Expenses

Guidance on expenditure which may be claimed is available in the University’s ‘Expenses and Benefits manual, Policy, Procedures and Tax Treatment’ and ‘Policy on Hospitality and Gifts.’ These policies are available on the Finance Division’s advice line given on the University’s website.

This form can be used by staff, research students and University visitors who are entitled to reimbursement of expenses incurred as part of their University work.

An Excel spreadsheet version of this claim form can be downloaded from the University’s website.

If you think you are entitled to claim fees for work you have carried out on behalf of the University, please obtain a copy of form FD/F1.

If you are a member of staff you can ask your department for form FD/AE1 which allows you to claim an advance of expenses. Advances are granted subject to approval.

General guidance

The next page contains information to help you fill in the form.

Sections A to C are for detailed information about your claim, including the account code to which the claim will be charged.

Sections D & E are for information about you. You should sign the form on this side. The form must then be authorized before it is passed to Finance Division.

Submitting the form

Please submit your claim to your school or department within six weeks of incurring an expense.

You must include all your receipts.

The form will be returned to you if any details are illegible or appear to be incorrect.

1 When can this form be used?

Use this form to claim expenses incurred in the course of University business. This includes:

- local, national and international travel undertaken as part of University teaching or research
- out-of-pocket travelling expenses
- the cost of materials purchased in connection with University services.

You cannot claim for:

- commuting to and from The University and your home
- journeys undertaken in working hours which are not part of a service to the University
- car journeys undertaken in a private vehicle which did not at the time of use meet necessary insurance requirements
- expenses not incurred in the course of University business
- expenses for which you have already been reimbursed.

If you secured an advance of expenses before travelling, you should use this form to detail your expenses on return.

2 How do I complete the form?

Section by section guidance is provided below.

Section A. Vehicle & mileage details

Complete this section if you are including private vehicle mileage in your claim. ‘Previous claims’ are those which you have submitted since 6 April.

The University encourages you to make use of public transport as often as possible when travelling in the course of University business.

Section B. Expense details

Please make a brief record of the details of your expenses here. If the expenses relate to travel, please state your destination and the purpose of your visit. If you travelled by private car, insert the mileage covered and leave the cost entry blank.

If you have a document which details the expense and the reason for which it was incurred you may prefer to attach this to the form rather than fill out section B. Spreadsheet printouts are also acceptable.

- Please give the name, currency and exchange rate of places outside the UK.

If you incurred expenses in a foreign currency, show the receipt values in foreign currency and give the exchange rate which was in use at the time when you spent the money.

If you secured an advance before incurring the expenses you have detailed, please complete the details to calculate how much you are still owed, or are refunding to the University.

You must provide receipts for all of the expenses you have detailed. Please attach them to the form. If you are unable to provide a receipt for an item which you are claiming reimbursement for, please tell us why.

Section C. Accounting information

You can get advice from your Department about the information which should be given in this section.

Your claim costs may be split across more than one project or cost centre. If this is the case, please start new entries for each project or cost centre to which costs will be charged. If you need more space, you may attach these details on a separate sheet.

Some useful account codes are as follows:

- N300 travel, UK (departmental)
- P300 travel, UK (project)
- N304 travel, overseas (departmental)
- P304 travel, overseas (project)
- N382 student travel (departmental)
- N309 visitor travel (departmental)
- N325 conference attendance (departmental)
- Q325 conference attendance (budget owner)

VAT codes will be recorded by Finance Division.

The Focus text box is for inserting any detail you would like to appear in the Focus system against this transaction. Note that there is no need to insert the claimant’s name here as this is already part of the transaction.

Section D. Name and account number

Please enter the required number in the boxes provided. This is your unique identifier in our systems. If you are a visitor to the University, please tell us which Department or School sponsored your visit.

Section E. Other account details

If you have not got a bank account we may be able to reimburse you in cash. Please ask the Invoice Office for details.

Section F. Signature & authorisation

The expense form must be signed by the claimant and authorised by a member of University staff who is senior to the claimant. For most staff, this will be your head of department or school.
### Section A Vehicle & mileage details

<table>
<thead>
<tr>
<th>Allowable car mileage rates (per mile)</th>
<th>up to 10,000 miles per year</th>
<th>over 10,000 miles per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car – Staff – all engine sizes</td>
<td>40.0p</td>
<td>25.0p</td>
</tr>
<tr>
<td>Car – Students or visitors – all engine sizes</td>
<td>25.0p</td>
<td>24.0p</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>24.0p</td>
<td>24.0p</td>
</tr>
<tr>
<td>Bicycle – no allowance given</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inter-campus journeys, by car,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>motorcycle or bicycle</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A passenger allowance of 5p per mile is payable for each passenger who is also an employee of the University who accompanies the driver for business purposes. The passengers' details must be disclosed in Section B if you are claiming an allowance.

### Section B Expense details (please begin new entries for each expenditure)

<table>
<thead>
<tr>
<th>date</th>
<th>details – Reason for expense / Reason for visit</th>
<th>cost £ or mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal £

Value of mileage claimed from (Section A) £

Total claim (also enter in Section F) £

These expenses relate to an advance of expenses of £

The advance claim was submitted on: / /

I enclose my cheque for / Please pay me* £

Delete as applicable

### Section C Accounting information

<table>
<thead>
<tr>
<th>Item</th>
<th>Account code</th>
<th>Project/cost centre</th>
<th>Budget owner/WREN</th>
<th>Amount (£)</th>
</tr>
</thead>
</table>

Focus text (optional)

### Section D My details Date

I am a:  
- [ ] member of staff [give employee number]  
- [ ] student [give enrolment number]  
- [ ] visitor [give national insurance number]  

Surname:  
First names:  
Department/school:  

### Section E Other account details

If you are a regular user, you only need to insert details which have changed since you last made a claim.

Home Address:  
Postcode:  

Contact details:  
Telephone:  
E-mail:  

Bank name:  
Sort code:  -  -  
Account number:  

Building society roll number:  

### Section F Signature & authorisation

Please fill out the sections overleaf and ensure that you have receipts for all expenses before you complete this section

I certify the following:  
- [ ] the particulars on this form are correct  
- [ ] the expenses detailed are in accordance with University and Grant Regulations for the fulfilment of my duties  
- [ ] these expenses have been actually and necessarily incurred by me on University business  
- [ ] I have not been reimbursed for these expenses already  
- [ ] I have not been reimbursed for these expenses from any other source, and if this happens in future I will repay the University  
- [ ] any mileage allowance is claimed in respect of a vehicle for which the necessary insurance requirements have been met  
- [ ] in the event of discrepancies being found subsequent to payment of this claim, I agree to repay any overpayment  
- [ ] VAT receipts are attached, or if VAT receipts were unavailable then a supporting letter from my Head of Department explains why.  

The total value I have detailed overleaf is £

Claimant's signature:  

*Research supervisor or grant/contract holder's signature:  

*Research supervisor or grant/contract holder's name PLEASE PRINT:  

I have examined this form and I authorise payment.  

Head of department/school or senior officer's signature:  

Head of department/school or senior officer's name PLEASE PRINT:  

* (only necessary if claim is related to a research contract)

### Section G Use in Receipts Office only

If you are a regular user, you only need to insert details which have changed since you last made a claim.

I have received my reimbursement in cash.

Voucher number:  

Signature:  

*Inputter

Transaction number:  

Building society roll number:  

NB: If you do not enter your number here your payment might be delayed.