

Just a few bullet points below on useful ways that GHF Doctors can claim, please only claim **Once per Month**.

- Claim Name please put **BSMITH1** for example as 1<sup>st</sup> month's claim, then for subsequent months **BSMITH2** and so on as this is a good way for anyone to see at a glance which month is being claimed.
- Claim Description please put month and year - **March 2023 etc** to tie in with Claim name and month of claim.

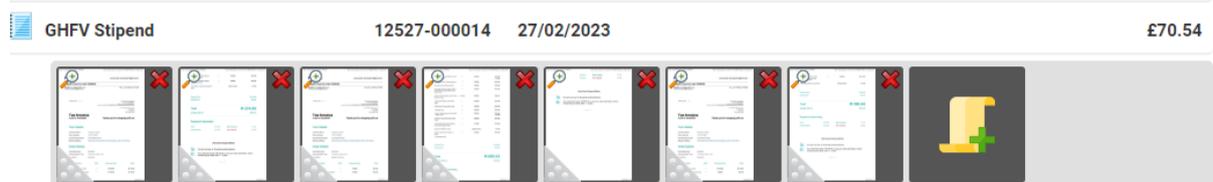
Claim Number ▲	Claim Name	Claim Description
1	<a href="#">B[REDACTED]1</a>	GHFV Stipend - September.
2	<a href="#">B[REDACTED]2</a>	October claims
3	<a href="#">B[REDACTED]3</a>	November claims
4	<a href="#">B[REDACTED]4</a>	December

- When claiming for anything that does not have a receipt please can I ask that the GHF Drs keep a record and submit one claim for these items each month example below.

Date	Item	Amount
1.3.2023	Vegetables/Fruit/ etc Market	£3.50
2.3.2023	Lunch from Street Vendor	£2.50
2.3.2023	Cleaning Materials	£2.00
3.3.2023	Boda Bodas	£2.50
	Total	£10:50

- When claiming for an item which will happen more than once a month like Petrol, please can all receipts be placed under other details as Petrol - or when claiming for Food all placed under details as Groceries or Food Expenses, example below of claim amount and receipt view. So anything that has several claims per month put 1 x Other Details and add all receipts.

Date of Expense	Expense Item	Reason	Other Details	Total	Amount Payable	Department
27/02/2023	GHFV Stipend		Car rental cost December	£241.69	£241.69	Global Health Fellowship Volunteer Programme
27/02/2023	GHFV Stipend		food expenses	£70.54	£70.54	Global Health Fellowship Volunteer Programme



I am sure that you can appreciate I have a lot of claims to go through each month on top of my other administration duties, if you could please put your claim through as requested this would be extremely helpful. It will also help to ensure that I do not need to return your claims in the future.