NON-STAFF EXPENSE CLAIM FORM GBP V202606

WHO CAN USE THIS FORM?

This form is intended for reimbursement in £GBP to UK bank details 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.

IMPORTANT INFORMATION

1. All claim forms must be submitted **electronically** and saved as an **editable file**, and **must not be printed to PDF; handwritten claims will not be accepted.**
2. The claimant must complete **Section 1 – Claimant information and declaration** and **Section 3 – Claim details**, and where applicable, **Section 4 – Mileage expense claim information with Post Codes** must also be completed.
3. **Scanned copies of all receipts** must be provided with the completed claim form; attachment type must be PDF,PNG or JPG all under 5,000KB. Any claim items originally paid in a **different currency** must include **proof of the exchange rate used; XE.com** can be used.
4. Taxi travel may only be claimed where it is **appropriate and more cost-effective**, and a **clear explanation must be provided**.
5. **Airbnb and similar room-letting agents should be avoided**; where used, **written approval from a School or Department Manager must be included.**
6. Claims submitted **later than 8 weeks after the claim period** must include a **reason for the delay.** Where a claim needs to be submitted in advance of the travel date, **written approval from a School or Department Manager must be included.**
7. Completed claim forms and receipts must be emailed to the **engaging department** and then to **AP-Processing@bristol.ac.uk.**
8. Claims will be authorised by the **Budget Holder and Finance** via the **MyERP workflow.**
9. All claims must comply with the **University's Travel, Subsistence and Expenses Policy**.

SECTION 1. CLAIMANT INFORMATION AND DECLARATION

First name:		Surname:	
Telephone number:		Email address:	
Claim dates from:		Claim dates to:	
Reason for claim:		School/Division this claim relates to:	
Bank Account Number:		Sort Code: *(no dashes/spaces)*	

Please ensure that only bank account numbers are provided. Credit/debit card numbers will not be accepted.

☐ **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.

Claimant name:		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.

SECTION 2. BUDGET HOLDER (OR SCHOOL/DIVISION CONTACT) TO COMPLETE

Budget code:	

Once a budget code(s) has been added, please email to the relevant team, as above - the budget holder and Finance team will authorise through MyERP workflow. If you require multiple budget codes to be used, please contact Accounts Payable.

SECTION 3. CLAIM DETAILS

1. *Please provide a breakdown of your expenditure below.*
2. *For mileage only claims please enter the total in the total claimed box and provide a full breakdown of journey details in section 4.*
3. *If your original expenditure was in GBP, please complete columns 1,2 and 6 only.*
4. *If you are claiming for expenditure spent in non-GBP please complete all columns. Please ensure that you show expenditure in the currency it was spent, and also the equivalent being claimed in GBP. If you do not have evidence from the time that the expense was incurred, you can obtain a guideline exchange rate from websites such as Xe.com. Claimants must attach evidence of the exchange rate used.*
5. *You can group individual claim items by category if required, eg. all food under a single line with description 'food during conference' using category 'subsistence'.*

Total claimed:

1	2	*3*	*4*	*5*	6
Description	Category	*Currency used (if non-GBP)*	*Exchange rate used (if non-GBP)*	*Total in currency spent (if non-GBP)*	Total in GBP
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SECTION 4. MILEAGE EXPENSE CLAIM INFORMATION

1	2	3	4	5	6
Date	Route or destination (including start and end postcode)	Purpose of journey and names of any additional passengers	Number of miles	Mileage rate	Total mileage expense claimed (£)
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