**Remittance Template**

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| **NAME OF COMPANY / INDIVIDUAL MAKING PAYMENT:** | e.g. GOOGLE |
| **PAYMENT AMOUNT:** | e.g. 2,000.00 |
| **EXPECTED PAYMENT CURRENCY:** | e.g. USD |
| **EXPECTED PAYMENT DATE:** | e.g. 31/07/2016 |
| **VALID PTAE TO BE CREDITED**  **(please note Expenditure Type should be Expenditure Number i.e. 5 digits, not expenditure description)** | e.g. 501560.100.156780.14078 |
| **BRIEF DESCRIPTION FOR REASON OF PAYMENT:** | e.g. Reimbursement of conference travel expenses |
| **NAME OF UCL PERSON REQUESTING THE PAYMENT:** | e.g. Steve Williams |
| **ANY OTHER REFERENCES THAT MIGHT HELP IDENTIFY THE PAYMENT:** | e.g. SW CONFERENCE |

Please forward to [financeremittance@ucl.ac.uk](mailto:financeremittance@ucl.ac.uk)