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)

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	Full Name								Vendor Numbe	r (Payroll	l use only)				
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<u>lf you</u>	have a foreign	bank accoun	t, please c	omple	te and attac	ch the form	"Forei	gn Ba	ank Account Deta	ails" & ind	clude the an	nounts to be rep	aid in the cu	rrency of the	
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	y details should in									Ľ.,	4::	_			
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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													vided to support		
the exchange rate used. University of Warwick Financial Regulations, Financial Procedure 16															
<u>University of Warwick Financial Regulations, Financial Procedure 16</u> <u>Current UK Travel & Subsistence Allowances</u>															
	t reimbursemei t reclaimed it b			cified a	bove, incur	red <u>necess</u>	arily on	Univ	ersity business. I	confirm	that I have p	ersonally incurr	ed the exper	nditure and	
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