

**APPENDIX A**

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|  |  | INVOICE |

**ALL FORMS MUST BE TYPED AND NOT HAND WRITTEN. THEY MUST ALSO BE COMPLETD IN FULL. FAILURE TO DO THIS WILL RESULT IN PAYMENT DELAYS OR NON PAYMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  |  |  | Invoice Number | (completed by HEE/LETB) |
| First Name **IN FULL** |  |  |  | Invoice Date |   | / |  | / |  |
| Middle name **IN FULL** |  |  |  | PO Number |  |
| Surname |  |  |  | FAO |  |
| Address Line 1 |  |  |  |  |  |
| Address Line 2 |  |  |  |  |  |
| Address Line 3 |  |  |  |  |  |
| Town/City |  |  |  |  |  |
| Post Code |  |  |  |  |  |  |  |

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| --- |
| **Return address**Invoice To: **Health Education England – T73** **XXXXX LETB****T73 Payables F485**Phoenix HouseTopcliffe LaneTingleyWakefieldWF3 1WE |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bank Account Number** | **Bank Account Sort Code** | **bank account name** | **Swift code** **(overseas only)** | **E-mail address for****remittance advice**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***NOTE: PLEASE ENSURE BANK DETAILS ARE ENTERED. FAILURE TO ENTER THESE DETAILS WILL RESULT IN PAYMENT DELAYS.***

|  |  |
| --- | --- |
| **Total Value of the Claim** | **£** |

Please fill in the breakdown of the claim on the following page

**Details of the claim**

|  |  |  |
| --- | --- | --- |
| **Travel Expenses** |  |  |
| Start Location: | Finish Location: |
| **Public Transport**  | Mode of transport: ***(Receipts must be attached)*** | **£** |
| **Private Transport** | Total Number of Miles:\_\_\_\_\_\_\_\_\_\_\_\_\_@ 56p per mile***(Mileage will be calculated at quickest route)*** | **£** |
| *Passengers* ***(Reimbursed at 5p per mile per passenger)*** | Name(s) of passenger(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total miles travelled with passenger \_\_\_\_\_\_\_\_\_\_\_***(Passengers must be travelling to same event & also entitled to reimbursement of travel expenses by the Deanery)*** | **£** |
| **Subsistence**  | *Accommodation Expenditure* | **£** |
| *Meal Expenditure* | **£** |
| **Other Expenses** | *Please specify below:* | **£** |
| **DETAILS OF CLAIM (ALL CLAIMS MUST BE ACCOMPANIED BY RECEIPTS)** **Where there is no receipt a full written explanation must be attached****Please read the guidance notes you obtained along with this claim form very carefully.** **The Deanery reserves the right to reimburse the cheapest option wherever relevant.**  |
| EVENT/ACTIVITY |  |
| LOCATION |  |
| DATE(S) | From:  | To:  |
| **Resource Fee / Backfill / Course Fee** |  | **Amount Claimed** |
| Resource Fee /Backfill Payment/Course Fee |  | £ |
| **Claimant Declaration: I declare that the expenses claimed hereunder were necessarily incurred by me in attending the above event and are in accordance with the conditions governing the payment of travelling expenses attached. I understand that any fees are paid gross and that I am responsible, where appropriate, for declaring this income for tax purposes.****Name:****Signed: Date:** |
| **Certification of Attendance: I have checked this claim and am satisfied that the claimant attended the event according to the information given and that the Total claimed is correct.** **Name:****Signed: Date:** |

**This form then needs to be returned to HEE/LETB for authorisation before submission to SBS**

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| --- |
| **Authorised By****Name:****Position:****Department:****Contact Number:****Signed: Date:**  |