

# NON-STAFF EXPENSE CLAIM FORM

£GBP to uk bank only

## WHO CAN USE THIS FORM?

This form is intended for reimbursement in £GBP to UK bank details only.

This form is intended for non-UoB staff, including undergraduate (UG) and post graduate taught (PGT) students. It is not intended for UoB staff members, post graduate research students (PGR) or hourly paid teachers (HPT). UoB staff, PGRs and HPTs must submit their expense claims through MyERP.

## IMPORTANT INFORMATION

1. Please ensure that you show expenditure in the currency it was spent, and also the equivalent being claimed in GBP on the [Expenditure summary](#). Claimants must attach evidence of the exchange rate used when spending in one currency and requesting reimbursement in another.
2. Completed forms, together with scans of receipts, must be emailed to the engaging department for a budget code to be added. Please do not also send hard copies of receipts to the Accounts Payable team.
3. The engaging department should then email completed forms and receipts to the relevant Faculty email address Engineering and Science, [AP-ENG-Science@bristol.ac.uk](mailto:AP-ENG-Science@bristol.ac.uk); Health and Life Sciences, [AP-HL-Science@bristol.ac.uk](mailto:AP-HL-Science@bristol.ac.uk); Social Sciences & Law, Professional Services and Arts, [AP-SPA@bristol.ac.uk](mailto:AP-SPA@bristol.ac.uk).
4. The budget holder and Finance will authorise through MyERP workflow before payment is made.
5. All claims must be within the terms of the [University's Travel, Subsistence and Expenses Policy](#).

## SECTION 1. CLAIMANT INFORMATION

Title:		Full name:			
Telephone number:			Email address		
Home Address:					
Postcode:		Claim dates from:		Claim dates to:	
Reason for payment:			School/Division this claim relates to:		

## PAYMENT INFORMATION

Reimbursement method:		Total claimed in £GBP	
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Please select bank transfer as the reimbursement method unless a cheque is absolutely necessary.

## BANK TRANSFER INSTRUCTIONS

Account number:		Sort code:		Payee's reference:	
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Please ensure that only bank account numbers are provided. Credit/debit card numbers will not be accepted.

## CHEQUE INSTRUCTIONS

*Please consider a bank transfer instead of a cheque wherever possible.*

Please note unless another address is stated below, cheque will be sent to the address listed above.

Payee name: (e.g. cheques made payable to)		Postcode:	
Payee address			

## EXPENDITURE SUMMARY

Please show expenditure in the currency it was spent, and the GBP equivalent that you are claiming.

Currency spent	Total amount in currency spent	Exchange rate used	Equivalent claimed in £GBP
<b>TOTAL CLAIMED IN £GBP</b>			

     I have attached appropriate evidence of exchange rate for all instances where I have spent in one currency and wish to be reimbursed in another. Good sources of evidence are a bank statement demonstrating the cost in currency to be reimbursed or a receipt (from a merchant or cash machine/bureau de change) showing the relevant rate. If you do not have evidence from the time that the expense was incurred, you can obtain a guideline from websites such as [Xe.com](https://www.xe.com).

## MILEAGE

If you require further rows in the below table, please use the additional sheet in [Section 3](#) of this form.

Date	Route or destination (including start and end postcode)	Purpose of journey and names of any additional passengers	Number of miles	Mileage rate	Total mileage expense claimed (£)
Total					

## EXPENDITURE BREAKDOWN

Currency spent	If other, please specify	Other travel (excluding mileage)	Accommodation	Subsistence	Other incidentals	Total in currency spent

## CLAIMANT DECLARATION

     I declare that the total claimed has been incurred by me solely in the course of the University's business and does not include costs incurred in travelling between my home and normal place of work. I confirm that I have not claimed any of these expenses before and will not claim them from any other source.

Claimant signature:		Date:	
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Completed forms, together with scans of receipts, must be emailed to the engaging department or budget holder for a budget code to be added.

## SECTION 2. BUDGET HOLDER (OR SCHOOL/DIVISION CONTACT) TO COMPLETE

Budget code:		Account code: (Payables use only)	
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Once a budget code(s) has been added, please email to the relevant team, [as above](#) - the budget holder and Finance team will authorise through MyERP workflow.

Please only use this page if it is required.

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