

EC1 University of Leicester Expense Form

Name

Terry Giggie

Department

Physics



UNIVERSITY OF
LEICESTER

#	Date	Expense Type	Detail and purpose of expense	Mileage claim		UK Exp.	Foreign Currency ("FC") Expenses			TOTAL	
				Miles	Claim £	Cost £	FC Exp	Exc Rate	Exp £		
1	01/01/2014	Travel - car mileage	Travel from Leic (L1 111) to Bristol (BS1 111) for meeting with Jim Bowen of Bristol Uni re E Grant	200	73.20				0.00	73.20	
2	01/01/2014	Travel - Train	Bristol to Liverpool - meeting at Liverpool Uni with Ted Heath re E Grant (standard class)			0.00	25.00		0.00	25.00	
3	02/01/2014	Travel - Air Overseas	B'ham to Paris standard class for international E Grant Conference			0.00	120.00		0.00	120.00	
4	02/01/2014	Hotel costs	2/1-5/1 - staying in Le Paris Hotel whilst at E Grant Int Conf			0.00		500	2	250.00	250.00
5	03/01/2014	Entertaining - guests	Dinner with Bob Hazle, Richard France (External - Paris Uni) and me at Le Rest in Paris			0.00		120	2	60.00	60.00
6		<Pick>				0.00			1	0.00	0.00
7		<Pick>				0.00				0.00	0.00
8		<Pick>				0.00				0.00	0.00
9		<Pick>				0.00				0.00	0.00
10		<Pick>				0.00				0.00	0.00
				200	73.20		145.00	620		310.00	528.20

For all mileage claims provide the following information	Select Expense Type to see information you need to provide		Employee/ student/ visitor?	Employee
	Veh Reg	ws128Je	Expense type	Travel - Air Overseas
	Engine/ emmissions	Standard Band 2- 121-150 g/km (up to 1,549cc)	Empl/Stu No.	12345
Fuel type	Diesel	Details required: (a) date of travel; (b) start & end point (airports); (c) class of travel; (d) reason for journey		Address: Students and Visitors only

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Cost	GL code	GL Code for "Other"	WBS/Cost Centre/SIO	Individual code	Comment to support claim
73.20	54001		AB123	1283	
25.00	54002		" "		
120.00	54004		" "		
250.00	54006		" "		
60.00	54015		" "		
0.00	0				
0.00	0				
0.00	0				
0.00	0				
0.00	0				

Guidance for completion

- 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 the Financial Regulations of The University.

Claimant Confirmation

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).

Name, Date and Signature

T Giggie
9/1/2014

Departmental Approver confirmation

By approving this expense form:

- I confirm the expenses incurred comply with financial regulations
- I approve the claim for payment.

Name, Date and Signature

MR BOSE
10/1/2014

Manual commitment number (optional)

87542BB

Text to be entered into SAP (optional)

T. Giggie Earat cost Jan 2014

For Accounts Payable

528.2

34016	54001	54002	54003	54004	54006	54007	54010	54011	54012	54015	54065	54070	55000	Enter code
0	73.2	25	0	120	250	0	0	0	0	60	0	0	0	0