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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:** |

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