NON-STAFF EXPENSE CLAIM FORM

FOREIGN CURRENCY AND/OR FOREIGN BANK ACCOUNT

WHO CAN USE THIS FORM?

This form is intended for reimbursement in foreign currency, or in £GBP to a non-UK bank account. For payments in £GBP to a UK bank account, please use the £GBP to UK bank non-staff expense form.

This form is intended for non-UoB staff, including undergraduate (UG) and post graduate taught (PGT) students. It is not intended for UoB staff members, post graduate research students (PGR) or hourly paid teachers (HPT). UoB staff, PGRs and HPTs must submit their expense claims through MyERP.

IMPORTANT INFORMATION

1. Please ensure that you show expenditure in the currency it was spent, and also the equivalent in the currency that you are claiming in the Expenditure summary. When claiming expenses that include different currencies, one total, in the currency you wish to receive payment in (usually the currency of your bank account), must be given. Claimants must attach supporting evidence of the exchange rate(s) used when spending in one currency and requesting reimbursement in another.
2. The currencies available for Accounts Payable to enter directly on to the system are: **AUD, BBD, CAD, CHF, DKK, EUR, GBP, HUF, JPY, NOK, NZD, SEK, USD, ZAR**. For information on payment in other currencies, please read the Additional foreign currency information/authorisation section.
3. Completed forms, together with scans of receipts, must be emailed to the engaging department or budget holder for a budget code and account code to be added. Please do not also send hard copies of receipts to the Payables team.
4. The budget holder/engaging department should then email completed forms and receipts to payables-team@bristol.ac.uk. The budget holder and Finance will authorise through MyERP workflow before payment is made.
5. All claims must be within the terms of the University's Travel, Subsistence and Expenses Policy.

SECTION 1. CLAIMANT INFORMATION (CLAIMANT TO COMPLETE)

Title:		Full name:	
Telephone number:		Email address	
Address:			
Postcode:		Claim dates from:		Claim dates to:	
Reason for payment:		School/Division this claim relates to:	

PAYMENT INFORMATION

Currency to be reimbursed:	
Total amount claimed in currency to be reimbursed:	

BANK TRANSFER INSTRUCTIONS

Account number:		IBAN number:	
SWIFT/BIC:		Routing number:	
Name of bank:		Payee's reference to be quoted:	
Address of bank:			

EXPENDITURE SUMMARY

Currency spent	Total amount in currency spent	Exchange rate used	Currency to be reimbursed	Equivalent claimed in currency to be reimbursed

FOREIGN CURRENCY INFORMATION

I have attached appropriate evidence of exchange rate for all instances where I have spent in one currency and wish to be reimbursed in another. Good sources of evidence are a bank statement demonstrating the cost in currency to be reimbursed or a receipt (from a merchant or cash machine/bureau de change) showing the relevant rate. If you do not have evidence from the time the expense was incurred, you can obtain a guideline from websites such as such as Xe.com.

If you wish to be reimbursed in any currency other than AUD, BBD, CAD, CHF, DKK, EUR, GBP, HUF, JPY, NOK, NZD, SEK, USD or ZAR, you must read the Section 4 on additional foreign currencies/authorisation.

MILEAGE

Journey description	Start postcode	End postcode	Reason for journey	Total journey miles
		Total number of miles claimed:		

If you require further rows in the below table, please use the additional sheet in Section 5 of this form.

EXPENDITURE BREAKDOWN

Currency spent	Other travel (excluding mileage)	Accommodation	Subsistence	Other incidentals	Total in currency spent

CLAIMANT DECLARATION

I declare that the total claimed has been incurred by me solely in the course of the University's business and does not include costs incurred in traveling between my home and normal place of work. I confirm that I have not claimed any of these expenses before and will not claim them from any other source. **If completing this form electronically, please print your name in the box below. Please note this constitutes your signature.**

Claimant signature:		Date:	

Email completed forms (and scanned receipts) to the engaging department/budget holder for a budget code to be added.

SECTION 2. BUDGET HOLDER (OR SCHOOL/DIVISION CONTACT) TO COMPLETE

Budget code:		Account code: (Payables use only)	
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Budget code:		Account code: (Payables use only)	

__ I (the budget holder) wish to cover the bank charges of the beneficiary outside the EU. **Please journal the flat fee of £25 to U100004-101 44000 from the following budget code _____.** I understand that I am unable to take bank charges for payments within the EEA.

Once the budget code(s) have been added, please email to payables-team@bristol.ac.uk - the budget holder and Finance team will authorise through MyERP workflow.

SECTION 3. POSTING DETAILS (PAYABLES TEAM USE ONLY)

Budget code	Account code	Amount
	Total amount:	

Finance Assistants should ensure that this claim form and all associated receipts have been scanned and uploaded against the MyERP transaction.

Finance Services reference (optional):			
Inputter's initials:		Date:	

SECTION 4. ADDITIONAL FOREIGN CURRENCY INFORMATION/AUTHORISATION

1. Accounts Payable cannot reimburse expense claims in Belize Dollar or Mauritanian Ouguiya. We also require additional banking information when making payments in Brazilian Real, Chinese Yuan Renminbi and Turkish Lira; on some occasions these payments will need to be made in US Dollars.
2. The currencies available for Accounts Payable to enter directly on to the system are: **AUD, BBD, CAD, CHF, DKK, EUR, GBP, HUF, JPY, NOK, NZD, SEK, USD, ZAR**. Non-staff expense claims submitted for reimbursement in any other currency will require authorisation from the budget holder and faculty finance up front so that they can be paid directly through Barclays. The budget holder and Finance team must complete the below in these instances.

AUTHORISATIONS (ONLY REQUIRED IF REQUESTING REIMBURSEMENT IN CURRENCIES OTHER THAN THOSE LISTED ABOVE IN SECTION 4.2)

Budget holder authorisation		Faculty Finance authorisation	
Date		Date	

Please only print this page if it is required.

Journey description	Start postcode	End postcode	Reason for journey	Total journey miles
			Total number of miles claimed:	