

## Guidance on completing form FP16a - Claim for traveling and subsistence allowances

Use these instructions along with the numbered sample FP16a form (below).

The Payroll Office aims to process claim forms as quickly as possible. The likelihood of there being a delay in processing your form will be much reduced if all sections of the claim form are completed accurately and clearly and if the contents of your claim comply with the University's [Expenses Guidance & Procedures](#).

### Page One

1. **Period of claim:** Enter the first and last date of the period for which the claim is being made. All claims must be submitted within 3 months of the expenditure being incurred.
2. **Bank details / Vendor no:** If this is your first claim or a revision to an existing instruction, enter the full details of your bank account number and sort code. If this is not your first claim, insert your 8-digit vendor number (beginning with 3). For subsequent claims your vendor number should be ascertained from your remittance advice.

If the vendor number is not inserted your claim will be returned unpaid (except for new claimants).

3. **University of Warwick employee:** Circle Yes or No as to whether you are a University of Warwick employee.

If "Yes" - enter your job title.

If "No" you should only use this form if you are not being paid a fee by the University but are just claiming expenses. If you are not an employee and are claiming expenses in connection with work for which a fee is payable then you should use a VAM expenses form.

Your employment status must be clearly stated to ensure the claim is processed in accordance with Inland Revenue rules.

4. **Mileage:** This should be a summary of the details given on the reverse of the form. [Mileage rates](#) are generally reviewed each October. Enter the total number of miles at each of the appropriate rates.
5. **Total reimbursement:** This should be a clear and full summary of the details given on the reverse of the form, including any advance and travel or subsistence expenses. You must indicate here if you would like the claim paid in currency other than GBP.
6. **Signature and Date:** Sign to request reimbursement of the expenses and to certify that they were all necessarily incurred on University business and that valid and appropriate insurance is in force where travel is by private vehicle. **ONLY** an original signature will suffice, electronic signatures are not accepted.

### Page Two

1. **Date:** Include the date of expenditure for each activity listed.
2. **Details of expenditure:** For each journey you **MUST** state the full purpose, start, intermediate and end points together with the rationale for incurring the expenditure. Journey details should include post codes; this will reduce the chance of your claim being queried.

If the claim includes reimbursement of taxi fares the reason for using taxis instead of public transport must be recorded in the 'Details of expenditure' column.

If the claim includes reimbursement of entertainment costs the names of the guests and the organisation they work for, together with the number of Warwick University staff present must be recorded in the 'Details of expenditure' column.

3. **Distance by car (if applicable):** Enter daily mileage undertaken.
4. **Other expenses:** Record each receipt in the appropriate column e.g. travel, accommodation, lunch, evening meal, hospitality or other. The [daily subsistence rates](#) are the maximum allowed and not a daily entitlement irrespective of actual expenditure.
5. **Foreign expenses:** State the expenditure (using columns 1 and 2), enter the foreign currency used under "Currency" then convert the expense to sterling and enter under "Amount".

For EUR or USD please visit the [exchange rates](#) page, for any other currency please visit [OANDA](#).

Please remember to select the appropriate date when converting and include a print out of the conversion with your claim.

6. **Receipt Ref:** Please write a reference number on each receipt and record the number on the corresponding line of the claim form. Original **itemised** receipts must be supplied, photocopies or credit card slips will not be accepted.
7. **Total value of spend:** Include the exchange rate used and sterling value of foreign expenditure (if applicable). Enter amount to be reimbursed.

#### Notes:

- Please use a coversheet and/or clearly mark the form with the cost code that this reimbursement is to be paid from i.e. [Individual Research Account](#), [PhD Conference Funding](#) or your Budget Code.
- Please use a paper clip to securely hold all documentation together, do not use staples.
- Please print all information clearly, to ensure legibility and avoid delays in processing.
- The University financial year runs from **1<sup>st</sup> August to 31<sup>st</sup> July** the following year (not an "academic year") – claims from all budgets **MUST** therefore be submitted within reasonable time for payment to be made before year end, each July.



