

QUEEN MARY & WESTFIELD COLLEGE  
**CREDIT CARD PURCHASES**

**European Grants Only**

(Please give as much information as possible)

Department \_\_\_\_\_

Name of Purchase Card Holder \_\_\_\_\_

Purpose of Expenditure \_\_\_\_\_  
e.g. Project meeting with partners in Brussels

Person(s) who expenditure is for \_\_\_\_\_  
e.g. John Johnson & Fiona Smith

Description of the Goods \_\_\_\_\_  
e.g. Return air fare for meeting / Laptop for visiting partners

Dates of Travel & Destination \_\_\_\_\_  
e.g. 31st January, 2003, Dresden Germany

Charge to

Account Code	Budget Code
	N

Signed \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

Finance Office \_\_\_\_\_

Please complete & return to Lindsay Warren, Research Grants  
Telephone 020 7882 7264  
Email l.a.warren@qmul.ac.uk