

## NON-STAFF EXPENSE CLAIM FORM GBPv202405

## 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. 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. 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.
- 4. The engaging department must then email completed forms and receipts to AP-Processing@bristol.ac.uk (Accounts Payable).
- 5. The budget holder and Finance will authorise through MyERP workflow before payment is made.
- 6. All claims must be within the terms of the University's Travel, Subsistence and Expenses Policy.

SECTION 1. CLAIMANT INFORMA	ATION 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)						
<del></del>	•	•					
Claimant name:	Date:						
Completed forms, together with scans of code to be added.	of receipts, must be emailed to the engaging de	partment or budget holder for a budget					
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**

Total claimed:

- 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 <a href="Xe.com">Xe.com</a>. 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'.

			•	T	
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 ir GBP
	-				

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 (£)			