

**EXPENSES CLAIM FORM FOR MALAWI LION EXPENSES ONLY**

**CLAIM FORM TO BE FILLED IN IN STERLING EQUIVALENT PLEASE**


PAYMENTS WILL BE SETTLED IN ACCORDANCE WITH NOTES OVERLEAF

DATE EXPENSE INCURRED	CATEGORY OF EXPENSES (List individual expenses under the relevant category of expenses)	TOTAL AMOUNT OF EACH CATEGORY £
	<u>House Equipment (non-food items)</u>	£
	<u>Car Related (petrol etc)</u>	
27/10/23	Petrol (small amount to check chard was accepted)	7.21
27/10/23	Petrol (to fill up tank)	61.97
		<b>69.18</b>
16/10/23	<u>Food Shopping</u> Foodlovers Food Shop	49.10
23/10/23	Foodlovers Food Shop	91.49
28/10/23	Foodlovers Food Shop	53.14
1/11/23	Foodlovers Food Shop	121.81
4/11/23	Foodlovers Food Shop	23.65
8/11/23	Foodlovers Food Shop	124.80
16/11/23	<u>Airport Parking</u> Mercy Cash for Market Shop	17.07
		<b>481.06</b>
	<u>Phone Related</u>	
08/10/23	Airtel Sim 30 days	8.82
4/11/23	Airtel Sim 30 days top up	8.74
		<b>17.56</b>
	<u>House Utility Bills</u>	
	<u>Visa</u>	
25/9/23	e-visa (single entry) to Malawi	41.01
		<b>42.89</b>
	<u>Other</u>	
27/10/23	Emergency cash payment to Charles (salary not recieved due to issues with direct debit)	38.34
		<b>38.34</b>
<b>TOTAL AMOUNT CLAIMED IN BRITISH POUNDS</b>		<b>£ 649.03</b>

PLEASE COMPLETE BANK DETAILS ON NEXT PAGE



**PLEASE FILL IN DETAILS BELOW IN ORDER FOR YOUR EXPENSES TO BE REIMBURSED.**

Name: Katherine Wensley	<b>Bank details</b> (complete only if not previously provided)  Account Holder's Name:
Address: 61 Riverford Gardens, G431ET	Bank Name and address:
Email address for remittance advice: katewensley@doctors.org.uk	Account No:
Signature: 	Sort Code:
Date: 26/11/23	IBAN / SWIFT / BIC (international payments)

**NOTES & CODE OF PRACTICE**

- **ALL CLAIMS FOR EXPENSES MUST BE IN ACCORDANCE WITH THE BSSH MALAWI LION PROJECT GUIDELINES. ALL CLAIMS MUST BE ACCOMPANIED BY RECEIPTS. UNSUPPORTED CLAIMS MAY NOT BE MET.**
- **ALL CLAIMS MADE MORE THAN 3 MONTHS AFTER THE DATE THE COSTS WERE INCURRED WILL ONLY BE MET IN EXCEPTIONAL CIRCUMSTANCES (late claims create disproportionate work).**
- **CLAIM FORM TO BE FILLED IN USING THE STERLING EQUIVALENT AMOUNTS. PLEASE DO NOT COMPLETE THE EXPENSE FORM IN MALAWI CURRENCY.**
- **Email completed Expense Claim Form and receipts to: [Finance@bssh.ac.uk](mailto:Finance@bssh.ac.uk)**

Reasonable travel and subsistence will be paid for anyone undertaking necessary and agreed duties to assist the BSSH in carrying out its charitable work. Those claiming for expenses should use discretion, bearing in mind what society members and the public might consider appropriate and inappropriate use of society funds.