NON-STAFF EXPENSE CLAIM FORM GBP

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

- 1. If submitting an electronic copy of this form, please save the editable copy to submit, 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. Completed forms, together with scans of receipts, must be emailed to the engaging department for a budget code to be added. Please do not also send hard copies of receipts to the Accounts Payable team.
- The engaging department should then email completed forms and receipts to the relevant Faculty email address: Health Sciences, Life Sciences and Science, AP-HL-Science@bristol.ac.uk; Social Sciences & Law, Professional Services, Engineering and Arts, 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 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: (no dashes/spaces)			

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.

We will accept a typed name in the signature box, alongside the email trail used to submit the claim, as declaration.

Date:

<u>a</u> · · ·	
Claimant sig	nature:

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:

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.

SECTION 3. CLAIM DETAILS

- 1. Please provide a breakdown of your expenditure below.
- 2. If you are claiming for mileage, please enter a total in this table and provide a full breakdown of journey details in Section 3.
- 3. If your original expenditure was in GBP, please complete columns 1,2 and 6 only.
- 4. If you are claiming for expenditure spent in non-GBP please complete all columns. Please ensure that you show expenditure in the currency it was spent, and also the equivalent being claimed in GBP. If you do not have evidence from the time that the expense was incurred, you can obtain a guideline exchange rate from websites such as <u>Xe.com</u>. Claimants must attach evidence of the exchange rate used.
- 5. 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:		

DescriptionCategoryExchange currency (urrency non-GBPTotal in currency (order) GBPTotal in currency (GBPDescriptionIII <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th>	1	2	3	4	5	6
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SECTION	4. MILEAGE EXPENSE C	LAIM 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 (£)
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