



TRAVEL & SUBSISTENCE EXPENSES – UK CLAIMS ONLY

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

Bank Name & Address:					
Sort Code:		Account No.		B-Soc Ref	

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 55010	5005	
	Rail fares	Debit 55020	5010	
	Accommodation	Debit 55200	5015	
	Meals	Debit 55210	5020	
	Conference fee & expenses	Debit 52020	5025	
	Other travel expense	Debit 55000	5030	
	ADD Advance required	Debit 55040	5035	
	Deduct advance previously received Ref:	Credit 55040	5035	
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	