

MONTH.....20.....

TITLE	INITIALS	LAST NAME	EMPLOYEE Y/N	EMPLOYEE NUMBER	
DEPARTMENT:		COST CENTRE:		VAT RECEIPTS must be attached to support all expense claims	
REASON FOR CLAIM: e.g. name of conference, meeting, training event, other:					
<b>MILEAGE CLAIMS</b> Please enter vehicle make and model:					
DATE	DETAILS OF CLAIM e.g. Journey details, subsistence (Please give full details)	MILES	EXPENSES		
			£	P	
<p>I certify that the above is a true record of expenses that I have incurred, and that I have Business Travel on my personal motor insurance.</p> <p>I confirm I have a valid driving licence, and an M.O.T. Certificate in place.</p> <p>NAME:</p> <p>SIGN:</p> <p>Date:</p> <p>Approved by Authorised Signatory:</p> <p>NAME:</p> <p>SIGN:</p> <p>DATE:</p>	Expenses total (excluding mileage)				
	Inter-site rate @ 20p per mile				
	First 10,000 miles/pa @ 45p per mile				
	Over 10,000 miles/pa @ 25p per mile				
	Motorcycle rate @ 24p per mile				
	* for mileage claims see Travel note overleaf		TOTAL		
	ACCOUNT CODE	COST CENTRE	PROJECT	£	P

ALL CLAIMS TO BE SUBMITTED WITHIN 3 MONTHS OF EXPENSE BEING INCURRED

# **EXPENSE CLAIM FORM – FIN004**

## **NOTES ON COMPLETION**

### **TRAVEL & SUBSISTENCE EXPENSES**

**Please ensure you read this page and the University's Travel and Subsistence Policy prior to the completion of the Claim Form on the reverse of this page.**

Claimants using their own vehicles on University business are responsible for ensuring that they have appropriate motor insurance in place.

The University may ask for proof of cover.

In accordance with the University's rules, travel and subsistence claims are paid on the following conditions:

#### **TRAVEL:**

- 1) That staff users of private vehicles on journeys to places within a radius of 45 miles (90 miles round trip) of the University are to be reimbursed at the rate in effect at the time.
- 2) If a journey is over 45 miles (90 miles round trip), car mileage reimbursement can only be claimed up to the level of the equivalent standard second-class public transport rate payable on the date of travel, unless there are multiple occupants in the car or the public transport route is so tortuous as to be unfeasible. When completing this form, the appropriate rate can be obtained from the National Rail Enquiries website ([www.nationalrail.co.uk](http://www.nationalrail.co.uk) or [www.raileasy.co.uk](http://www.raileasy.co.uk))
- 3) Inter-site travel may be claimed by employee's using private vehicles and will be reimbursed at the rate agreed by the University.
- 4) Travel expenses may not be claimed for travel incurred between home and University Campus base.
- 5) You will be notified if you are close to exceeding the 10,000 miles limit in a tax year and claims will be paid at the lower rate of 20p per mile once the limit is exceeded.

**NOTE: Car make and model are required to enable the University meet its carbon emissions reporting requirements**

#### **SUBSISTENCE:**

- 1) Reasonable expenses will be paid in line with current HMRC rates, on production of receipts. Please note that alcohol will not be reimbursed. Please refer to Financial Regulations.

The current rates are:

Breakfast *	£ 5 (If leaving home earlier than normal and before 6.00am)
Lunch	£ 5 (If travelling for a minimum of 5 hours)
Dinner	£10 (If travelling for up to 10 hours)
Late evening meal*	£15 (If travelling past 8.00pm and has to buy a meal before journey ends)

\*Breakfast and late evening meal rates are for exceptional use only.

**ITEMISED RECEIPTS MUST BE ATTACHED FOR ALL SUBSISTENCE CLAIMS.**

**ALL APPROVED EXPENSE CLAIM FORMS MUST BE SUBMITTED TO PAYROLL BY THE 10<sup>TH</sup> OF THE MONTH TO ALLOW FOR PAYMENT ON THE LAST WORKING DAY OF THE MONTH.**