**University of Leeds**

**Finance**

**Leeds**

 **LS2 9JT**

**TRAVEL AND SUBSISTENCE EXPENSES FORM - UK CLAIMS ONLY**

(Overseas travel to be claimed on the separate form - OSTS prefix)

Please refer to the University’s financial policies and guidelines for clarification [www.leeds.ac.uk/finance/policies/expenses](http://www.leeds.ac.uk/finance/policies/expenses)

Department (or address)

Name

**YOUR NAME LIDA, Level 11 Worsley,**

 **12345 University of Leeds, Clarendon Way, LS2 9NL**

 **12 34 56 123456**

**Leeds Liverpool Data conference 1/9/19 2/9/19 x**

 **x**

**Open return from Leeds- Liverpool 19 60**

**Hotel X one night 80 0**

**Evening meal & breakfast**

**21 0**

**300 0** 0

**Data conference ticket**

**x**

 **420 60**

 **Leave blank**

 **Your signature x/x/x Leave blank**