



Claim for Expenses

PERSONAL DETAILS

Name (BLOCK CAPITALS) _____
 (Please state Prof., Dr., Mrs., Miss, Ms., Mr.)

Personnel/ Student Number _____

Address (BLOCK CAPITALS) _____

Preferred payment method is by BACS _____

Sort Code _ _ _ - _ _ - _ _ _ _____

Account Number _ _ _ - _ _ - _ _ - _ _ _ _____

EXPENSE DETAILS

	Total Cost (£)
Fares (air, bus, train, taxi etc)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Mileage Allowance miles @ p per mile	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Engine Capacity litres	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Subsistence/Other Expenses	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Total	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
<i>Less Finance Office Advance</i>	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
* Net Total	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

CODING DETAILS

Finance Dept Only

<i>Travel</i>	<i>Cost Centre</i>	<i>Account Code</i>	<i>Job Code</i>	<i>Gross Amount (£)</i>	<i>VAT</i>
	_ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _	ZE
	_ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _	ZE
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<i>Subsistence/ Other Expenses</i>	<i>Cost Centre</i>	<i>Account Code</i>	<i>Job Code</i>	<i>Gross Amount (£)</i>	<i>VAT</i>
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Less Advance CR	_ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _	EX
* Note that Net Total from Expense Details must equal Total here				➔	TOTAL

DECLARATION

I certify that the expenses above were incurred by me in connection with

my visit to _____

on (date) _____

for the purpose of _____

In the case of a Research Grant/Contract these are allowable expenses under the Terms and Conditions set by the sponsor.

Signed _____ Date _____
 (claimant)

Authorised _____ Position _____
 (Head of Department or equivalent) (authorised signatory)

FINANCE DEPT. USE ONLY (ADVANCES REFUND)

Refund **DR** |_|_|_|_|_|_|_|_|_|_|_| |_|_|_|_|_|_|_|_|_|_|_| |_|_|_|_|_|_|_|_|_|_|_| |_|_|_|_|_|_|_|_|_|_|_|

CONDITIONS

1. The University's policy on Reimbursement of Expenses is set out in full in the Finance Manual, which is updated from time to time. Updates are contained in the Finance Department's web page (*Reimbursement of Expenses*). The University's policies take account of Inland Revenue regulations.
2. The normal rule is that only *reasonable* expenses *actually incurred* in pursuit of University business, and properly supported by vouchers, will be reimbursed. Certain items of expenditure are subject to specified limits and conditions, as set out in the University's policy on reimbursements of expenses.
3. It is recognised that in certain situations it is not always feasible to obtain vouchers for small items of expense. Where this is shown to be the case, unvouched items under £5 will be accepted for reimbursement.
4. Where possible, overnight accommodation should be arranged in advance and invoiced to the University in the normal way. Where this is not possible, actual expenses are subject to specific limits as set out in the University's policy on reimbursement of expenses.
5. Expenditure incurred on meals is subject to a maximum limit. See the Finance Departments web page for current rates.
6. Mileage: where, in the normal course of fulfilling their duties, employees are called upon to visit a location other than their normal place of work, and they begin or end such journeys at home, claims must be restricted to the lesser of either:
 - the actual distance travelled or
 - the distance that would have been travelled if the journey had started at the employee's normal base.
7. Entertainment expenses: the following points should be noted in the analysis section below – names of the people attending, the organisations they belong to, the purpose of the entertainment and the number (or ratio) of UoE staff to non UoE staff.
8. If you wish to request an advance this should be made on the request for advances form.
9. Full details of expenses should be given below. Any forms received which do not include all relevant details will be returned to the department.
10. Mileage rates are paid on the understanding that private vehicles are insured for use on employers' business. Vehicles without this cover should not be used as they may not be insured.

ANALYSIS OF EXPENDITURE (claimant must complete)

Description of Expenditure	Fares	Mileage	Subsistence/ Other	Total
TOTAL				