# **SBRI Healthcare Payment Request Form**

Please complete this form in **BLOCK CAPITALS** for claiming travel and subsistence for meetings.

Payment will be made by BACS directly into your bank account (paid by LGC Ltd).

|  |  |  |  |
| --- | --- | --- | --- |
| Purpose and details of expenses  (Please provide all appropriate VAT receipts, tickets, other documentation to support your claim) | Date | Amount (GBP) | Receipt  provided (tick) |
| *e.g. Train travel from Birmingham to London for panel meeting* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Please note: mileage for personal vehicles is charged at 45p a mile and hotel costs will be covered up to a maximum of £115 per night inside London and £85 per night outside London* | TOTAL: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Payee name (account name) |  | | |
| Payee home address |  | | |
| Bank details (name of bank) |  | | |
| Account number |  | Sort code |  |
| IBAN number |  | Swift code |  |
| Payee signature |  | | |

*All fields need to be completed for payment*

Please return to:

|  |  |
| --- | --- |
| [SBRIFinance@LGCGroup.com](mailto:SBRIFinance@LGCGroup.com) | Finance & Contracts LGC  Grange House  15 Church Street  Twickenham TW1 3NL |

FOR OFFICE USE ONLY (Finance & Contracts):

|  |  |  |  |
| --- | --- | --- | --- |
| To F & C: | From: | Date: | Cost centre: |
| Project: | Account Code 219110 | Net amount: | £ |
| VAT: | | VAT receipt must be provided where applicable | |
| Payment total: |  | | |
| Authorised by: |  | | |
| Competition: |  | | |
| Number of applications reviewed: |  | | |