|  |  |
| --- | --- |
| **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

**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.**

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