4.50

0.00

0.00

0.00

4.50

Mileage Total

AUTOMATICALLY BE ADDED

TO THE CLAIM TOTAL.



AB1 2AB TO AB2 1AB

10

(If more rows are required please copy and insert from the above table)

06/08/2024

Claim for Travelling and Subsistence Allowances

PLEASE USE BLOCK CAPITALS THROUGHOUT

(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 (Fag website)

| | | | <u> </u> | | | | | |
|---|---|----------------|---------------------------------|---|---------------------|--------------------------|------------------------------|---------------------------|
| | | | | Vendor Number (Payroll use only) | | | | |
| Full Name | FI | RST NAME & SUF | NAME | Department ADD DEPARTMENT | | | | |
| Email (for remittan | Email (for remittance) <u>ADD EMAIL ADDRESS</u> | | University of Warwick Employee: | | NO | | CHOOSE YES/NO FROM DROP- | |
| Job Title | YOUR JO | B TITLE | | University of Warwick Student: | | NO | DOWN LIST. | |
| Dept Ref (max 16 cha | aracters) | THIS IS FOR YO | UR USE | *Please only select the e | nployee/student cri | teria in which | the expenses relate to | |
| | | | UK Bank/Buildi | ng Society details | | | | COMPLETE ALL INFORMATION |
| Bank account number : 12345678 | | | Sort code : | | 00-00-00 | | FIELDS. IF YOU DO NOT HAVE A | |
| Name on Bank account : FIRST NAME AND SURNAME AS ON BANK ACCOUNT | | | | | | | | UK BANK ACCOUNT, YOU WILL |
| If you have a foreign be | ALSO NEED TO COMPLETE A | | | | | | | |
| foreign account | | | | | | | | FORIEGN PAYMENT FORM. |
| Details of Travelling and Subsistence Expenses Incurred | | | | | | | | |
| MILEAGE: 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). | | | | | | | а | |
| MILEAGE - Distance travelled in a personal vehicle only - Rates in £ per mile - Car: 0.45 - Students: 0.25 - Motorcycle: 0.24 - Bicycle: 0.20 | | | | | | | | |
| Date | From & To Postcodes | No of Miles | Details of | of Expenditure (reason for incurring expenditure) Amount | | | | |
| 00/00/0004 | AD4 0AD TO AD0 4AD | 40 | FDOM | IVI TO IVI FORM YMAC DEAMTIME ORENORI E | | MILEAGE CALCULATION WILL | | |

FROM 'X' TO 'X' FORM XMAS BEAMTIME GRENOBLE

| | SUBSISTENCE / OTHER EXPENSES - Please list in chronological order BOTH GBP CONVERSION & FOREIGN VALUE if foreign expenditure is present Current hotel & subsistence rates can be found here | | | | | | | | |
|---|--|---|----------------------|------------|---|--------------------------------------|--------|--|--|
| Receipt Ref | Date | Expense/Travel/Meal type - Breakfast, Lunch, Evening Meal, Train, Taxi, etc | | | RPOSE: Date - Place - on for the costs being | Purpose incurred, e.g conference) | GBP | Foreign | ADD YOUR CLAIM DETAILS, MATCHNG THE RECEIPTS |
| 1 | 06/08/2024 | FLIGHT | FROM 'X' AIRPO | RT TO 'X' | AIRPORT - XMAS BEA | AMTIME GRENOBLE | 100.00 | | ATTACHED TO THE NUMBERS IN THE "RECEIPT REFERENCE" |
| 2 | 06/08/2024 | BUS | BUS FROM LYS AIRPORT | T TO GREN | NOBLE 01/08/2024 - XI | MAS BEAMTIME GRENOBLE | 10.00 | | FIELD. ALL CLAIMS MUST BE SUBMITTED IN PDF FORMAT. |
| 3 | 06/08/2024 | PER DIEM | XMAS PER DIEM 90 EU | JROS PER | DAY X 5 DAYS FROM | 06/08/2024 TO 11/08/2024 | 383.49 | 450.00 | |
| 4 | 11/08/2024 | BUS | BUS FROM GRENOBLE 1 | TO LYS AIF | RPORT 11/08/2024 - XI | MAS BEAMTIME GRENOBLE | 10.00 | | THE PER DIEM RATE IS CALCULATED BY THE |
| | | | | | | | | | NUMBER OF NIGHTS YOU |
| | | | | | | | | | STAY AT THE ESRF GUESTHOUSE FOR YOUR |
| | | | | | | | | | EXPERIMENT. THIS MEANS THAT THE DAY YOU CHECK- |
| | | | | | | | | | OUT IS NOT INCLUDED. |
| | | | | | 701 | | | | PLEASE ALSO ADD THE |
| | | 1 V I F | | | | | | | CONVERTED AMOUNT FOR EACH FOREIGN PAYMENT. |
| | | | | | | | | | THE TOTALS WILL AUTO-POPULATE. |
| | | | | | | | | | |
| | (If mor | e rows are required please cop | | | , | Sub/Other Total : | 503.49 | 450.00 | |
| | *You MUST include itemised receipts for all transactions; credit card receipts/bank screenshots are not acceptable INSERT EXCHANGE | | | | | | | | CHOOSE THE CURRENCY YOU WISH TO BE REPAID IN AND |
| Ex | Exchange Rate used (if applicable) RATE Year Pay X? GRAND TOTAL to be reimbursed in GBP 507.99 | | | | | | | | |
| in: X? GRAND TOTAL to be reimbursed in Foreign 450.00 | | | | | | | | ADD EXCHANGE RATE, USING EITHER OANDA OR THE | |
| (2) HMRC (3) Full rec (4) If the cl | Journey details should include post codes where known. This will the reduce the chance of your claim being queried. HMRC regulations prohibit the reimbursement of business journeys which are, for practical purposes, very similar to ordinary commuting journeys. Full receipts must be attached (not simply credit card slips). If the claim includes reimbursement of taxi fares the reason for using taxis instead of public transport must be recorded in the 'Business Purpose' 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 | | | | | | | UNIVERSITY APPROVED RATES. YOU MUST ATTACH A COPY WITH YOUR PDF. | |

in the 'Details of expenditure' column.

(6) If you have a UK bank account, expenditure in a foreign currency should be recorded in the 'Foreign' column, and then converted to sterling. Some form of evidence must be provided to support the exchange rate used.

<u>University of Warwick Financial Regulations, Financial Procedure 16</u>

| Current UK Travel & Subsistence Allo | <u>owances</u> | | | | _ |
|---|--|-----------------------|----------------------|---|---|
| I request reimbursement of the expensive not reclaimed it by any other me | nses, specified above, incurred <u>necessarily</u> on Univethod. | ersity business. I co | onfirm that I have p | personally incurred the expenditure and | |
| Signature of Claimant : | ADD SCAN OF YOUR SIGNATURE | OR TEXT | Date : | ADD DATE OF SUBMISSION | PLEASE SIGN AND DATE BEFORE SUBMITTING. |
| | Expenditure | Codes | | | |
| GENERAL LEDGER CODE | COST CENTRE / PROJECT / INTERNAL ORDER | AMOUNT | BUSINESS | S PURPOSE: Date - Place - Purpose | |
| 210402 | RPXTH3008CSC | FULL AMOUNT | EXAMPLE: XMA | AS BEAMTIME EXPERIMENT - 06/08/2024 | CHECK COST CENTRE IS |
| | | | | | CORRECT. ADD THE FULL |
| | | | | | AMOUNT TO BE CLAIMED. ADD |
| | | | | | THE REASON FOR THE CLAIM. |
| *Please ensure the E | Business Purpose above states the reason for expe | nditure (e.g Confe | rence Title), not th | e type of expense incurred | 1 |
| | | | | | • |
| Department Ciamature | | | Data | | SEND TO: XMAS@WARWICK.AC.UK FOR |

| Department Signature : | | Date : | | |
|--|---|----------------|--|--|
| Print name and title : | | | | |
| University Level Authorisation: | | Date : | | |
| Print name and title : | | | | |
| | | Voucher Number | | |
| Expense Team Approval | | | | |
| Diagram at a via aglithat various data | - | | | |

APPROVAL AND SIGNATURE. PLEASE NOTE: ANY MISSING RECEIPTS OR INACCURATE **CLAIMS WILL BE RETURNED.**

Please note, we ask that you read our updated Staff Privacy Notice carefully as it contains important information on how and why we collect, store, use and share your personal data, your rights in relation to your personal data and who to contact in the event that you have a query or complaint.