

Name:	
Email:	

Item (e.g. train ticket)	Purpose (e.g. Lunch for volunteer or travel to GLAM-wiki)	Place purchased from (e.g. Sainsbury's)	Receipt Y/N	Cost
			Total:	



I certify that these expenses were incurred in relation to my activities with Wikimedia UK.

Signed: _____ Date: _____

NB: Per Diems must be approved by the Office Manager in advance of the event. Should there be any doubt or disagreement, receipts will be required for all expenses. A condition of claiming expenses is that they will be published on the appropriate wiki.



Date recorded on Sage:		Amount paid:		Processed by:	
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