



## EXPENDITURE AUTHORISATION FORM

Project Type  
(Select one)

Lecture

Visit

Study Day

Expenses

Grant

Other

Date	Description of Expenditure	Cost £
<b>Total Cost</b>		

Documentation

Attached (describe) .....

Proposed By    Name (Print) .....

Signature .....

Date .....

Authorised By    Name (Print) .....

Signature .....

Date .....

Payment By    Cheque  
Address

BACS  
Bank  
Branch  
Sort Code  
Account Name  
Account Number

Account Reference (leave blank)