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| **Petty Cash Claim Form**  **All receipts must be attached and all signatures must be obtained before presentation for payment.**   |  |  |  | | --- | --- | --- | | **Name:** |  | | | **Date:** |  | | | **Candidate Role:** |  | | | **If Travel Expenses please provide proof of travel or details of mileage** | | | | **Description of Expense:**  **Bank details** | **Acc Name:**  **Sort Code:**  **Acc No.:** | | | **Total:** | **£** | | | **Signature of claimant:** | | **Acc/Budget to be coded to:** | | **Authorisation Signature:** | | **Authorisation Signature:** | |