



The New Hollies,  
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IP5 2BY

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## SUF Expenses Claim Form

<b>Name</b>	
<b>Address</b>	
<b>Event/Meeting</b>	SUF AGM 2022
<b>Venue</b>	Kesgrave Conference Centre
<b>Date</b>	Tuesday, 15 <sup>th</sup> November 2022

<b>Expenses claim</b>	<b>Details of Expenses</b> For mileage - state the total number of miles, number of passengers & journey details.	<b>Purpose of Expenses</b>	<b>Amount Claimed</b>
<b>Car Mileage</b>			
<b>Bus/Train fares</b>			
<b>Other Expenses - please give details</b>			
Note: Mileage Single passenger rate is 45p per mile/Passenger rate is 50p per mile. Receipts must be attached.		<b>Total claimed</b>	<b>£</b>

**Payment is usually by BACs transfer.**

**Bank name:** .....

**Bank Account details. Please see consent below.**

**Sort Code**

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**Account Number**

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**Please Tick**

**I give consent for SUF to use my bank account details. I understand how my personal information is kept and used, see privacy notice below.**

### Suffolk User Forum - Privacy Notice

Suffolk User Forum (SUF) takes your privacy very seriously. SUF is the data controller and data processor of your information under the General Data Protection Regulation (GDPR). SUF expenses payments are usually made through BACS transfers, which means that we use your name and account details to process payments. A record of this transaction is kept on our financial records and bank statements. It is not shared with third parties, but may be seen by our independent examiner, during the preparation of SUF's Financial Report. All SUF Financial Records are held securely for six years as required by law.

<b>SUF Office Records</b>	<b>Check Consent given Yes/No – please circle</b>
<b>Payment Authorised by SUF CEO</b>	
<b>Date Authorised</b>	
<b>Date Payment Made</b>	
<b>Payment Made By - Name</b>	
<b>Bank Payment Reference Code</b>	