

Example submission of receipts:

Email:

Please find attached the receipts for the expenses incurred during my recent conference trip, and my written report for this trip. The word document contains details of the paper receipts while the pdf contains other receipts. These and other expenses are summarised below:

Paper Receipts: **Total** £58.80

- Poster printing - £27.00
- Buses between venue and accommodation - £31.80

Electronic Receipts (pdf): **Total** £701.36

- Page 1: Conference fee - £385
- Pages 2 - 4: Uber for travel between home/accommodation and railway stations - £9.73 + £7.61 + £7.83 = £25.17
- Pages 5 - 7: Train ticket (return Cambridge to Manchester) - £66.19
- Page 8: Accommodation five nights - £225

The total expenses came to £760.16. I will be claiming £380.16 of this from my department, and so I am wishing to claim £380 from the College.

Thank you very much!

Paper Receipts

The following receipt is for the expense incurred by printing my poster for the conference: **Total cost** - £27.00



The following expenses were incurred on busses between my accommodation and the conference venue, and between the train station and my accommodation. The summary of these expenses is included here. Please find numbered photos of receipts below.

1. Single ticket 21/08 - £1.50
2. Single ticket 21/08 - £1.50
3. Single ticket 22/08 - £2.60
4. Single ticket 22/08 - £2.10
5. Single ticket 22/08 - £1.50
6. Single ticket 22/08 - £1.50
7. Dayrider ticket 23/08 - £5.30
8. Dayrider ticket 24/08 - £5.30
9. Single ticket 24/08 - £1.50
10. Dayrider ticket 25/08 - £5.30
11. Single ticket 26/08 - £1.50
12. Single ticket 26/08 - £2.20

Bus Ticket Total: £31.80

Total from Paper Receipts: £58.80

1.



2.





3.



4.


North West
 northwest.co.uk

Route: 41
 Vehicle: 6215 - 6215
 Driver: 200114
 Machine No: 6300d0b
 Trip ID: 0735/0018
 Ticket: 214623
 Cash price: £1.50

Adult Single
 North West
 northwest.co.uk

Issued at: Platt Ln
 Boarding stage: Platt Lane
 Valid to: M.R.I./Hathersage Rd

Paid by Visa card:

Contact customer services
 for journey details and refunds
 Mon, 22 Aug 2022 08:13

North West

5.

Single Ticket - users of forged tickets will be prosecuted
 Security Ticket - users of forged tickets will be prosecuted


Stagecoach
 stagecoachbus.com

Please keep wearing a face covering throughout your journey, if you can.

Tkt 148918 Trip 73
 Bus 12204 Route 143
 DLU 0001247 Duty 29
 DV 0000486

BOARDED: P Charles St
 ALIGHT: Central Rd

Adult
 SINGLE £ 1.50 PAID CARD

22/08/22 13:12

Save up to 10% with our Flexi tickets on the Stagecoach Bus App

£1.50
 Visa contactless

6.



7.



8.

North West
North West

Route: northwest.co.uk 41
 Vehicle: 6223 - 6223
 Driver: 150232
 Machine No: 6981f16
 Trip ID: 0754/0020
 Ticket: 047274
 Cash price: £1.50

Adult Single

North West

Issued at:
 Willmslow Rd/Grangehorpe Rd
 Boarding stage: Old Hall Lane
 Valid to: Piccadilly Gardens

Paid by Visa card:

Contact customer services
 for journey details and refunds
 Wed, 24 Aug 2022 08:34

9.

Stagecoach

Please keep wearing a face covering throughout your journey, if you can.
stagecoachbus.com

DAYRIDER

EXPIRES ON:
THURSDAY
25/08/22

Tkt	16185	Trip	22
Bus	002304	Route	147B
Day	002304	Duty	20

BOARDED: Owens Pk
 Adult £5.30
 DAYRIDER PAID CARD
 25/08/22 09:05

ADULT

Your DayRider is 30% cheaper if you buy a Flexi10 on our APP

£5.30 contactless
 XXXX XXXX
 AID: A0000000031010

10.

11.



12.

