

## Claim for Travelling and Subsistence Allowances

Please use BLOCK CAPITALS throughout

(Note: all claims should be submitted within 3 months of the expenditure being incurred)

Note: This form should not be used if you are receiving a fee from th	e University; see VA	AM forms							
Name:		Departme	ent :						
Address for remittance advice: (Your remittance advice will be sent to your e-mail address. Only complete not have an e-mail address)	e this if you do	University Job title:	y of Warwick employee: YES / N						
		e-mail:							
UK Bank/Building Society details: Only complete these new clalmant or have changed your bank details	-		-						
Bank Account No:			Vendor number:						
Bank Sort Code:									
Building Society Roll No.:		3 0	0						
(If you have a foreign bank account, please complete and a "Foreign Bank Account Details")	attach the form								
Mileage allowance: Insert total miles show	n overleaf, rate p	per mile and calcu	late totals: £ p						
	miles at	p. p	per mile.						
	miles at	p. p	per mile.						
		Total mileage	e claimed						
Travelling and Subsistence Expenses: inse	by receipts								
	Total	expenditure cod	ded below						
LI	ESS: amount of A	ADVANCE alread	y received						
		claimed / money							
I request reimbursement of the expenses, specified above, I confirm that I have personally incurred the expenditure an In claiming business mileage for the use of my private vehi business use, my vehicle has a valid road fund licence & M roadworthy condition. (The University of Warwick reserves  Signature of Claimant	nd have not recla icle, I confirm tha MOT certificate &	imed it by any other at I have valid & ap my vehicle is serv	er method.  ppropriate vehicle insurance for viced & maintained in a safe &						
Departmental authorisation:			Date						
(Signature of departmental authorised signatory)									
Please print name and title: (Departmental authorised signatory)									
University-level authorisation			Date						
(Signature of University-level authorised signatory for Head	ds of Department	ts only)							
The signatures above are confirming that the journeys were University and are properly payable by the University and the									
Expenditure Codes		-							
General ledger code <u>and</u> Cost centre/Project/Internal of	order	£ p	Description						
<del></del>									
<del></del>	╫╫╫								
For use in the Personnel Department  Date claim received in Payroll Office	<del> </del>	<b>checked</b> Il Office	Voucher Number						
,	•								
-	R	RSS	Claim Approved						

## Details of Travelling and Subsistence Expenses Incurred

	Details of expenditure (1,2)	Trip	Dista	nce by car	(miles)	Other expenses claimed: Receipts supporting amounts claimed must be attached (3)								
Date	(For each journey state purpose, start, intermediate and end points)	Single	First	Over	Daily			ubsistence		Hospitality	Other		Expenses	Receip
	(Briefly explain reason for incurring expenditure)	or	100	100	Total	Travel	Accommodation	Lunch	Evening	(5)		Amount	Currency	Ref
		Return	miles	in any on	e day.	(4)			meal			(6)		
		1												
														1
														1
										1				
	Calculate totals of mileage band and carry overleaf to apply rates pe	er mile				£	£	£	£	£	£			
(1) Journ	ey details should include post codes where known. This will the reduce the chance of you	ır claim	being queri	ed.										
(2) Inland	Revenue regulations prohibit the reimbursement of business journeys which are, for pra				ordinary c	ommuting journey	/S.			Exchai	nge rate			
	al receipts NOT photocopies must be supplied.													
	claim includes reimbursement of taxi fares the reason for using taxis instead of public tra							off						
	claim includes reimbursement of entertainment costs the names of the guests and the or tust be recorded in the 'Details of expenditure' column.	yanısatı	on they wor	k ioi, to get	ner with the	Humber of warw	nck University St	all						1
	diture in a foreign currency should be recorded in the 'Foreign Expenses' box, totalled a	nd then	converted to	sterli na S	Some form	of evidence must	be provided to		Sterling value	e of foreian s	pend	£		
	le exchange rate used.					-: -:	p.oco. to				I	-		
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Further guidance can be found in 'The University of Warwick Financial Regulations, Finacial Procedure 16														
These and current travel and subsistence allowances are available on-line at:http://www2.warwick.ac.uk/services/himanresources/payroll/expenses  Total sterling value of spend to be														
									rec	corded overl	eaf	~		
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