# THE UNIVERSITY OF EDINBURGH

# **Claim for Expenses**



### **PERSONAL DETAILS**

Refund DR

Name (BLOCK CAPITALS) (Please state Prof., Dr., Mrs., Miss, Ms.) Personnel/ Student Number		. 1( )
Address (BLOCK CAPITALS) (cheque to be sent to)		
EXPENSE DETAILS Fares (air, bus, train, taxi etc)	Total Cost (£)	
Mileage Allowance miles @ p per mile Engine Capacity litres		
Subsistence/Other Expenses  Total  Less Finance Office Advance		
Net Total		F: D 101
CODING DETAILS		Finance Dept Only
Travel Cost Centre Account Code	Job Code Gross Amount (£)	<i>VAT</i> <b>ZE</b>
		ZE
		ZE
		ZE
Subsistence/ Cost Centre Account Code	Job Code Gross Amount (£)	VAT
Other		SU
Expenses		SU
		SU
		SU
Less Advance CR		EX
Note that <b>Net Total</b> from Expense Details must equal <b>Total</b> he	re	TOTAL
DECLARATION		
I certify that the expenses above were incurred by me in conn	ection with	
my visit toon (date)		
for the purpose of		
In the case of a Research Grant/Contract these are allowable	expenses under the Terms and Conditions set by the sponsor.	
Signed (claimant)	Date	
Authorised (Head of Department or equivalent)	Position(authorised signatory)	
FINANCE DEPT. USE ONLY (ADVANCES REFUND)		

Revised 21 June 2002 (See overleaf for conditions)

#### **CONDITIONS**

- The University's policy on Reimbursement of Expenses is set out in full in the Finance Manual, which is updated from time to time. Updates are contained in the Finance Department's web page (*Reimbursement of Expenses*).
   The University's policies take account of Inland Revenue regulations.
- The normal rule is that only reasonable expenses actually incurred in pursuit of University business, and properly
  supported by vouchers, will be reimbursed. Certain items of expenditure are subject to specified limits and conditions,
  as set out in the University's policy on reimbursements of expenses.
- 3. It is recognised that in certain situations it is not always feasible to obtain vouchers for small items of expense. Where this is shown to be the case, unvouched items under £5 will be accepted for reimbursement.
- 4. Where possible, overnight accommodation should be arranged in advance and invoiced to the University in the normal way. Where this is not possible, actual expenses are subject to specific limits as set out in the University's policy on reimbursement of expenses.
- 5. Expenditure incurred on meals is subject to a maximum limit. See the Finance Department's web page for current rates.
- 6. Mileage: where, in the normal course of fulfilling their duties, employees are called upon to visit a location other than their normal place of work, and they begin or end such journeys at home, claims must be restricted to the lesser of either:
  - · the actual distance travelled or
  - the distance that would have been travelled if the journey had started at the employee's normal base.
- 7. Entertainment expenses: the following points should be noted in the analysis section below names of the people attending, the organisations they belong to, the purpose of the entertainment and the number (or ratio) of UoE staff to non UoE staff.
- 8. If you wish to request an advance this should be made on the request for advances form.
- 9. Full details of expenses should be given below. Any forms received which do not include all relevant details will be returned to the department.
- 10. Mileage rates are paid on the understanding that private vehicles are insured for use on emloyers' business. Vehicles without this cover should not be used as they may not be insured.

### **ANALYSIS OF EXPENDITURE (claimant must complete)**

Description of Expenditure	Fares	Mileage	Subsistence/ Other	Total
TOTAL				