

FPM = P01 _____ or Santander On-line

*(FOR PHYSICS ACCOUNTS use ONLY - amend/delete option & complete P01 Supplier Code if applicable)

Claim Form for Expenses - for **VISITORS** to the University of Edinburgh,
including *students* matriculated at **other** universities



PERSONAL DETAILS [BLOCK CAPITALS - PLEASE]

NAME

(Please state Prof, Dr, Mrs, Miss, Ms)

e-MAIL ADDRESS

@

POSTAL ADDRESS

Postcode:

BANK details* (Please complete only ONE of the boxes below)

<i>UK BANK ACCOUNT</i>	sort code	account number
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non-UK Bank Account

IBAN or account number

SWIFT code or routing number

Name of Bank

Your Name

(as stated on your account)

Address of Bank (if known)

Enter expenses details on the reverse side of the form, as guidance provided. Enter the SUMMARY spend below.
Complete the coding below **ONLY** if your host is able to help or advise you with GRANT coding,
otherwise please leave **BLANK**.

EXPENSE DETAILS (summary)

GBP (Sterling)

other currency (please state:
EUR, CHF, USD)

COST CENTRE	ACCOUNT CODE	JOB CODE	AMOUNT (£)	VAT	AMOUNT (_____)
_____	320 . / 4520	_____		SU	

DECLARATION

I certify that the expenses above were incurred by me in connection with my visit to the University of Edinburgh
on (date) _____ from _____ to _____
for the purpose of _____

In the case of a Research Grant/Contract these are allowable expenses under the Terms and Conditions set by the sponsor

Signed (visitor) _____ Date _____

Authorised by Visitor's Host _____ Position _____
(authorised signatory)

