



# Student Recruitment Expense Form

Reason for your journey:

Date attended:

## Personal details

Title:  First name:  Surname:

Email:  Telephone:

## Bank account details

Bank name:  Account holder:

Account number:  Sort code:

BIC code:  IBAN number:

Bank address:

## Journey details

Please complete a journey for each type of expense. If you are claiming mileage, please include the postcode of your starting location and postcode of your final destination, and add your return journey on a second line.

Receipts are required for every claim you submit unless you are claiming for mileage.

	From:	To:	Method of transport	Amount claimed
Journey 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Journey 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Journey 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Journey 4:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Other expenses

	Amount claimed
Expense 1:	<input type="text"/>
Expense 2:	<input type="text"/>
Expense 3:	<input type="text"/>

Enter signature/name

Date:

**Please complete and return this form by email with a scanned copy of your original receipts to [pwcuk+PeopleStudentHire@service-now.com](mailto:pwcuk+PeopleStudentHire@service-now.com)**