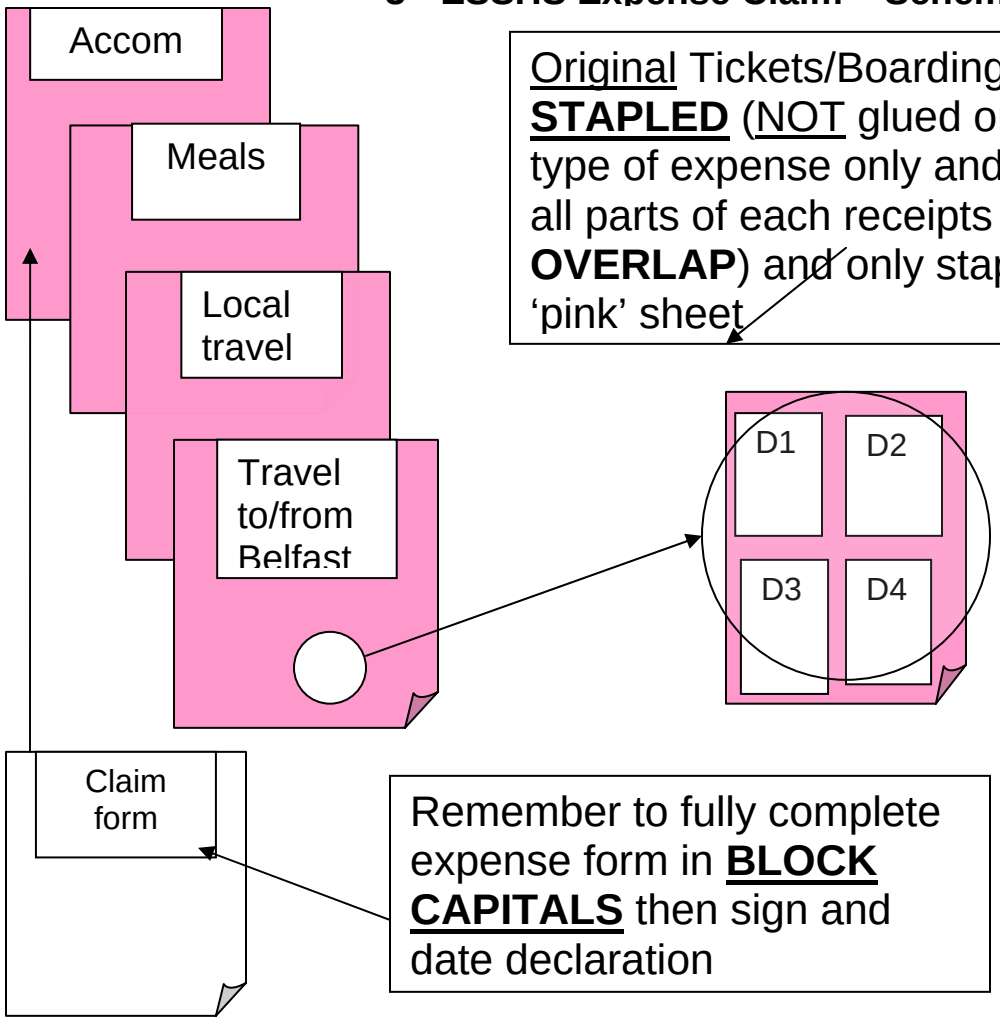
BLOCK CAPITALS

3rd ESSHS Expense Claim – Schematic



Original Tickets/Boarding passes, Receipts etc., **STAPLED** (NOT glued or taped) to sheet for ONE type of expense only and in ascending date order – all parts of each receipts to be visible (**DO NOT OVERLAP**) and only stapled to **ONE** side of each 'pink' sheet

Remember to fully complete expense form in **BLOCK CAPITALS** then sign and date declaration

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

BLOCK CAPITALS

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