

# 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 engaging department should then email completed forms and receipts to the relevant Faculty email address: Health Sciences, Science and Life Sciences, [AP-HL-Science@bristol.ac.uk](mailto:AP-HL-Science@bristol.ac.uk); Social Sciences & Law, Professional Services, Engineering and Arts, [AP-SPA@bristol.ac.uk](mailto:AP-SPA@bristol.ac.uk).
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. CLAIMANT INFORMATION (CLAIMANT TO COMPLETE)

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

## PAYMENT INFORMATION

Currency to be reimbursed:	
<b>Total amount claimed in currency to be reimbursed:</b>	

## 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 [Xe.com](http://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

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	Number of car miles	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.**

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

