# Guidance for claiming expenses

1. Download a copy of the Expense form template: <https://www.ucl.ac.uk/chamber-music/committee/expenses>
2. In the boxes where it says ‘Document No:’ at the top of the form, fill out your surname and today’s date.
3. Underneath, indicate ‘X’ to denote if you are an Employee, Student or Other. Insert today’s date and fill out all your personal details. In the ‘Description box’ please insert your name where it says <insert your name>. If you are staff, enter your Payroll or UPI number.  
   **N.B.** if you are UCL staff you can tick the BACS box, but everyone else should leave the BACS and Expenses Advance boxes blank.
4. Fill in the description of the item and the gross amount, put one item per line. There is space for 6 items, if you have more than 6 you can either amalgamate logically or use a continuation sheet.   
   **N.B.** The total amount should calculate itself when you enter numbers into the ‘Amount (Gross)’ column.
5. In the ‘Analysis of Expenditure’ section please fill out the date of the purchase, purpose and amount. As before, the spread sheet will do all the necessary calculations.
6. To cut down on paper, we are happy for you to print your name in the ‘Signature’ section and save electronically. Please scan your receipts and send the form and receipts to the **CMC Treasurer**: Sergei Chebankov [sergei.chebankov.cmc@gmail.com](mailto:sergei.chebankov.cmc@gmail.com)

# Guidance for Treasurer

1. Check that the description matches to the receipts and insert the PTA and correct expenditure type.
2. Sign and date.
3. For expediency, we generally pay expenses via the Barclays account. Save the claim and a copy of the payment remittance in the relevant [Expenses](https://liveuclac.sharepoint.com/:f:/r/sites/UCLChamber-Music-Club/Shared%20Documents/Finance/Expenses?csf=1&web=1&e=JZq8T1) folder on the CMC SharePoint. If you need to pay the expenses from the UCL account, print out the form and physically sign, and send with the receipts to: Accounts Payable, 1st floor, Bidborough House for payment.
4. Update the financial records on the SharePoint in the [CMC Accounts](https://liveuclac.sharepoint.com/:f:/r/sites/UCLChamber-Music-Club/Shared%20Documents/Finance/CMC%20Accounts?csf=1&web=1&e=koVpSJ) folder.