

Claim for Travelling and Subsistence Allowances

Please use BLOCK CAPITALS throughout

Form FP16a

Period of claim: From

to (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 the University; see VAM forms

First Name	Surname	Department :					
Address for remittance advice: (Your remittance advice will be sent to your e-m have an e-mail address)	ail address. Only complete this if you do not	University of Warwick employee: YES / NO Job title:					
		e-mail:					
UK Bank/Building Society detai new claimant or have cha							
Bank Account No:	Vendor number:						
Bank Sort Code:							
Building Society Roll No.:		300					
(If you have a foreign bank account, p	lease complete and attach the form						
	Account Details")	Your Ref (max 16 characters):					
Mileage allowance:	nsert total miles shown overleaf, rate p	per mile and calculate totals: <u>£</u>					
	miles at	p. per mile.					
	miles at	p. per mile.					
		Total mileage claimed					
Travelling and Subsist	ence Expenses: insert total shown ov	erleaf supported by receipts					
	Total	expenditure coded below					
	LESS: amount of	ADVANCE already received					
	Total reimbursement	claimed / money returned					
	ed the expenditure and have not reclain se of my private vehicle, I confirm that licence & MOT certificate & my vehicle	med it by any other method. I have valid & appropriate vehicle insurance for busine is serviced & maintained in a safe & roadworthy condit					
Signature of Claimant		Date					
Departmental authorisation:	cignoton)	Date					
(Signature of departmental authorised	signatory)						
Please print name and title: (Departmental authorised signatory)							
University-level authorisation		Date					
(Signature of University-level authoris							
		expenses were incurred on the business of the tion has been given to achieving value for money.					
Expenditure Codes							
General ledger code and Cost ce	ntre/Project/Internal order	£ p Description					
	<u> </u>						
For use in the Personnel Departme	nt Claim	checked					
Date claim received in Payroll Office		II Office					

Payroll Office RSS Claim Approved

## **Details of Travelling and Subsistence Expenses Incurred**

				-					
	Details of expenditure (1,2)	Trip	Distar	nce by car	(miles)		Other	expenses clai	med: F
Date	(For each journey state purpose, start, intermediate and end points)	Single	First	Over	Daily			Subsistence	
	(Briefly explain reason for incurring expenditure)	or	100	100	Total	Travel	Accommodation	Lunch	E
		Return	miles	in any on	e day.	(4)			
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	Calculate totals of mileage band and carry overleaf to apply rate	es per mile	1			£	£	£	£
		-						1	

(1) Journey details should include post codes where known. This will the reduce the chance of your claim being queried.

(2) Inland Revenue regulations prohibit the reimbursement of business journeys which are, for practical purposes, very similar to ordinary commuting journeys.

(3) Original receipts NOT photocopies must be supplied.

(4) If the claim includes reimbursement of taxi fares the reason for using taxis instead of public transport must be recorded in the 'Details of expenditure' column.
(5) If the claim includes reimbursement of entertainment costs the names of the guests and the organisation they work for, together with the number of Warwick University staff present must be recorded in the 'Details of expenditure' column.

(6) Expenditure in a foreign currency should be recorded in the 'Foreign Expenses' box, totalled and then converted to sterling. Some form of evidence must be provided to Ster support the exchange rate used.

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

Receipts supporting amounts claimed must be attached (3)								
	Hospitality	Other	Foreign E	Receipt				
Evening	(5)		Amount	Currency	Ref			
meal		<u> </u>	(6)					
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		<u> </u>						
	£	£						
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	Exchar	nge rate						
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otal sterling value of spend to be								
	corded overle		£					