

Important Expenses Information

If you have never claimed expenses before:

If you are a new Debt Centre/Head Office staff member or you have not claimed expenses before then please email the Finance Department (finance@capuk.org) with the bank details (bank name, sort code & account number) of where you would like your future expenses to be paid to. The Finance Department will then create an account for you to use, they will let you know via email once this has been done (please allow up to 5 working days).

Checklist: Before Submitting Your Expenses:

- Ensure you have printed the expenses form (spreadsheet) and attached it with your receipts.
- Ensure that your expenses paperwork is received at head office by the 3rd of the month (for payment on the 15th).
- Ensure all receipts and emergency aid receipts are attached. If there are receipts missing, your claim will not be approved.
- Lastly, please ensure all receipts are stapled to A4 paper behind the expenses form - please do not attach any receipts to the front form (as per the instructions below).

Please note expenses will not be paid until we receive your paperwork & receipts in the finance department. Expense items without receipts (including a signed emergency aid receipt) will not be paid.