



Claim for Travelling and Subsistence Allowances

Form FP16a

Please use **BLOCK CAPITALS** throughout

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

Note: This form must not be used if you are receiving a fee from the University; see VAM forms
[\(Expense FAQ's\)](#) [\(Concur FAQ's\)](#)

Full Name		Vendor Number (Expenses use only)	
Email (for remittance)		Department	
Dept Ref (max 16 characters)		Job Title	
Claimant Criteria			
University of Warwick Employee	If multiple criteria are applicable, please select 'YES' for the criteria to which the expenses relate		
University of Warwick Student			
Visitor			
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).			

MILEAGE - Distance travelled in a personal vehicle only - Rates in £ per mile - Car: 0.45 - Students: 0.25 - Motorcycle: 0.24 - Bicycle: 0.20

Date	From & To Postcodes	No of Miles	Rate	Details of Expenditure (reason for incurring expenditure)	Amount GBP	Foreign to be repaid
(If more rows are required please copy and insert from the above table)					Mileage Total	

TRAVEL/SUBSISTENCE/OTHER EXPENSES - Please list in chronological order; if the amount spent & amount to be repaid are in different currencies, please list **BOTH** in the relevant columns within the same line
[Current hotel & subsistence rates can be found here](#)

Receipt Ref	Date	Expense/Travel/Meal type - Breakfast, Lunch, Evening Meal, Flight, Train, etc	BUSINESS PURPOSE: Date - Place - Purpose (purpose needs to state the reason for the costs being incurred, e.g conference)	GBP	Foreign	Foreign to be repaid	
						Amount	Currency
(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. See section 16.2.3 from Financial Procedure 16 below for details			
Exchange Rate used (if applicable)	Pay in:	GRAND TOTAL to be reimbursed in GBP	
Exchange Rate obtained from		GRAND TOTAL to be reimbursed in Foreign	IN

[University of Warwick Financial Regulations, Financial Procedure 16](#)
[Current UK Travel & Subsistence Allowances](#)
 Select one - The amount repaid must be in the currency of your bank account

(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 the exchange rate used.

Additional Comments

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 :	
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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 ABC Conference), 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.