



CAMBRIDGE CHINESE CLASSICS EXPENSE CLAIM FORM

NAME (IN BLOCK CAPITALS)

EMAIL ADDRESS (RAVEN ID FOR UNIVERSITY MEMBERS)

Expense Report

Purpose of expense:

Date	Item Description	Notes	Total
		Subtotal	
		Less cash advanced	
		Total owed to you	
		Total due	

Receipts must be attached to expense form.

BANK DETAILS IF PREFER TO BE REIMBERSED THROUGH BANK TRANSFER
SORT CODE
ACCOUNT NUMBER

Signature of Claimant: _____

Date:

FOR TREASURY USE	
FORMS OF REIMBERSEMENT (CIRCLE ONE)	AMOUNT
CASH / CHEQUE / BANK TRANSFER	

Approved by: _____

Date: