THE UNIVERSITY OF WARWICK

Form FP16a

Claim for Travelling and Subsistence Allowances

Please use BLOCK CAPITALS throughout

Period of claim: From _____ to _____

(Note: all claims should be submitted within 3 months of the expenditure being incurred)

Note: This form should not be used if you are receiving a fee from the University; see VAM forms

First Name	**Surname**	**Department :**
Address for remittance advice: (Your remittance advice will be sent to your e-mail address. Only complete this if you do not have an e-mail address)		**University of Warwick employee:** YES / NO **Job title:**
		e-mail:
UK Bank/Building Society details: **Only complete these if you are a new claimant or have changed your bank details** Bank Account No: ___ ___ ___ ___ ___ ___ ___ ___ Bank Sort Code: ___ ___ ___ ___ ___ ___ Building Society Roll No.: (If you have a foreign bank account, please complete and attach the form "Foreign Bank Account Details")		Vendor number: 3 0 0 ___ ___ ___ ___ ___ (as per your remittance advice for previous claimants, for new claimants please leave blank)
		Your Ref (max 16 characters):

	£	p
Mileage allowance: Insert total miles shown overleaf, rate per mile and calculate totals:		
_____ miles at _____ p. per mile.		
_____ miles at _____ p. per mile.		
Total mileage claimed		
Travelling and Subsistence **Expenses:** insert total shown overleaf supported by receipts		
Total expenditure coded below		
LESS: amount of **ADVANCE** already received		
Total reimbursement claimed / money returned		

I request reimbursement of the expenses, specified above, incurred necessarily on University business.
I confirm that I have personally incurred the expenditure and have not reclaimed it by any other method.
In claiming business mileage for the use of my private vehicle, I confirm that I have valid & appropriate vehicle insurance for business use, my vehicle has a valid road fund licence & MOT certificate & my vehicle is serviced & maintained in a safe & roadworthy condition. (The University of Warwick reserves the right to check documents & inspect private vehicles at any time).

Signature of Claimant _____ Date _____

Departmental authorisation: _____ Date _____
(Signature of departmental authorised signatory)

Please print name and title: _____
(Departmental authorised signatory)

University-level authorisation _____ Date _____
(Signature of University-level authorised signatory for Heads of Departments only)

The signatures above are confirming that the journeys were authorised, the expenses were incurred on the business of the University and are properly payable by the University and that due consideration has been given to achieving value for money.

Expenditure Codes

General ledger code	Cost centre/Project/Internal order	£	p	Description: Date, Place, Purpose (max 50 characters)

For use in the HR Department	**Claim checked**	**Voucher Number**
Date claim received in Payroll Office	Payroll Office	
		Claim Approved

Details of Travelling and Subsistence Expenses Incurred

Date	Details of expenditure (1,2) (For each journey state purpose, start, intermediate and end points) (Briefly explain reason for incurring expenditure)	Trip Single or Return	Distance by car (miles) First 100	Over 100	Daily Total miles in any one day.	Other expenses claimed: Receipts supporting amounts claimed must be attached (3) Travel & Subsistence: Travel (4)	Accommodation	Lunch	Evening meal	Hospitality (5)	Other	Foreign Expenses: Amount (6)	Currency	Receipt Ref
	Calculate totals of mileage band and carry overleaf to apply rates per mile					£	£	£	£	£	£			

(1) Journey details should include post codes where known. This will the reduce the chance of your claim being queried.
(2) Inland Revenue regulations prohibit the reimbursement of business journeys which are, for practical purposes, very similar to ordinary commuting journeys.
(3) Original receipts NOT photocopies must be supplied.
(4) 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.
(5) 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.
(6) Expenditure in a foreign currency should be recorded in the 'Foreign Expenses' box, totalled and then converted to sterling. Some form of evidence must be provided to support the exchange rate used.

Further guidance can be found in 'The University of Warwick Financial Regulations, Finacial Procedure 16
These and current travel and subsistence allowances are available on-line at:http://www2.warwick.ac.uk/services/himanresources/payroll/expenses

Exchange rate	
Sterling value of foreign spend	£
Total sterling value of spend to be recorded overleaf	£