

Name
 


 Department
 

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#	Date	Expense Type	Detail and purpose of expense	Mileage claim		UK Exp.	Foreign Currency ("FC") Expenses				Total £	
				Miles	Claim £	Cost £	FC Exp	Currency	Exc Rate	Exp £		
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

<b>For all mileage claims provide the following information</b>  Veh Reg Engine/ emissions Fuel type	<b>Review guide to determine what expense type to record</b>	Employee/ student/ visitor?  Empl/Stu No.  Address: Students and Visitors only	
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Name

Department


TOTAL CLAIM £	Coding details				Comment to support claim
	GL code	GL Code for "Other"	Charge Code	Individual code	
					<b>Guidance for completion</b> - This form should be completed by any individual incurring expenses on behalf of the University. - Print this form, attach all receipts, sign it and pass it to your Departmental Administrator - All completed forms should be sent to Accounts Payable for processing marked Accounts Payable Finance Office. - All expenses claimed must comply with Univeristy Financial Regulations.  <b>Claimant Confirmation</b> By submitting this claim I confirm: - the expenditure incurred is in line with University Financial Regulations - my use of my private car for business purposes complies with the University's 'Driving at Work Policy and Guidance' produced by Safety Services - I hold Business Use insurance, a valid driving licence and my car is roadworthy, taxed and has a valid MOT (if required). - I understand for overseas travel I must use the University's travel insurance policy as detailed in the Insurance section of the University's website.
-					<b>Name, Date &amp; Signature</b>
<b>Manual commitment number (optional)</b>					<b>Departmental Authorisation</b> By approving this expense form: - I confirm the expenses incurred comply with financial regulations - I approve the claim for payment.
<b>Text to be entered into SAP (optional)</b>					<b>Name, Date &amp; Signature</b>