

Expenses Claim - Notes on Completion

Expenses A/c: Enter your individual account number. This is an account number which is used to group your expense claims together. This can be obtained from either your Departmental Administrator or the Payments Office. From Aug 04 it will be printed on remittance advices.



Claimants Name: Enter in capital letters the name to which the payment is to be made. (This should be your name and not a third party, who should be paid using a PAYMNT form).

Location: If located at the College, enter your department.

If you have supplied a full address on the reverse of the form enter "See Over".

Your ref: This field should be used to generate a unique and meaningful reference number, e.g. EXPS/04/03 where:
EXPS=Expense,
04=Year, 03= Third claim of the year.
This reference is printed on the remittance advice that will be sent to you. As a minimum enter EXPS, and do not leave spaces in the reference field.

Claim Detail: Use the main body of the form to record your claim, starting on the reverse side if necessary.

You need to state the business purpose and give a description of the expenditure.

Don't forget to
bring forward any
totals from the

Coding Analysis:
Enter the account codes(i.e. centre, fund, expense) to which the claim should be charged and the total value to be charged against each.

Total: Check that the total allocated to the cost centres agrees to the "Total Claim" box at the top of the form.

Our ref: Leave Blank

EXPENSES CLAIM

Expenses A/c	P	Claimant's Name
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Claimant's Name

~~(If you do not have an expenses account no. allocated to you and you are not located at the College, complete the address details on the reverse)~~

Location

Your ref

Our ref

Total Claim

Foreign •

100

Claim Date

Enter any special instructions:

Total Claim: Total amount being claimed in £ Sterling

Claim Date: Enter the date you prepared the claim e.g. 21 Jan 04

Foreign Currency: If applicable, enter the total amount of the expense claim indicating the currency in which the claim is made.

Special Instructions: Indicate here any special instructions to the Finance Department

Miles and rates: The columns to be used to identify the number of miles claimed and the rates used. These columns can be over written if they do not apply to a particular line.

Note that mileage exceeding 10,000 miles in a tax year is reimbursed at a lower rate.

Continue/End: If you need to allocate your claim against more than six different account codes use a continuation sheet to do this. Indicate this by deleting the word "end".

Authorisation: Sign and date your claim and obtain the appropriate authorisations before sending the claim to the Payments Office for settlement.

DATE		BUSINESS PURPOSE & DETAIL OF JOURNEY OR EXPENSE			Item No	Miles	Rate	VALUE			
Total C/F from reverse if applicable*											
		<div>Insert the item number of each individual receipt and attach the receipts to A4 sheets of paper then attach to the claim form</div>									
TOTAL											

*If your claim will not fit into the space provided here start on the reverse side of this form and then carry forward the total to this side

~~CODING~~ ANALYSIS

CENTRE	FUND	EXPENSE	VAT	VALUE
		TOTAL		

Continued/end.

I certify that this claim is for the reimbursement of expenses necessarily incurred by me on College business, in compliance with the College's Travel, Subsistence and Personal Expenses Policy and Procedures. No previous or additional claim has or will be made for these expenses. Original Invoices and receipts for the amounts paid are attached (credit card slips and airline tickets are not on their own acceptable substitutes).

Signed by:

Date _____

Claim Endorsed: Research project supervisor:
(if applicable)

Date _____

Authorised by: School/Dept. Signatory:

Date _____

Please print your name in capitals under your signature