



**Claim for Expenses**

**PERSONAL DETAILS**

Name (BLOCK CAPITALS) \_\_\_\_\_  
 (Please state Prof., Dr., Mrs., Miss, Ms.)

Personnel/ Student Number \_\_\_\_\_

Address (BLOCK CAPITALS) \_\_\_\_\_  
 (cheque to be sent to) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXPENSE DETAILS**

	Total Cost (£)
Fares (air, bus, train, taxi etc)	_____
Mileage Allowance ..... miles @ ..... p per mile	_____
Engine Capacity ..... litres	_____
Subsistence/Other Expenses	_____
<b>Total</b>	_____
<i>Less Finance Office Advance</i>	_____
* <b>Net Total</b>	_____

**CODING DETAILS**

Finance Dept Only

<i>Travel</i>	<i>Cost Centre</i>	<i>Account Code</i>	<i>Job Code</i>	<i>Gross Amount (£)</i>	<i>VAT</i>
	_____	_____	_____	_____	<b>ZE</b>
	_____	_____	_____	_____	<b>ZE</b>
	_____	_____	_____	_____	<b>ZE</b>
	_____	_____	_____	_____	<b>ZE</b>
<i>Subsistence/ Expenses</i>	<i>Cost Centre</i>	<i>Account Code</i>	<i>Job Code</i>	<i>Gross Amount (£)</i>	<i>VAT</i>
	_____	_____	_____	_____	<b>SU</b>
	_____	_____	_____	_____	<b>SU</b>
	_____	_____	_____	_____	<b>SU</b>
	_____	_____	_____	_____	<b>SU</b>
Less Advance CR	_____	_____	_____	_____	<b>EX</b>
				_____	<b>TOTAL</b>

\* Note that **Net Total** from Expense Details must equal **Total** here

**DECLARATION**

I certify that the expenses above were incurred by me in connection with  
 my visit to \_\_\_\_\_  
 on (date) \_\_\_\_\_  
 for the purpose of \_\_\_\_\_

In the case of a Research Grant/Contract these are allowable expenses under the Terms and Conditions set by the sponsor.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (claimant)

Authorised \_\_\_\_\_ Position \_\_\_\_\_  
 (Head of Department or equivalent) (authorised signatory)

**FINANCE DEPT. USE ONLY (ADVANCES REFUND)**

Refund **DR** \_\_\_\_\_

