

# Expenses Claim Form

## for University visitors and undergraduate students

PLEASE COMPLETE IN BLOCK CAPITALS AND READ NOTES ON PAGE 3

### PERSONAL INFORMATION

Title	Surname	First Name	Email & Student No. (where applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address			
<input type="text"/>			

### EXPENSES (see page 3 for notes and link to Travel & Expenses policy)

Date of Travel/Period Covered	Invited By	Department Visited
<input type="text"/>	<input type="text"/>	<input type="text"/>

Purpose of Visit

### MILEAGE (For travel in private vehicle only)

Postcode From	Postcode To	Return	Distance	Amount	Currency	Rate	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> miles @ <input type="text"/> /mile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>A</b>

### TRAVEL/SUBSISTENCE RECEIPTS (see page 2 for continuation sheet if required)

No.	Date	Description	Amount	Currency	Rate	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Please ensure that all of the total boxes to the right are in the currency indicated below)

Travel/Subsistence Total: **B**

Please pay this claim in:  GBP  Other:

Expense Claim Total: **A+B**

### BANK DETAILS

Name of Account Holder(s)

Account/IBAN	Sort Code/SWIFT-BIC	Routing/ABA/IFSC Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Bank Name & Address:

### DECLARATION

The above expenses have been incurred in the course of University business. No other claim in respect of any of the above is being made against the University or any other agency. I have read the notes on the reverse of this form and this claim is in accordance with these notes.

Claimant's Signature

Date:

Authorisation (Department)

Print:

Date:

Authorisation (Financial)

Print:

Date:

### FOR OFFICE USE

Account	Project	Product	Tax	Amount	GL Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Total	<input type="text"/>	<input type="text"/>



## **NOTES RELEVANT TO CLAIMS FOR EXPENSES IN CONNECTION WITH UNIVERSITY BUSINESS – VISITORS/UNDERGRADUATE STUDENTS**

This form is relevant only for expenses in connection with University business for visitors or undergraduate students . If you are a member of staff or postgraduate student, instructions on how to submit an expense claim can be found [here](#).

The claim must be made in accordance with the relevant sections of the University's [Travel and Expenses policy](#) which are 4.3 – Receipts; 6.1 - Travel by vehicle; 6.2 – Travel (Other) e.g. Buses, taxis etc; 6.3 – UK Rail/Underground; 6.4 – Air Travel; 6.6 – Accommodation; 6.7 – Food, drink, and entertainment costs.

Claims submitted more than six months following the date that the expenditure was incurred will not be reimbursed.

### **RECEIPTS/OTHER SUPPORTING DOCUMENTATION**

All claims must be supported by receipts or other relevant supporting documentation. Where possible please submit as a single pdf file including all pages of the claim and associated supporting documentation such as copies of receipts. Where an expense item has a currency exchange our system rate based on the date of travel will be used as default unless proof of exchange is provided.

### **WHERE TO SEND FORM**

Please send the completed form to the relevant departmental administrator at the University, who will seek financial approval and forward the forms to the Payments Office for processing and payment.

### **PAYMENT**

Payments will be made on the next available BACS/Foreign payment run once the claim has completed financial approval and been submitted electronically by the department to the Payment Office ([payments@bath.ac.uk](mailto:payments@bath.ac.uk)).