

CLAIM FOR TRAVELLING AND INCIDENTAL ENTERTAINING EXPENSES IN CONNECTION WITH UNIVERSITY BUSINESS
CLAIMANT SHOULD READ THE NOTES OVERLEAF

Before a journey is undertaken the authority of the appropriate Head of Department must be obtained

PLEASE WRITE CLEARLY IN BLOCK CAPITALS AND INSERT PI OR STUDENT NO. TO SPEED PROCESSING

SURNAME.....FIRST NAME(S).....PI NO. / OR STUDENT NO.
 DEPARTMENT.....STAFF/STUDENT.....TITLE.....
 ADDRESS (if **NOT** a member of staff/student)..... (See Person Finder or Student Card)
DO NOT USE PAYROLL NUMBER

All claims must be supported by and referenced to receipts or vouchers. Where claims are complex the expenditure should be listed separately.

		Amount claimed
		p
A TRAVEL	£	
Purpose of journey.....		
Dates from.....to.....Times from.....to.....		
Journey from.....to.....		
1 PRIVATE CAR (Rates valid from 6 / 4 / 2002)		
.....miles at 25p per mile		
.....miles at additional rate of 15p per mile (maximum 150 miles) if meet condition A,B,C or D (please circle) overleaf.....		
.....miles at passenger rate of 5p per mile for each official passenger and in respect of passengers:		
Name(s) of passenger(s):.....		
2 RAIL & AIR		
.....class rail/air ticket	Details:.....	
.....class rail/air ticket	Details:.....	
If travel was other than second class rail / economy air, give reason above. Head of Department must authorise form		
3 BUS & TAXI		
Details:		
B SUBSISTENCE		
1 Hotel and Accommodation costs		
Details:		
2 Meals		
Details:		
(where not included in hotel/accommodation costs)		
3 Incidentals		
Details.....		
Where claims are complex please prepare a separate schedule of expenditure and attach it to this form. All expenditure must be supported by valid receipts which should be referenced and attached to this claim. Documentation in support of exchange rates used should also be attached.		
C ENTERTAINING		
Please attach an explanation of the purpose of the entertaining, the date and the names of all those present together with the organisation(s) they represent		
D OTHER RELATED EXPENSES		
Details:.....		
Total		£

DECLARATION AND SIGNATURE OF CLAIMANT:

The above expenses have been incurred in the course of University business. No other claim in respect of any of the above is being made against the University or any other agency. I have read the notes on the reverse of this form and this claim is in accordance with these notes.

Signed..... Date

AUTHORISED (see notes on reverse)

Signed..... Date

EXPENDITURE ANALYSIS:

Co.	Account	Project Code	Product Code	Tax Code	Nett Amount	Description for Reports and Enquiries

FINANCE OFFICE USE ONLY

VOUCHER NUMBER

NOTES RELEVANT TO CLAIMS FOR EXPENSES IN CONNECTION WITH UNIVERSITY BUSINESS

Claims for reimbursement of expenses incurred in the course of University business are subject to the rules currently in force as laid down in the Financial Regulations. Claims submitted more than six months following the date that the expenditure was incurred will not be reimbursed.

RECEIPTS/VOUCHERS

All claims must be supported by receipts or vouchers. Originals must always be presented, not photocopies. An exception is made for trivial expenditure below £5 which will be reimbursed without the support of a voucher. Credit card vouchers or statements are not acceptable for this purpose.

TRAVEL BY CAR

Members of staff are authorised to use their private cars on University business as long as they personally ensure that adequate insurance cover, including cover for the carriage of passengers and goods if appropriate, is in place. **POLICIES MUST SPECIFICALLY STATE THAT COVER INCLUDES BUSINESS USE BY THE CLAIMANT.**

Claims may be submitted at the additional rate for the first 150 miles of any round journey given one of the following conditions:

- A. No suitable means of public transport was available
- B. Equipment had to be transported
- C. The journey was undertaken at the request of the Head of department in order to deal with an emergency
- D. University passengers were carried (additional allowance of 5p per mile is available)

If the journey begins or ends at home, expense allowance may only be claimed on the basis of the shorter of (i) the actual mileage and (ii) the mileage that would have been taken if the journey had been made from the University.

TRAVEL BY RAIL AND AIR

Rail and air travel should normally be booked in advance through the University's approved travel management company. Where this is not possible the cheapest possible method of travel, consistent with efficient working practices, should be used. This will usually be second class rail or economy air fare and applies to all University staff regardless of status or source of funds. Travel other than second class rail or economy air is permissible, with the agreement of the Head of Department, where to do so is more efficient and, in the case of air travel, where the travel involves more than 10 hours flying time. Justification for travel other than second class/economy must always be given.

TRAVEL FROM HOME TO WORK

This is NOT normally an allowable expense. It is only paid in certain approved and limited circumstances and where paid it has to be through the payroll with deduction of tax. A separate form exists for this purpose and no travel to and from work should be claimed on this form.

SUBSISTENCE

All claims must be supported by receipts or vouchers. The general principles of reasonableness and economy combined with efficient working practices should be borne in mind particularly in relation to hotel and meal expenses. As a general guideline the following rates for day subsistence should not be exceeded:

- Up to £5.00 for breakfast (if leaving home before 6:00am)
- Up to £5.00 for one meal (after travelling/off site for 5 hours)
- Up to £10.00 for two meals (if travelling/off site for 10 hours or more)
- Up to £15.00 for a late evening meal (finishing after 8:00pm)

Any claims exceeding these guidelines will need to be justified before they will be approved for reimbursement.

FOREIGN TRAVEL AND SUBSISTENCE

Schedule expenditure and reference to receipts and vouchers. Convert to sterling as follows:

- In the case of currency, use either the average exchange rate you were charged for conversion or the rate current at the time as quoted in the UK press. If the former differs significantly from the latter, and you have used the former, please provide evidence to back up rate used.
- In the case of credit card purchases, you can use either the actual sterling cost charged on your statement or the rate current at the time as quoted in the UK press. If the former, please provide a photocopy of the statement in addition to the actual receipt obtained at the time.

ENTERTAINING

Reasonable amounts of expenditure for hospitality and entertaining may be charged to University administered funds where necessarily incurred in the course of the University's business. Receipts must be attached.

All claims for reimbursement of such expenses must contain the following information:

- the purpose of the hospitality/entertainment.
- the names of those present and the organisations they represent

Entertaining not involving third parties (i.e. attended by University staff only) should not be charged to University administered funds and is not reimbursable.

AUTHORISATION OF A CLAIM

The claim should be authorised by the Head of Department or by someone the Head of Department has delegated authority to. The claim of an internal professor must always be authorised by the Head of Department.