

Staff Expenses Claim Form

First Name _____
 Month & Year _____
 Faculty/Dept _____

Surname _____
 Employee Number _____
 GEN Code _____



Date of Journey or Expense	Purpose of Journey or Reason for Expenses	Details of Journey		Car Mileage Total Miles	Subsistence and Other Expenses	
		From	To		Details	Amount
				TOTAL		
						TOTAL

£0.00

Less Advance Received

NET AMOUNT CLAIMED

CLAIMANT

Signature _____

Date _____

AUTHORISED APPROVAL

Signature _____

Date _____

Print Name _____

Please read the notes on the reverse of this form.

Notes of Guidance

In order to achieve value for money, and to take into account the need to consider environmental sustainability, the use of private cars is only appropriate for journeys where this form of transport provides a significant convenience over the use of public transport or the use of hire cars.

- 1 Claims must be fully completed, legible, signed by the claimant and appropriately approved for payment.
- 2 All expenses claimed must be wholly, necessarily and exclusively incurred whilst on University business.
- 3 When mileage allowances are being claimed the claimant must comply with the University's Competent Driver Audit.
- 4 The mileage claimed must be the shorter of from work to destination or from home to destination.
- 5 Journeys will be paid at a rate of 40p per mile up to a radius of 40 miles from base and 25p per mile for the remainder.
- 6 The base can be defined as the claimant's normal place of work, the claimant's home, or a place of accommodation if the claimant was away from home overnight.
- 7 Details of a journey must include the start point, the places visited and the end point. Other than Work or Home please enter the name of the town or area of a city visited.
- 8 Claims must state the purpose of the journey or the reason for claiming expenses.
- 9 Original receipts are required for all expenses otherwise the claim may not be paid. Credit and debit card sales vouchers are not receipts.
- 10 The claim must be clear and easy to understand, if there are a number of receipts then a separate summary should also be submitted with the claim.
- 11 If the claim includes expenses for third parties then a list of the people involved must be provided with the claim.
- 12 Completion of this claim form must not be used as a method of avoiding the University's procurement system.
- 13 Claims for telephone calls must be supported by an annotated itemised invoice, this should show who was called and the reason why.
- 14 Claims for alcoholic drinks will not be re-imbursed.
- 15 Claims should be submitted within one month of the expenditure being incurred. Any claims submitted later than this may not be paid.