

Claim for Travelling and Subsistence Allowances

Please use BLOCK CAPITALS throughout

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 r	receiving a fee from the	he Univers	sity; see \	VAM forms	
First Name	Surn	name		Department :	
Address for remittance advice:				University of Warwick employee: YES / No	<u> </u>
(Your remittance advice will be sent to your e-mail address. Only complete have an e-mail address)		te this if you	u do not	Job title:	
				e-mail:	
UK Bank/Building Society details new claimant or have chang	-	-	u are a		
Bank Account No:			— _	Vendor number:	
Bank Sort Code:					
Building Society Roll No.:		-	_	300	
(If you have a foreign bank account, plea "Foreign Bank A	ease complete and Account Details")	Your Ref (max 16 characters):			
Mileage allowance: Ins	sert total miles sho	own overl	eaf, rate	e per mile and calculate totals: £ p	
			miles at		
			miles at	tp. per mile.	
				Total mileage claimed	
Travelling and Subsister	nce Expenses: ins	sert total	shown (overleaf supported by receipts	
			Tot	al expenditure coded below	
		L ESS : a	mount o	of ADVANCE already received	
				nt claimed / money returned	_
use, my vehicle has a valid road fund lic (The University of Warwick reserves the	I the expenditure a e of my private veh cence & MOT certit	and have hicle, I co ificate & r	not recta onfirm tha my vehic	aimed it by any other method. at I have valid & appropriate vehicle insurance for business cle is serviced & maintained in a safe & roadworthy condition ect private vehicles at any time).	
Signature of Claimant				Date	
Departmental authorisation: (Signature of departmental authorised signature)	signatory)			Date	
Please print name and title:					
(Departmental authorised signatory) University-level authorisation				Date	
(Signature of University-level authorised	signatory for Hea	ads of De	partmer		
-				ne expenses were incurred on the business of the eration has been given to achieving value for money.	
Expenditure Codes		<u> </u>			20000 20000
General ledger code <u>and</u> Cost cent	tre/Project/Internal	l order		£ p Description	
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For use in the Personnel Department Date claim received in Payroll Office	<u></u>			n checked Voucher Number roll Office	<u> </u>
				RSS Claim Approved	_

Details of Travelling and Subsistence Expenses Incurred

	Details of expenditure (1,2)	Trip	Distar	nce by car	(miles)		Other	expenses clair	med: Receipts s	upporting amoun	st be attached (3)			
Date		Single	First	Over	Daily	Travel & Subsist					Other	Foreign Expenses		Rece
	(Briefly explain reason for incurring expenditure)	or	100	100	Total	Travel	Accommodation	Lunch	Evening	Hospitality (5)		Amount	Currency	Re
	· · · · · · · · · · · · · · · · · · ·	Return		in any on		(4)			meal			(6)	1	
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	Calculate totals of mileage band and carry overleaf to apply rates per	mile				^L	L	^L	^L	L.	L.			
					•		•	•	•	•	<u> </u>			
(1) Journe	ey details should include post codes where known. This will the reduce the chance of you	r claim	being queri	ed.						Evobor	an roto			
(2) Inland	Revenue regulations prohibit the reimbursement of business journeys which are, for practical probabilities are provided in the probabilities of the probabilities are probabilities and probabilities are probabil	ctical pu	ırposes, vei	y similar to	ordinary c	mmuting journey	S.			Exchar	nge rate			
(3) Origin	al receipts NOT photocopies must be supplied.				ID a taile a f									_
(4) If the (claim includes reimbursement of taxi fares the reason for using taxis instead of public tran	isport n	iust de l'ecc	oraea in the	borwith the	expenditure colu	IIII. ijok I lpistoroj i s obj	off						
(a) If the (claim includes reimbursement of entertainment costs the names of the guests and the org nust be recorded in the 'Details of expenditure' column.	jai iisatii	on they wor	k ior, togeti	ilei with the	number of warw	ick university sta	all						٦
	diture in a foreign currency should be recorded in the 'Foreign Expenses' box, totalled an	d then	converted to	sterling S	Some form	of evidence must	he provided to		Sterling valu	e of foreign s	nend	t		1
Support th	ne exchange rate used.	u illell	JOHN EHLEU K	Jackiniy. 3	JOING IOIIII	n evidence must	po provided to		Sterning valu	e or roreign s	penu	~		1
Sapport														_
Further o	uidance can be found in 'The University of Warwick Financial Regulations, Finacia	l Proce	dure 16											٦
These an	d current travel and subsistence allowances are available on-line at:http://www2.w	arwick	.ac.uk/serv	ices/himar	nresources	/payroll/expense	es		Total atari	na volue ef e	nand ta ka			1
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