

# Non-Staff Expense Claim Form (General Ledger)

Expenses will only be remitted to Individual's bank account.

Date	Details of Expenses	Account/Budget Code Inclusive of Nominal (To be completed by IOE Staff)	Transportation		Subsistence £	Other £	Total Claimed £
			Public Transport(£)	Private Car			
				Miles			
Claims cannot be paid unless details are completed below, and appropriate receipts attached.						<b>Total Claim</b>	

To be completed by claimant in capital letters

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Bank Details:

Bank Name \_\_\_\_\_

Sort Code \_\_\_\_\_

Account Number \_\_\_\_\_

Account Name \_\_\_\_\_

For departmental use only

Checked & authorised by  
budget holder \_\_\_\_\_ Date \_\_\_\_\_

Second Approval \_\_\_\_\_ Date \_\_\_\_\_

## Guidance for Completing Non-Staff Expense Claim Form

### Important Information

All claims for expenses must be made on a timely basis no later than the end of each month in which work is undertaken.

Appropriate original receipts must be provided for all claims submitted. Please be aware that credit card vouchers and photocopies of receipts are not sufficient supporting documentation.

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. travel to Paddock School for assessment.
3. Budget Code (**to be completed by IOE staff**) – This is the budget code against which the expense item is to be charged. This will be a GL budget code in the format  
  
**N-NNN-NNNN-NNNN.**
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. Please check with IOE staff for current allowable 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 for the assessment at Paddock School, 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”.

**Personal Information (including Bank Details):**

9. This section must be completed in capital letters and signed off by the claimant. Failure to provide any of the information requested may result in delays to processing claims.

**Approval (to be completed by IOE staff)**

Completed forms must be forwarded directly to the relevant department for budget code and authorisation. Forms sent to the Finance Department without the appropriate authorisation will not be processed.

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