Appendix E

CREDIT CARD EXPENSE FORM

NAME (BLOCK CAPITALS) ___________________________________________
STATEMENT DATE
DEPARTMENT NAME ________________________________________________
2 LETTER DEPT. CODE

For Office use Only

<table>
<thead>
<tr>
<th>Transaction date</th>
<th>Type of Expense</th>
<th>Reason for Expense</th>
<th>Amount</th>
<th>Expense Code / Research Grant Code used</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total Amount (as per credit card statement)

Notes
1. Supporting receipts must be attached to this form. Unreceipted expenditure may be deemed a taxable benefit by the Inland Revenue.
2. If the card is used for entertaining, names of those entertained and the reason for entertaining must be provided.
3. Any element of personal expenditure must be repaid at the time the form is submitted to Accounts.

SIGNATURE OF CARDHOLDER _________________________________________
DATE______________________________

APPROVED BY ____________________                       (Head of Dept or Administrator)
DATE______________________________