

1. Declaration of compliance with the principles of economic management

I hereby declare that to the best of my knowledge and belief, the funds allocated to the above field trip have been used solely and exclusively for the purposes of the field trip with due care for the principles of economic management, and attach the original receipts/invoices in proof of the above.

The funds were not used for any expenses that ought to have been paid by the field trip participants.

2. I also confirm that all the students named in the final participant list took part in the trip and that the times stated in the list are correct.

Date

Signed (Field Trip Supervisor)

Notes:

- Please only include original receipts and/or other proofs of payment with the expenses claim. You may include paper print-outs of internet bookings if no other original proof of payment is available for these.
- To prevent proofs of payment being mislaid or overlooked, please attach any small pieces of paper (e.g. till receipts) to A4 paper.
- Please note that the leader of the field trip and any other supervisors, if applicable, must calculate and submit their travel costs separately. Any specific expenses incurred by the field trip leader/supervisors must be shown in a breakdown of the overall field trip costs and the attached invoices.
- To help us process your expenses claim more efficiently, you must clearly show what each of the submitted proofs of payment relates to, i.e. what was paid for and for whom.
- For field trips abroad: Please indicate the relevant currency used to make payments.