

# NON-STAFF EXPENSE CLAIM FORM V2026/02

## FOREIGN CURRENCY AND/OR FOREIGN BANK ACCOUNT

### WHO CAN USE THIS FORM?

This form is intended for reimbursement in foreign currency, or in £GBP to a non-UK bank account. For payments in £GBP to a UK bank account, please use the £GBP to UK bank non-staff expense form.

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.

### IMPORTANT INFORMATION

1. Forms must be submitted as an electronic copy of this form and need to be saved as an editable copy, do not 'print to PDF'.
2. The claimant should complete sections 1 (Claimant information and declaration) and 3 (Claim details). If mileage is being claimed, the claimant should also complete section 4 (Mileage expense claim information).
3. The claimant must complete all banking information required to receive a payment, eg. payments in EUR or to a Euro zone country require an IBAN and SWIFT. Payments in USD require an account number plus a SWIFT OR ROUTING Number. Payments in GBP to USA require SWIFT and account number.
4. Please ensure that you show expenditure in the currency it was spent, and also the equivalent in the currency that you are claiming in the Expenditure summary. Please give details and exchange rate in section 3.
5. The currencies available are: **AUD, BBD, CAD, CHF, DKK, EUR, GBP, HKD, HUF, JPY, NOK, NZD, PLZ, SEK, USD, ZAR**. For payment in other currencies, please read and complete section 5.
6. Scans of all receipts must be provided, along with the completed claim form, then emailed to the engaging department for a budget code to be added.
7. The engaging department should then email completed forms and receipts to [AP-Processing@bristol.ac.uk](mailto:AP-Processing@bristol.ac.uk).
8. The budget holder and Finance will authorise through MyERP workflow before payment is made.
9. All claims must be within the terms of the University's Travel, Subsistence and Expenses Policy.

### SECTION 1. CLAIMANT INFORMATION AND DECLARATION

|                   |  |  |  |
|-------------------|--|--|--|
| First name:       |  | Surname:                               |  |
| Telephone number: |  | Email address                          |  |
| Address:          |  | Postcode:                              |  |
| Claim dates from: |  | Claim dates to:                        |  |
| Reason for claim: |  | School/Division this claim relates to: |  |
| Account Number:   |  | IBAN number:                           |  |
| SWIFT/BIC:        |  | Routing number:                        |  |
| Name of bank:     |  | Address of bank:                       |  |

**\_\_ 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 and will not claim them from any other source.**

Please confirm your name and the date of declaration below.



