey separately. You can list multiple trips on this form.

Date of Travel	From Location	To Location	Transport Type	Notes	Amount (£)
				Total Claim	£

Your Signature: Date:

If you are claiming back money for a taxi, please obtain the project officer signature. Please note that the project officer is not your project leader – if you're not sure who is, send us an email using the contact form on our website.

Project Officer Signature: Date:

Please print this form, fill it in, then hand it to the SVS office for the attention of the treasurer.

When your cheque is ready to be picked up you will receive an email.

Only claims with receipts/tickets (or the project officer signature in the case of taxi claims) will be processed. Please attach these onto the back of this form.