

QUEEN ELIZABETH HOSPITAL BIRMINGHAM CHARITY

Notes for completion of Claim form

Claims for reimbursement of expenditure should at all times meet the guidelines for use of earmarked funds within QEHB Charity

Quote Fund Number

Official **original** receipts are required for Audit purposes

Supporting documentation required to indicate the purpose of any travel, accommodation, or course fees being reclaimed such as certificate of attendance, copy of registration receipt or letter of invitation.

Fund Advisors signature always required

Second fund advisors signature required for self reimbursement.

Claim form should be returned to Finance Directorate, Charitable Funds Department, PO Box 169 Edgbaston, Birmingham B16 6TX

If claim is less than £50 form and full receipts and supporting documents should be taken to the Cashiers office at the Queen Elizabeth or Selly Oak hospitals for reimbursement from Petty Cash

Reimbursement is made directly into the claimant's bank account.

Mileage claims are made at 25p per mile as we are unaware of individual's tax circumstances.

You may be able to claim extra via your tax return - please contact HMRC for advice.

The address for remittance should not be a hospital address due to duplication in names resulting in the wrong individual receiving the remittance.

Payments to other organisations submitted through the expense system **must** be invoiced to QEHB Charity and not to a private individual or UHB NHS Trust. This is an audit requirement.

Finance Directorate, Charitable Funds Department, PO Box 16970, 14-17 George Road, Edgbaston, Birmingham B16 6TX.
Tel. 0121 371 7339

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