

Work Experience Expense Claim Form

Student name	
Name as appears on bank card	
Sort code	
Account number	
Travel expenses total	
Lunch expenses total	
Total expenses	
STAFF USE: (All receipts checked ?)	

Daily record of expenses

	Mon	Tue	Wed	Thu	Fri	Total
Lunch (£5 daily limit)						
Travel						

A note to students:

Please take a photo of all your receipts. At the end of your work experience placement, please send your photographic evidence or receipts via email to XXXXX.

XXXXXX endeavour to reimburse these expenses within X working days and we will notify you via e-mail when payment has been made. Please do not hesitate to contact XXXXXX if you have any queries about your expenses reimbursement.

