# 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 <a href="Expenditure summary">Expenditure summary</a>. 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 engaging department should then email completed forms and receipts to the relevant Faculty email address: Health Sciences, Science and Life Sciences, <u>AP-HL-Science@bristol.ac.uk</u>; Social Sciences & Law, Professional Services, Engineering and Arts, <u>AP-SPA@bristol.ac.uk</u>.
- 5. The budget holder and Finance will authorise through MyERP workflow before payment is made.
- 6. All claims must be within the terms of the University's Travel, Subsistence and Expenses Policy.

SECTION 1. CLAIM	ANT INFORMA	HON (CLAIMAN	I TO COMPLETE)				
Title:		Full name:					
Telephone number:			Email address				
Home Address:							
Postcode:		Claim dates from:		Claim dates to:			
Reason for			School/Division this				
payment:			claim relates to:				
PAYMENT INFORM	IATION						
Currency to be reimb	ursed:						
Total amount claime	d in currency to be	reimbursed:					
BANK TRANSFER IN	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 <u>Xe.com</u>.

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 <u>Section 4 on additional foreign currencies/authorisation</u>.

#### MILEAGE

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

Date	Route or destination (including start and end postcode)	Purpose of journey and names of any additional passengers		Mileage rate	Total mileage expense claimed (£)
Total					

#### **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 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. If completing this form electronically, please print your name in the box below. Please note this constitutes your signature.

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

#### SECTION 2A. BANK CHARGES TO BENEFICIARY

I (the budget holder) wish to cover the bank charges of the	e 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.	

# SECTION 2B. SPLIT BUDGET CODES (IF REQUIRED)

Budget code:	Amount:	Account code: (Payables use only)	
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Once the budget code(s) have been added, please email to the relevant faculty team <u>as above</u> - 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	

ONCE COMPLETED, PLEASE EMAIL THIS FORM TO THE BUDGET HOLDER FOR AUTHORISATION. (FIND OUT HOW TO USE THE <u>'BUDGET CODE CONTACTS'</u> REPORT ON MYERP TO IDENTIFY THE BUDGET HOLDER OR ASSISTANT ACCOUNTANT FOR A BUDGET CODE.)