

NON-STAFF EXPENSE CLAIM FORM GBP V202405

WHO CAN USE THIS FORM?

This form is intended for reimbursement in £GBP to UK bank details only.

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

- 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'.
- 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).
- 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.
- The engaging department must then email completed forms and receipts to AP-Processing@bristol.ac.uk (Accounts Payable).
- The budget holder and Finance will authorise through MyERP workflow before payment is made.
- 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:	
Bank Account Number:		Sort Code: <i>(no dashes/spaces)</i>	

Please ensure that only bank account numbers are provided. Credit/debit card numbers will not be accepted.

__ 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:	
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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:	
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Once a budget code(s) has been added, please email to the relevant team, as above - the budget holder and Finance team will authorise through MyERP workflow. If you require multiple budget codes to be used, please contact Accounts Payable.

