|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The Finance Officer**  Sport Structures Education CIC,  Suite 8 The Cloisters,  12 George Road,  Edgbaston,  Birmingham,  B15 1NP | | Your address: | | | |
| **Account Name:** |  | **Invoice date:** | |  | |
| **Sort Code:** |  | **Invoice number:** | |  | |
| **Account Number:** |  | **Purchase Order No:** | |  | |
| **UTR Number** |  |  | |  | |
| If you have tutored/assessed/quality assured a course, please complete the following | | | | | |
| **Course Code** |  | | | | |
| **Course Delivered** |  | | | | |
| **Venue** |  | | | | |
| **Total mileage** |  | | | | |
| **Description** | | | **Amount** | | |
|  | | |  | |  |
|  | | |  | |  |
| **Total amount to be claimed:** | | |  | |  |

Please note:

Expenses can be claimed at 35p per mile

Without a valid purchase order number, your claim will not be processed.

All invoices are to be sent to [finance@sportstructures.com](mailto:finance@sportstructures.com)

**If you are delivering an education course, a completed register and relevant paperwork needs to be received by us prior to your invoice being processed.**

|  |  |  |  |
| --- | --- | --- | --- |
| **SPORT STRUCTURES INTERNAL USE ONLY** | | | |
| **DATE RECEIVED** | / / | **PO NO.** |  |
| **NOM. CODE** |  | **DEPARTMENT** |  |
| **ENTERED BY** |  | **AUTHORISED BY** |  |
| **PAID** | / / BACS / CARD / CHQ | | |