General expenses claim form

Forms must be completed electronically; hand written forms will not be accepted

Instructions on how to save the completed form may be found here: TILM page > Tech @ASL > Working with PDFs

1. The editable fields are highlighted. Please enter the relevant information.
2. Your name should be in the format, upper case surname and then proper case forename **e.g. BLOGGS Joe**
3. Invoice Number is the letter **E** followed by the 6-digit date (ddmmyy) you complete the form **e.g. E280723**
4. Add the name of the person approving your expenses.
5. Receipts for each item should be numbered, cross-referenced to the entries below. They should be scanned and saved as a PDF before combining with this document to create **ONE** file for processing. Instructions on how to combine a PDF may be found on the TILM page > Tech @ASL > Working with PDFs
6. Foreign currencies should be entered to match receipts. Please provide bank statements for payments in foreign currencies to show payments in GBP. Note that reimbursements will only be made in GBP.
7. You may fill in this form when opened in the browser, and then download/export a version with your changes to further combine with receipts, if required.
8. Submit the completed form to invoices@asl.org

Name of employee: (SURNAME Forename)			
Invoice Number: (Eddmmyy)		**Name of Approver:**	
Destination:		**Date(s) of trip/event:**	

Description	Receipt Number	Foreign Currency Amount	Reimbursement Amount (£)	Budget Code	Dept No.

Date Completed:		**Total Reimbursement**	£