



**PhD Claim for Travelling and Subsistence Allowances**

**\*Note for departments:** This form is solely for setting PhD students up on Concur, or to notify bank changes. If concur access is not needed, then please use an FP16a claim form instead

This form should be used ONLY for your FIRST CLAIM TO BE SET UP ON CONCUR and to ADVISE OF ANY BANK CHANGES. Subsequent claims should be via Concur. You **MUST** send this claim and your receipts to your department after completion.

(Note: all claims should be submitted within 3 months of the expenditure being incurred)  
[\(Expense FAQ's\)](#)      [\(Concur FAQ's\)](#)

Vendor number (Payroll use only) :			
Full Name :		Department :	
University ID :		University email :	
<b>UK Bank/Building Society details</b>			
Bank account :		Sort code :	
Name on Bank account :			
<a href="#">UK Bank/Building Society details: (If you have a foreign bank account, please complete and attach the form "Foreign Bank Account Details")</a>			

<b>Details of Travelling and Subsistence Expenses Incurred</b>	
<p><b>MILEAGE:</b> In claiming mileage for the use of my private vehicle, I confirm that I have valid &amp; appropriate vehicle insurance, my vehicle has a valid road fund licence &amp; MOT certificate &amp; my vehicle is serviced &amp; maintained in a safe &amp; roadworthy condition. (The University of Warwick reserves the right to check documents &amp; inspect private vehicles at any time).</p>	

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

**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 DD/MM/YY (Chronological)	Expense/Travel/Meal type - Breakfast, Lunch, Evening Meal, Train, Taxi, etc	BUSINESS PURPOSE: Date - Place - Purpose (purpose needs to state the reason for the costs being incurred, e.g attending ABC conference)	GBP	Foreign	Foreign to be repaid	
						Amount	Currency
Exchange Rate used (if applicable)		X/R obtained from:		Total :			
*You MUST include itemised receipts for all transactions; credit card receipts/bank screenshots are not acceptable proof of payment. See section 16.2.3 below for details							
Financial Procedure 16		Pay in:		GRAND TOTAL to be reimbursed in GBP			
				GRAND TOTAL to be reimbursed in Foreign		IN	

Select one - The amount repaid must be in the currency of your bank account

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.

**Additional Comments**

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 ABC Conference), not the type of expense incurred

Department Signature :	Date :
Print name and title :	
Default Cost collector :	
Default Approver ID :	Default Approver's Name
BI Manager ID (reporting)	BI Manager's Name

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.

Expense Team Approval	Document Number
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