

Bursary Claims Form

Emmanuel College

Please complete the information below and attach proof of expenditure

Student ID:

Student Name:

Tutor Group:

Student Account Name:

Student Account Number:

Student Sort Code:

Details of Expenditure

Description	Bursary Code* (Staff Only)	Amount
1.		
2.		
3.		
4.		
5.		
Total amount claimed (Staff Only)		
Total amount payable by BACS (Staff Only)		

*(T - Transport; S - Specified purpose (books, meals, equipment etc); U - Unspecified purpose)

Agreed by:

(Staff only)

Ledger Codes:

(Finance only)

Educational Visit Support Form

Emmanuel College

Please complete the information below

Student ID:	
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Student Name:	
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Tutor Group:	
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Total Visit Cost:	
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Agreed by:	(Staff only)
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Motivation for Visit:

Ledger Codes:		(Staff only)
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Sales Ledger A/C:		(Staff only)
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