

Please return to the faculty for checking and authorisation

University of Leeds

Finance

Leeds

LS2 9JT



UNIVERSITY OF LEEDS

TRAVEL & SUBSISTENCE EXPENSES – OVERSEAS CLAIMS ONLY

Name		Address	
Stud ID/Visitor No/Per No.			
OSTS No.			

Bank Name & Address:			
Bank SC/BIC/ABA Routing/Swift code:		Account/IBAN	

Details of claim					Mileage claim		
Starting Point	Destination	Purpose of Trip	Date From	Date To	Car Mileage	Rate	Amount
							£ P
Individuals claiming business mileage must ensure that their vehicle insurance policy covers them for use on employer's business.			Total mileage allowance claimed		Debit 55030	5000 5001	

	Air fares	Debit 55015	5006	
	Rail fares	Debit 55025	5011	
	Accommodation	Debit 55205	5016	
	Meals	Debit 55215	5021	
	Conference fee & expenses	Debit 52025	5026	
	Other travel expense	Debit 55005	5031	
	ADD Advance required	Debit 55045	5036	
	Deduct advance previously received Ref:	Credit 55045	5036	
Cost Object		Total Claimed/(repaid)		

I certify that the expenses claimed were necessarily incurred in connection with the journeys shown, that I am due to receive the amount stated in this claim and that this claim is within policy of the University's financial procedures.	
Claimant Signature	Date

Individuals must not approve their own expenses. Authorisation should always be obtained by an appropriate authorised signatory.	
I authorise payment of this claim and confirm that receipts have been provided as requested and will be retained within faculty/Service.	
Position	
Print Name	
Authorised Signature	
Date	