



### Details of Travelling and Subsistence Expenses Incurred

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

- (1) Journey details should include post codes where known. This will 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, Financial 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	£