WARWICK

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 (Faq website)

			Vendor Number (Payro	oll use only)				
Full Name JOHN SMITH			Department	PHYSICS				
Email (for remittance)	Email (for remittance) <u>JOHN.SMITH@EMAIL.COM</u>			oloyee:	NO			
Job Title	lob Title RESEARCHER			University of Warwick Student:				
Dept Ref (max 16 characters)	THIS IS	S FOR YOUR USE	*Please only select the employee/student criteria in which the expenses relate to					
UK Bank/Building Society details								
Bank account number :	1:	12345678 Sort code : 00-00-00						
Name on Bank account : MR JOHN SMITH								
If you have a foreign bank account, please complete and attach the form "Foreign Bank Account Details" & include the amounts to be repaid in the currency of								
the foreign account								
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 surance 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 docum	nante & increat priva	to vohiclos at any timo)						

Date	From & To Postcodes	No of Miles	Details of Expenditure (reason kpenditure)	Amount
01/01/1901	AB1 2AB TO AB2 1AB	10	FROM ATOWN TO BTOWN FOR MS EXAMBIMENT GRENOBLE	4.50
				0.00
				0.00
				0.00
(If more rows are require	d please copy ar	nd insert from the above table) Mileage Total	4.50

NVERSION & FOREIGN VALUE if foreign expenditure is present SUBSISTENCE / OTHER EXPENSES - Please list in chronological order BOTH

Current h	<u>notel & subsister</u>	ice rates can be found here		_							
Receipt		Expense/Travel/Meal type - Breakfast, Lunch, Evening		CINE	00	RPOSE: Date - Place - Pu					
Ref	Date	Meal, Train, Taxi, etc				on for the costs being in		6	BP	Foreign	
1	01/01/1901	FLIGHT				ORT 01/01/1091 XMAS BI			00.00		
2	01/01/1901	BUS	BUS FROM LYS. RE	PORT	O GRE	ENOBLE 01/01/1901 XMA	S BEAMTIME GRENOBLE	1/	0.00		PLEASE SAVE AS A PDF WITH YOUR
3	01/01/1901	PER DIEM	MAS PER DI	EM 90	EURO:	S PER DAY X 5 DAYS 01/	01/1901-06/01/1901			450.00	RECEIPTS NUMBERED
4	06/01/1901	BUS	BUS FR. M GRENCE	BLE TO	LYS A	IRPORT 06/01/1901 XMA	S BEAMTIME GRENOBLE	11	0.00		
			V								
											Ī
											CHOOSE THE CURRENCY YOU
		1 1									WISH TO BE REPAID IN AND CONVERT
	(If mg	rows are equired please cop					Sub/Other Total :		0.00	450.00	USING EITHER OANDA OR THE
'You MUS include itemised receipts for all transactions; credit card receipts/bank screenshots are not acceptable								UNIVERSITY			
Ex	Exchange Rate us (if appricable) INSERT EXCHANGE RATE Pay				Ρ		24.50	APPROVED RATES YOU MUST ATTACH			
A CONTRACTOR AND TOTAL A DISTRICT AND A SECOND						A COPY WITH YOUR					
(1) Journe	y details should in	clude post codes where known. T		ce of you	ur claim	being queried.					PDF

(1) Journey details should include post codes where known. This will the reduce the chance of your claim being queried.
(2) HMRC regulations prohibit the reimbursement of business journeys which are, for practical purposes, very similar to ordinary commuting journeys.
(3) Full receipts must be attached (not simply credit card slips).
(4) If the claim includes reimbursement of tax if ares the reason for using taxis instead of public transport must be recorded in the 'Business Purpose' column.
(5) If the claim includes reimbursement of tax if ares the reason for using taxis instead of public transport must be recorded in the 'Potatis 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

University of Warwick Financial Regulations, Financial Procedure 16

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I request reimbursement of the expe and have not reclaimed it by any otl		specified above, incurred necessarily on Unathod.	niversity business.	. I confirm that I ha	ave personally incurred the expenditure				
Signature of Claimant :		ADD SCAN OF SIGNATURE OF	R TEXT	Date :	DATE OF SUBMISSION				
Expenditure Codes									
GENERAL LEDGER CODE	COST	CENTRE / PROJECT / INTERNAL ORDER	AMOUNT	BUSINESS PURPOSE: Date - Place - Purpose					
210402	RPXTH3005TRA			E.G 01/01/1901 GRENOBLE XMAS EXP JSMITH					
*Please ensure the E	usines	ss Purpose above states the reason for expe	nditure (e.g Confe	rence Title), not th	e type of expense incurred				

Department Signature :		Date :	
Print name and title :			
University Level Authorisation:		Date :	
Print name and title :	-		
			Voucher Number
Expense Team Approval			

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.