CLAIMING EXPENSES – MRC VISITORS

(Last updated 11 Nov 2026)

Please complete all sections of the electronic FP16a expense claim form. A sample form is provided, with the sections that must be completed by the claimant highlighted in red. Appendix 1 below shows a list of **Expense Claim Allowances**, you need to abide by.

To ensure prompt processing, all expense claims should be submitted to the MRC within **2 weeks** of attending an event. Claims received **3 months or more** after the event will not be reimbursed. Please ensure that you:

- Keep the expense claim form in **Excel format**, do not convert it to PDF.
- Provide your name, **email address** – this is required for your reimbursement.
- Provide your **personal** bank account name, sort code, and account number. Company bank accounts cannot be accepted.
- Under Claimant Criteria – tick either Academic, or Non-academic visitor
- Enter dates in the format **DD/MM/YYYY** (e.g. **15/06/2026**).
- Complete the **BUSINESS PURPOSE** field for all travel, subsistence, and other expenses. This should include the **date**, **place**, and **purpose** of the expense. For example:
    - **30/05/2026 – TRAIN TRAVEL – WOMEN IN MATHS CONFERENCE**
    - **06/11/2026 – DINNER – SPEAKER AT APPLIED MATHS SEMINAR**
- Enter the type of expense e.g. flight, train, lunch, dinner, parking.
- Ensure every expense listed on the form is supported by a **corresponding receipt** and that the amounts claimed match the receipts provided.
- Number each receipt and submit them in the **same numerical order** as they appear on the claim form.
- Provide clear, legible receipts (preferably in PDF format) showing the **date** and **total amount** for each expense. Provide detailed receipts from the supplier; credit card slips alone are not acceptable.
- It's advisable to keep all your receipts until your claim has been paid.
- **Sign the form,** typed name or scanned signature is acceptable. A handwritten signature is **not** required.

Foreign currency claims

If you are claiming expenses incurred in a foreign currency:

- **Provide the exchange rate** used for the currency conversion. If no exchange rate is provided, the University of Warwick's standard exchange rate will be applied for EUROS and US Dollars. Any other currency Oanda Currency Converter will be used. Currency Converter | Foreign Exchange Rates | OANDA
- Bank account details must be provided in the same currency as the claim.
- The GRAND TOTAL TO BE REIMBURSED must be entered in the same currency as your bank account.
- You must also complete a **Foreign Payment Form**. Further information and the form can be found here: Foreign Payments Form.
- **Sign the form,** typed name or scanned signature is acceptable. A handwritten signature is **not** required.

If you have any questions about your claim, do get in touch. Please submit completed electronic claims to **MRC@warwick.ac.uk**.

Appendix 1 - Expense Claim Allowances

Type of expense	Maximum allowance £
Hotel – UK elsewhere (not London)	150.00
Dinner - in a hotel	40.00
Dinner	30.00
Lunch	15.00
Breakfast	15.00
Refreshments - non-alcoholic drinks only, no food	5.00

Travel - allowable

Train - standard class tickets only not First Class

Flights - economy class tickets only, no upgrades

Expenses claimed can only be for the individual so, for example, if a family member travels with you to visit the UK or Warwick the costs for your family member cannot be reimbursed.