

Claim for Foreign Per Diem allowance for staff

Please use BLOCK CAPITALS throughout

Shaded areas are for use by Payroll Office staff

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

Name:	Department :
e-mail:	Job title:
Your Ref (max 16 characters):	Vendor No. 3 0 0 _ _ _ _ _

Overseas trip details (please use a separate claim form for each country/city visited)

Name of conference/meeting etc (please attach itinerary) _____

or, reason for trip _____

Country _____

City _____

Period of travel on University business (please attach flight/train timetable) _____

Authorisation

I certify that the trip has been carried out in accordance with the itinerary specified above.

Signature of Claimant _____ **Date** _____

Departmental authorisation: _____ **Date** _____
(Signature of departmental authorised signatory)

Please print name and title: _____
(Departmental authorised signatory)

University-level authorisation _____ **Date** _____
(Signature of University-level authorised signatory for Heads of Departments only)

The signatures above are confirming that the journeys were authorised, the expenses were incurred on the business of the University and are properly payable by the University and that due consideration has been given to achieving value for money.
Any UK costs associated with this trip e.g. travel to UK airport should be claimed on travel & subsistence claim form FP16a.
If you are claiming a per diem, you should **not** also submit a claim form for foreign expenses; if you anticipate spending significantly on entertainment or travel within your destination country, you are advised to claim on a receipts basis instead of a per diem.
Some external funding bodies require all original receipts to be retained. Please check that your funding body will accept a per diem before using this form.

Expenditure Codes

General ledger code	and	Cost centre/Project/Internal order	Foreign Currency	£	p	Description

For use in the HR Department	Claim checked	Voucher Number
Date claim received in Payroll Office	Payroll Office	
	RSS	Claim Approved

Arrival at destination country on University Business

Date: _____

Time: _____

Departure from destination country on University Business

Date: _____

Time: _____

Note: Total time should be calculated on a cumulative basis - count each complete 24 hours from the time of arrival, then any balance. You should not have an entry in the 10-24 and the 5-10 hour boxes.

Staying in a hotel	Rate	No. days/nights	Total
Hotel Room Rate *			
24 hour subsistence rate (for a complete 24 hours)			
10 hour subsistence rate (for 10-24 hours)			
5 hour subsistence rate (for 5-10 hours)			
Total			

Less any meals paid for	Rate	No.	Deduction
Breakfast			
Lunch			
Dinner			

OR:

Guest of private individual or company (10% of subsistence only)	Rate	No. days/nights	Total
10% of 24 hour subsistence rate (for a complete 24 hours)			
10% of 10 hour subsistence rate (for 10-24 hours)			
10% of 5 hour subsistence rate (for 5-10 hours)			
Actual cost of any meals paid for (receipts must be attached)			
Total			

OR:

Staying in vacant property or flat with cooking and/or laundry facilities for up to 7 days	Rate	No. days/nights	Total
80% of 24 hour subsistence rate (for a complete 24 hours)			
80% of 10 hour subsistence rate (for 10-24 hours)			
80% of 5 hour subsistence rate (for 5-10 hours)			
Actual rental paid for (receipts must be attached)			
Total			

OR:

Staying in vacant property or flat with cooking and/or laundry facilities for more than 7 days	Rate	No. days/nights	Total
50% of 24 hour subsistence rate (for a complete 24 hours)			
50% of 10 hour subsistence rate (for 10-24 hours)			
50% of 5 hour subsistence rate (for 5-10 hours)			
Actual rental paid for (receipts must be attached)			
Total			

TOTAL:

Total amount due for trip (carry forward to front sheet)	
Exchange rate	
Sterling equivalent	£

* Hotel bills may be required as evidence for sample checking and if the costs differ substantially from the per diem, the claim may be adjusted to reflect the actual expenditure.

Note: If you have exchanged a significant amount of foreign currency or spent a significant amount using your credit/debit card, please attach details to show exchange rate received. In the absence of this, the University will apply the rate as determined by its bankers or that shown on the website <http://www.oanda.com/convert/classic>. No retrospective adjustments will be made.

Attachments checklist:	
Itinerary	
Flight/rail schedule	
Hotel Receipts	
Exchange rate	

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