

EXP	UNIVERSITY OF BRISTOL		EXPENSE CLAIM FORM		EXP
	DEPARTMENT In full:		PLEASE PRINT CLEARLY		
NB: This form is only to be used to claim re-imbursement of personal expenditure in accordance with University of Bristol Financial Regulations.					
CLAIMANT:		SURNAME	Title:		PAYROLL No
(In CAPS please)		FIRST NAMES			
Cheques for members of staff will only be sent to the department named above. Other claimants should enter their address below.					
Post Code:		If this instruction is different to your last claim please tick this box >			
Summary of claim:			Dates From To		Dep't Ref No:
Reason for payment: >>					
Charge to GRANT No:		N B Please give full details over and attach supporting docs		Summary £ p	
DECLARATION		Travel Miles claimed to date since 6th April (excl this claim) * MILES NOW CLAIMED @ 45 p * MILES NOW CLAIMED @ 25 p * MILES C/FWD * Other travel (details overleaf & receipts attached) Accommodation (details overleaf & receipts attached) Subsistence (details overleaf & receipts attached) Telephone (log attached) (details overleaf & receipts attached) Other incidentals (details overleaf & receipts attached)			
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 travelling between my home and normal place of work.					
I confirm that I have not claimed any of these expenses before nor will claim them from any other source.					
I hereby claim reimbursement.					
Signed: Dated:					
AUTHORISATION					
This claim is correct and in order for payment.					
Signed: Unit Head Dated:					
The signatory must be an authorised signatory, and also senior in status to the claimant.					
Note 1 The University will normally pay second class return fare. Persons travelling by car claim 45 p per mile* for the first 10000 miles in any tax year beginning 6th April & 25 p per mile thereafter. Claimants are asked to keep a record of total annual mileage. (*See Financial Regulations)		Note 2 Original receipts should be produced. Credit card vouchers or statements are not accepted as proof by HMRC. Note 3 Personal expenses (eg Alcoholic drinks) and third party expenses are not allowable.			
FOR ADMIN USE ONLY		Ext Ref. 1 Ext Ref. 2 Order No. Ext Ref. 3 Other Dep't Ref.			
Charge Codes		£ p		Description	
EL1	EL2	EL3			
Expenses Rates / Calculations TOTAL				For Finance Office use only	
Allowable Correct				Doc Type / Invoice No.	
Initial when checked		Must equal total expenses less advance if any **			
				EXPENSE 3 FO RL 06 04 08	

DETAILS OF CLAIM

[illegible]