



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 [\(Faq website\)](#)

Full Name		Vendor Number (Payroll use only)		
Email (for remittance)		Department		
Job Title	Dept Ref (max 16 characters)	University of Warwick Employee:	YES NO YES (UNITEMPS)	
		University of Warwick Student:	YES NO	
UK Bank/Building Society details				
Bank account number :		Sort code :		
Name on Bank account :				
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 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).				
Date	From & To Postcodes	No of Miles	Details of Expenditure (reason for incurring expenditure) @0.45	Amount
(If more rows are required please copy and insert from the above table)			Mileage Total	

SUBSISTENCE / OTHER EXPENSES - Please list in date order BOTH GBP CONVERSION & FOREIGN VALUE if foreign expenditure is present

Receipt Ref	Date	Expense/M meal type (Breakfast, Lunch, Evening Meal)	BUSINESS PURPOSE: Date - Place - Purpose (purpose needs to state the reason for the costs being incurred, e.g conference)	GBP	Foreign
(If more rows are required please copy and insert a blank row from the above table)				Sub/Other Total :	

You MUST include itemised receipts for all transactions; credit card receipts/bank screenshots are not acceptable		
Exchange Rate used (if applicable)	Pay in:	GRAND TOTAL to be reimbursed in GBP
		GRAND TOTAL to be reimbursed in Foreign

- (1) Journey details should include post codes where known. This will 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 taxi fares the reason for using taxis instead of public transport must be recorded in the 'Business Purpose' 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) 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](#)
[Current UK Travel & Subsistence Allowances](#)

I request reimbursement of the expenses, specified above, incurred necessarily 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 :		
Expenditure Codes			
GENERAL LEDGER CODE	COST CENTRE / PROJECT / INTERNAL ORDER	AMOUNT	BUSINESS PURPOSE: Date - Place - Purpose
*Please ensure the Business Purpose above states the reason for expenditure (e.g Conference Title), not the type of expense incurred			

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

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.