|  |  |
| --- | --- |
| **Finance & Resources** | |
| Reference: |  |
| Activity code: |  |
| Nominal code: |  |

**Volunteer and Rep’s Expenses Claim Form**

Please return your completed form, along with supporting receipts (copies or images are acceptable), to the Finance & Resources team at [oustudents-resources@open.ac.uk](mailto:oustudents-resources@open.ac.uk) You are required to submit any claims to the office within a maximum period of **4 weeks**. Failure to do this will result in your expenses not being paid.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Initial(s)** | **Surname** | **Role** |
|  |  |  |  |
| **Email Address** | |  | |

If your expense claim relates to a particular meeting or event, please provide details below

|  |  |  |
| --- | --- | --- |
| **Meeting/Event Name** | **Date(s)** | **Venue/Location** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travel Expenses** | | | | | |
| Journey from: |  | | | | |
| Journey to: |  | | | | |
|  | **Car** | **Train** | **Plane** | **Bus** | **Taxi** |
| Total mileage: |  |  |  |  |  |
| Driver miles at 41p per mile: | £ |  |  |  |  |
| Passenger allowance: 5p per mile for each passenger | £ |  |  |  |  |
| **Cost:** | £ | £ | £ | £ | £ |
| **Total travel expenses (A):** | **£** | | | | |

|  |  |  |
| --- | --- | --- |
| **Other Expenses** | | |
| **Date of Purchase** | **Description** | **Cost** |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
| **Total other expenses (B):** | | **£** |

|  |  |  |
| --- | --- | --- |
| **Total travel claim (A)** | £ | Please use the space overleaf to explain any unusual / unclear items. Sign this form overleaf and attach receipts in support of your claim. |
| **Total other expenses (B)** | £ |
| **Sub-total** | **£** |
| Less any advance you have received | (£ ) |
| **Total of your expense claim** | **£** |

Please continue overleaf…

I confirm I am claiming for reimbursement of expenses incurred wholly, exclusively and necessarily on Association business, in accordance with the Travel and Subsistence policy.

**I confirm my bank details have/have not changed (complete and attach a change of bank details form if changed).**

|  |  |
| --- | --- |
| **Contact Details** | Please provide your home address (including postcode) below.  This information is needed to check mileage. |
| **Home address:** |  |
| **Postcode:** |  |

**Signed by Claimant**: **Date**:

**Signed by Budget Holder**: **Date**:

|  |
| --- |
| **Explanation** |
| If any aspect of your claim needs further explanation, please use the space below.  A clear explanation of all expenses claimed will help us to process them as quickly as possible. |
|  |



Open University Students Association. Company number 12031028. Registered Charity number 1183837/SC049546.

Open University Students Educational Trust. Registered Charity number 285189/SCO38300.