

University of Bath  
**CLAIM FOR JOURNEYS FROM HOME TO WORK**

(The claimant should read the notes overleaf)

Rates effective from 06/04/2012

To be completed by the claimant

<b>Surname</b> .....	<b>Initials</b> .....	<b>Title (Prof/Dr/Mr/Mrs/Ms/Miss)</b> .....
<b>Department</b> .....		<b>Payroll Number (on payslip)</b> .....

**Private Car**

Date Undertaken	Details of Journey		Purpose of Journey	Mileage
	From	To		
<b>Total mileage</b>				
<b>miles at standard rate of 30p per mile</b> <b>miles at additional rate of 15p per mile</b> (maximum 150 miles) if meet condition A,B,C, or D overleaf <b>miles at passenger rate of 5p per mile for each official passenger</b>				Amount claimed
				£      P
<b>Name(s) of passenger(s):</b>				

**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 .....

<b>Payroll Number (see payslip)</b>
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Amount					Agresso cost code													
£		P			Project							A/C Code						
								-							4	0	0	1
								-							4	0	0	1
								-							4	0	0	1
								-							4	0	0	1

## **NOTES RELEVANT TO CLAIMS FOR TRAVEL EXPENSE (HOME TO WORK) 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.

### **TRAVEL FROM HOME TO WORK**

This is only paid in certain approved and limited circumstances and where paid it has to be through the payroll with deductions of tax and National Insurance. Where approval has been given then this form should be used.

### **RECEIPTS/VOUCHERS**

All claims must be supported by original receipts or vouchers.  
Credit card vouchers or statements are not acceptable for this purpose.

### **TRAVEL BY CAR**

Members of staff are authorised to use private cars on University business as long as they personally ensure that adequate insurance cover, including cover for 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 where the claimant is able to certify on 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)

### **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. Once authorised the form should be passed to the Payroll Office (4.12 Wessex house)<sup>1</sup>