

Guidance for Completing Paper Based Staff Expense Claim Form

Important Information

Staff must ensure that they comply with the Institute's Financial Regulations and other policies such as the Travel & Expenses policies in order to avoid delays in processing claims.

Appropriate receipts must be provided for all claims submitted to the Finance Department. Please be aware that credit card vouchers are not sufficient supporting documentation.

Please complete separate forms if making claims against Research (RC) and General Ledger (GL) budget codes. The RC budget code is 14 characters starting with a letter of the alphabet and the GL budget code is 12 numeric characters.

Expenses will only be remitted by BACS.

Completing the Form

1. Date – This is the date when the item of expenditure was incurred.
2. Details of Expenses – You are required to give a brief description of the expense item e.g. attendance at BERA conference.
3. Budget Code – This is the budget code against which the expense item is to be charged. This will be an RC budget code in the format

ANNNNN-NNN-NNNNN

The Project Ledger (PJ) budget code format is only to be used by staff in Estates and Building Services only.

4. Transportation – For all modes of public transportation such as taxi, bus, rail, etc, enter the claim value in the public transport field. If a personal car/motor cycle/bicycle is used and you are claiming mileage, enter the round trip mileage in the miles field and the value in the amount field. Refer to the Travel and Expenses policy for current allowable expenditure and rates.

5. Subsistence – If subsistence relates to travel claim, then the value must be entered on the same row as the travel to which it relates. For example, if you spend £5.00 for lunch at the BERA conference (assuming lunch was not provided), then this amount is to be entered in the subsistence field on the same row as the travel.
6. Other – This field is to be used for other expense items such as accommodation, books, etc.
7. Total Claimed – The value to be entered in this field is the sum of the amounts entered on each row for Public Transport, Private Car, Subsistence and Other.
8. Total Claim – Is the sum of amounts in the column “Total Claimed”.
9. Less Advances – If an advance was provided, then the amount advanced is entered in this field.
10. Total Due – This is total claim less any advance given.

Private Car Users Only:

11. Cumulative Business Miles Brought Forward – This will be the cumulative business miles for car/motor cycle carried forward from your last business mileage claim. If this is your first time of claiming mileage, then enter “0” in this box.
12. Business Miles This Claim – This is the sum of miles in this claim from the miles column.
13. Cumulative Business Miles Carried Forward – This is the sum of cumulative miles brought forward and Business miles this claim.

Approval

All expense claims must be signed by the claimant and authorised in accordance with the authorisation levels in the Financial Regulations.