NON-STAFF EXPENSE CLAIM FORM V2024/05

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. Forms must be submitted as an electronic copy of this form and need to be saved as an editable copy, do not 'print to PDF'.
2. The claimant should complete sections 1 (Claimant information and declaration) and 3 (Claim details). If mileage is being claimed, the claimant should also complete section 4 (Mileage expense claim information).
3. The claimant must complete all banking information required to receive a payment, eg. payments in EUR or to a Euro zone country require an IBAN and SWIFT. Payments in USD require an account number plus a SWIFT OR ROUTING Number. Payments in GBP to USA require SWIFT and account number.
4. 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. Please give details and exchange rate in section 3.
5. The currencies available are: **AUD, BBD, CAD, CHF, DKK, EUR, GBP, HKD, HUF, JPY, NOK, NZD, PLZ, SEK, USD, ZAR**. For payment in other currencies, please read and complete section 5.
6. Scans of all receipts must be provided, along with the completed claim form, then emailed to the engaging department for a budget code to be added.
7. The engaging department should then email completed forms and receipts to AP-Processing@bristol.ac.uk.
8. The budget holder and Finance will authorise through MyERP workflow before payment is made.
9. All claims must be within the terms of the University's Travel, Subsistence and Expenses Policy.

SECTION 1. CLAIMANT INFORMATION AND DECLARATION

First name:		Surname:	
Telephone number:		Email address	
Claim dates from:		Claim dates to:	
Reason for claim:		School/Division this claim relates to:	
Account Number:		IBAN number:	
SWIFT/BIC:		Routing number:	
Name of bank:		Address of bank:	

__ **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 travelling 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.**

Please confirm your name and the date of declaration below.

Claimant name:		Date:	

Completed forms, together with scans of receipts, must be emailed to the engaging department or budget holder for a budget code to be added.

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

Budget code:	

__ Some payments may result in bank charges for the beneficiary, please tick these box if you would like to cover these fees for payments outside of the EEA with an additional **£25** from the above budget code.

Once a budget code has been added, please email to AP-Processing@bristol.ac.uk - the budget holder and Finance team will authorise through MyERP workflow. If you require multiple budget codes to be used, please contact Accounts Payable.

SECTION 3. CLAIM DETAILS

1. *Please provide a breakdown of your expenditure below.*
2. *For mileage only claims please enter the total in the total claimed box and provide a full breakdown of journey details in section 4.*
3. Please ensure that you show expenditure in the currency it was spent (column 5), and also the equivalent in the currency that you are claiming (column 6) in the summary table below. 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 (column 4).
4. *You can group individual claim items by category if required, eg. all food under a single line with description 'food during conference' using category 'subsistence'.*

Total claimed:	Currency to be reimbursed:	Other:

1	2	*3*	*4*	*5*	6
Description	Category	*Currency used*	*Exchange rate used (if claiming in a different currency)*	*Total in currency spent*	Total in currency claimed

SECTION 4. MILEAGE EXPENSE CLAIM INFORMATION

1	2	3	4	5	6
Date	Route or destination (including start and end postcode)	Purpose of journey and names of any additional passengers	Number of miles	Mileage rate	Total mileage expense claimed (£)

SECTION 5. 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, HKD, HUF, JPY, NOK, NZD, PLZ, 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)

Budget holder authorisation:		Faculty Finance authorisation (only required if claim is over £1000):	
Date		Date	