2nd ESSHS Expense Claim – Schematic

Accom

Meals

Local travel

Travel to/from Belfast

Claim form

Original Receipts/Boarding passes etc., stapled to sheet for one type of expense only and in ascending date order – all receipts to be visible and only on ONE side of each 'pink' sheet

D 1   D 2

D 3   D 4

Remember to fully complete expense form and sign and date declaration

Robert P. Morley
FireSERT (Building 27)
University of Ulster
Shore Road
Newtownabbey
Northern Ireland
BT37 0QB   UK

If you are staying on campus then no 'pink' Accommodation sheet or receipt needed as this will be processed via an internal UU journal transfer