

EC1 University of Leicester Expense Form

Name

Department

#	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	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

For all mileage claims provide the following information

Veh Reg	
Engine/ emissions	
Fuel type	

Review guide to determine what expense type to record

Employee/ Unitemp/student/ visitor?	
Empl/Unitemp/Stu No.	
Address: Students and Visitors only	

Name

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TOTAL CLAIM £	Coding details				Comment to support claim
	GL code	GL Code for "Other"	Charge Code	Individual code	
					<p>Guidance for completion</p> <ul style="list-style-type: none"> - 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 University Financial Regulations. <p>Claimant Confirmation</p> <p>By submitting this claim I confirm:</p> <ul style="list-style-type: none"> - 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.
-					<p>Name, Date & Signature</p>
<p>Manual commitment number (optional)</p>					<p>Departmental Authorisation</p> <p>By approving this expense form:</p> <ul style="list-style-type: none"> - I confirm the expenses incurred comply with financial regulations - I approve the claim for payment.
<p>Text to be entered into SAP (optional)</p>					<p>Name, Date & Signature</p>