

Employee Services

Reimbursement of Miscellaneous Expenses



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East Dunbartonshire Council

www.eastdunbarton.gov.uk

Forms will not be accepted if no valid Cost Centre or Subjective Code is provided.

Expenses will not be reimbursed if an Authorised Signatory does not certify the form.

Full Details of Actual Expenses Incurred (to be printed clearly for audit purposes)	Cost Centre (max 5 characters)	Subjective Code (max 6 numbers)	Amount	
			£	p
V.A.T.	CSZ01	950101		
Total Amount Claimed				

Certification of Claim

I certify that the amount of the claim as shown above has been necessarily and actually incurred on the business of the Council. Receipts are attached where applicable.*

Claimed by (Signature)		Authorised Signatory	
Print Name		Print Name	
Employee Reference Number		Directorate	
Date		Service / Team	
		Date	

* Claims in respect of employees' expenses must be paid via Employee Payments unless valid receipts are attached to this claim.

Enquiries to: Employee Services
<mailto:payroll@eastdunbarton.gov.uk>