



UNIVERSITY OF
LEICESTER

Expense Claim Form Guide



Contents

1. Purpose of document.....	3
1.1. Basic data	3
1.2. Date.....	3
1.3. “Expense Type” box and “Details and Purpose of Expense” box	3
1.4. Mileage and claim amount	5
1.5. Further details to support mileage claims	5
1.6. UK expenses	6
1.7. Foreign currency expenses	6
1.8. Total claim.....	6
1.9. Coding information	6
1.10. Comments to support claim.....	6
1.11. Claimant confirmation	6
1.12. Administration	7

1. Purpose of document

To guide employees, students or visitors who are completing the paper based expense form as to what information is required.

1.1. Basic data

- For all claims please fill in your name and which department you are in/ working for which is shown in the top right corner of page 1.
- Then in the bottom right of the form on page 1 please note:
 - Whether you are an employee, student or visitor;
 - Your employee or student number (if applicable);
 - For Visitors and Students – you address where you would like cheque payments to be sent to.

1.2. Date

- This is the date(s) on which the expense was incurred.
- Note expenses must be reclaimed within three months of the cost being incurred otherwise the claim will not be paid.

1.3. “Expense Type” box and “Details and Purpose of Expense” box

The table below details what you should record in the expense type box and details/purpose of expense box:

Expense Type	General Ledger Code	Documentation required in details and purpose of expense
Travel - car mileage	54001	Details required: (a) start & end point (postcodes); (b) reason for journey; (c) vehicle Reg. No.
Non University Rate Mileage (to apply when the normal University mileage rates detailed in 1.4 do not apply)	54001	(a) start & end point (postcodes); (b) reason for journey; (c) vehicle Reg. No. (d) miles travelled (e) why a different rate is being used and the rate. Note, record the value of the mileage under "UK Expenses Costs" column L
Travel - car mileage with passenger	54001	Details required: (a) start & end point (postcodes);(b) passenger name; (c) reason for journey; (d) vehicle Reg. No.

Travel - motorbike mileage	54001	Details required: (a) start & End point (postcodes); (b) reason for journey; (c) vehicle Reg. No.
Travel - bicycle mileage	54001	Details required: (a) start & end point (postcodes); (b) reason for journey
Travel - Train	54002	Details required: (a) start & end point (stations); (b) class of travel; (c) reason for journey
Travel - Air within the UK	54003	Details required: (a) start & end point (airports); (b) class of travel; (c) reason for journey
Travel - Air Overseas	54004	Details required: (a) start & end point (airports); (b) class of travel; (c) reason for journey
Taxi's, Bus, Ferry, Trams	54065	Please provide details of: (a) start & end point (location); (b) method of travel; (e) reason for journey
Other travel costs	54012	Details required: (a) what is the expense ; (b) why it was incurred
Hotel costs	54006	Details required: (a) date(s) of stay; (b) reason why hotel was required; (c) name and location of Hotel.
Subsistence (food and drink)	54007	Details required: (a) date(s) of meals; (b) attendees (if claiming for others); (c) reason for expense.
Training & Conference O/Seas	54070	Details required: (a) purpose of attendance
Training & Conference UK	54010	Details required: (a) purpose of attendance
Training & Conference College Court	54011	Details required: (a) purpose of attendance
Entertaining - guests	54015	Please provide details of: (a) names of external guests and employees; (b) Reason for expense.
Tele. Calls (Home & Mobile)	34016	Details required: (a) details of the calls being claimed; (b) attach a copy of your bill highlighting business calls.
Hire cars	55000	Details required: (a) period of hire; (b) Why the car was required; (c) Car Reg No.
Other		This is not an expense expected to be claimed. Therefore please explain: (a) what the expense relates to; (b) why it was required.

1.4. Mileage and claim amount

The University has set mileage rates that can be claimed for reimbursement. These rates are as follows:

- Car mileage: 45 Pence per mile up to 80 miles. After 80 miles that rate to claim reduces to 31 Pence per mile.

Note, the 80 mile limit must be applied to a round trip (to a location and back) therefore for a total mileage claim of 120 mile round trip the first 80 miles will be paid at 45 Pence and then the 40 additional miles at 31 Pence.

- Car mileage with a passenger: 45 Pence per mile.
- Motorcycle mileage: 24 Pence per mile.
- Bicycle mileage: 20 Pence per mile.

Please use these rates in your expense claim except where your expenses relate to a grant where under the terms of the grant a set mileage rate is specified.

Please record miles travelled in the “miles” column and the reclaimed expense amount in the “Claim £” column.

1.5. Further details to support mileage claims

To support the University’s Environmental Reporting and Insurance requirements, if you are claiming mileage you will need to complete the following information in the bottom left of page 1:

- Vehicle registration number;
- Emissions of your vehicle – please select from the following bands (note, if you need help to determine your vehicles emissions please use <https://www.taxdisc.direct.gov.uk/EvlPortalApp/app/enquiry?execution=e1s2>)

Emissions
Lower Band 1 - Less than 120 g/km
Standard Band 2- 121-150 g/km (up to 1,549cc)
Higher Band 3 - 151-225 g/km (1,549-2,000cc)
Top Band 4 - More than 225 g/km (over 2,000cc)

- Fuel Type – Petrol, Diesel, Hybrid or Electric.

1.6. UK expenses

Please record the cost of all allowable expenses you wish to reclaim which are in UK Sterling in this column. Note if you are reclaiming for a Dinner, breakfast, etc. for a number of days there is no need to record these on a separate line for each day. You can include the total of all such expenses in one box as long as you explain this in the details of expense box.

1.7. Foreign currency expenses

Please record the cost of all allowable expenses you wish to reclaim where you have paid in a foreign currency as follows:

- Amount in foreign currency – under “**FC Exp.**” Column;
- Exchange rate used to convert to sterling – under “**Exc. Rate**” column;
- Sterling equivalent to be paid – under “**Exp £**” column.

Note, the exchange rate used should be either

- i) the conversion rate on your credit card statement;
- ii) a rate from a foreign currency website such as www.Oanda.com or www.xe.com for the date of the expense;
- iii) for cash purchases, the rate given when you exchanged your cash to foreign currency

Supporting evidence is required to support the rate used on this form.

1.8. Total claim

This should be the total of all the expenses you are reclaiming.

1.9. Coding information

This will be completed by the departmental administrator.

1.10. Comments to support claim

If you are reclaiming for an item that falls under the “**Other**” expense category please use this space to explain why you are reclaiming it and how it is in line with the University’s Financial Regulations.

1.11. Claimant confirmation

Please read the statement, print your name, sign and date this space to confirm your compliance with financial regulations.

1.12. Administration

Once you have completed your form, please attach all receipts to it and pass it to the Departmental Administrator who will complete the coding information and pass for approval.