

Wikimedia UK Staff Expenses Claim



NAME:

No.	Item	Purpose	Receipt attached? (Y/N)	Amount	Date	FOR BUDGET HOLDER USE ONLY				
						N/C	Dept	Fund	Budget Holder Signature (if necessary)	Other (if needed)
1										
2										
3										
4										
5										
			TOTAL	£0.00						

By signing this claim I confirm that these expenses were incurred wholly and exclusively in relation to my employment with Wikimedia UK.

Your signature: _____ Date: _____

Authorised by: _____ Date: _____

NB: Expenses must be approved in principle by Wikimedia UK in advance of the event. Should there be any doubt or disagreement, receipts will be required for all expenses. When completed, please email this form to your line manager to be signed.