*Please send this form along with your receipts for reimbursement to* [*alumnivolunteering@london.edu*](mailto:alumnivolunteering@london.edu)

*Reimbursement can take up to 4 weeks to process and a member of the Alumni Engagement team will keep you up to date on when you can expect payment.*

From:

To

Re Expense system

Date

Please kindly upload below information to the Expense system. Thank you

|  |  |
| --- | --- |
| Name |  |
| title |  |
| Department working for | N / A |
| Address (for external people, visitors) |  |
| Proxies | LBS |
| Bank name: |  |
| Bank address |  |
| Sort code/  Swift code: |  |
| Account number |  |
| Account name: |  |
| If foreign Bank account, please provide Swift / IBAN code: |  |
| Network login ID (if known) |  |
| Default Cost centre | LBS |
| Currency to reimburse in |  |
| SchoolDB Number (if Known) |  |
| Email Address |  |

Requested by: