

This form should be used for your first claim only and to advise of any changes. Subsequent claims should be via Concur. You MUST send this claim and your receipts to your department after completion.

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

(Faq website)

E		BP number (Payroll use only) :		
Full Name :		Department :		
University ID :		University email :		

UK Bank/Building Society details: (If you have a foreign bank account, please complete and attach the form "Foreign Bank Account Details")

Bank account :	Sort code :	
Name on Bank account :		

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

Date	Travel To & From	No of Miles	Business Purpose	@	Amount

## SUBSISTENCE / OTHER EXPENSES

Date	Expense type	Business Purpose		Amount
	-		Total :	

I request reimbursement of the expenses, specified above, incurred <u>necessarily</u> on University business. I confirm that I have personally incurred the expenditure and have not reclaimed it by any other method.

Signature of Claimant :	Date :	

GENERAL LEDGER CODE	COST CENTRE / PROJECT / INTERNAL ORDER	AMOUNT

Department Signature :		Date :		
Print name and title :		Date :		
Default Cost collector :		BI Manager :		
Default Approver :				
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.				
For official use only (Document number ) :				