Non-staff expense claim form £GBP (and UK bank) only

Finance Services
V1 01/05/2018

This form is intended for reimbursement in £GBP (UK bank only).
This form is intended for non UoB staff, including undergraduate (UG) and post graduate taught (PGT) students. It is not intended for UoB staff members, post graduate research students (PGR) or hourly paid teachers (HPT). UoB staff, PGRs and HPTs must submit their expense claims through MyERP.

Completed forms, together with scans of receipts, must be emailed to the engaging department or budget holder for a budget code to be added. Please do not also send hard copies receipts to the Payables team. The budget holder/engaging department should then email completed forms and receipts to payables-team@bristol.ac.uk. The budget holder and Finance will authorise through MyERP workflow.

All claims must be within the terms of the University's Travel, Subsistence and Expenses Policy.

Claimant information

Date

Title

Surname

First name

Middle name

Contact tel. number

E-mail address

Address

Postcode

School/division this claim relates to

Reason for payment

Claim dates   From   To

Payment information

How do you wish to be reimbursed?
Please select bank transfer unless a cheque is absolutely necessary

Bank transfer

Cheque

Total amount

Bank transfer instructions

Account no.   **Sort code**

Cheque instructions (Please consider a bank transfer instead of a cheque wherever possible.)
Please note unless another address is stated below, cheques will be sent to the address listed above.

Payee name

Payee address

Postcode

Expenditure summary

Mileage

		Total	Please provide the start and end postcodes of your journey(s) below.
Number of miles claimed	*at 45p/mile*		

Other travel	Total in currency spent		
Accommodation	Total in currency spent		**Currency spent** *Please select.* £
			€
Subsistence	Total in currency spent		$
Other incidentals	Total in currency spent		Other
Total	Total in currency spent		**Total claimed in £GBP**

Claimant declaration

I declare that the total claimed has been incurred by me solely in the course of the University's business and does not include costs incurred in traveling between my home and normal place of work.

I confirm that I have not claimed any of these expenses before and will not claim them from any other source.

If completing this form electronically, please print your name in the box below. Please note this constitutes your signature.

Claimant signature

Date

Completed forms, together with scans of receipts, must be emailed to the engaging department or budget holder for a budget code to be added.

Budget holder or School/Division contact to complete

Budget code   **Account code**

Once a budget code has been added, please email to payables-team@bristol.ac.uk. The budget holder and Finance will authorise through MyERP workflow.

Payables team use only

Budget code   **Account code**   **Amount**

Budget code   **Account code**   **Amount**

Budget code   **Account code**   **Amount**

Budget code   **Account code**   **Amount**

Budget code   **Account code**   **Amount**

Total amount

Finance Services reference (optional)

Inputter's initials

Date

Finance Assistants should ensure that this claim form and all associated receipts have been scanned and uploaded against the MyERP transaction.