

Dear

1. TD85 form (Request for Payment)

PLEASE NOTE: The following sections on the TD85 will be completed by the Corporate Governance Manager. Finance Department will complete the table in the bottom right hand corner.

Please use this form to enter the details of the expenses you wish to claim. Example below:

~~Shah~~

2. Please note that forms must be submitted as soon as possible or before three months have elapsed. The Foundation Trust Office will send reminders throughout the year to ensure claims are processed on time.

Corporate Governance Manager
C/o Foundation Trust Office
Hengrave House
Torbay Hospital
Lowes Bridge
Torquay
TQ2 7AA