

Financial Support Request Form

Name:

Form:

Date:

Books and Equipment *(including text books, revision guides, art equipment etc)*

Item / Details	Cost	Reimbursement of previous expense (Y/N)	Staff approval (please initial)

Business Dress *(the cost of any items of clothing you need to meet the sixth form dress code)*

Item / Details	Cost	Reimbursement of previous expense (Y/N)	Staff approval (please initial)

Travel costs *(the cost of using public transport to and from the Academy)*

Item / Details	Cost	Reimbursement of previous expense (Y/N)	Staff approval (please initial)

ICT (including a Chromebook, laptop or accessories such as a dongle etc)

Item / Details	Cost	Reimbursement of previous expense (Y/N)	Staff approval (please initial)

Other (please specify)

Item / Details	Cost	Reimbursement of previous expense (Y/N)	Staff approval (please initial)

Total (approved expenses only):

Approved by: _____

Date: _____