

**CLAIM FOR EXPENSES BY UNIVERSITY STAFF**  
(refer to notes overleaf)

<b>Claimant</b> (BLOCK CAPITALS)		<b>National Insurance Number</b>						<b>Department/School</b> (BLOCK CAPITALS)			
Remittance advices will be forwarded electronically Please provide e-mail address											
<b>Purpose of Journey &amp; Destination</b>										<b>Dates</b>	
										From To	
<b>Public Transport Costs</b>										£ p	
<b>Car</b> (Privately Owned) Reason for use of car		Details of Journey(s) (Including start & finish destinations)						<b>No. of Miles @ 45p</b>			
<b>Motorcycle</b> (Privately Owned) Reason for use of motorcycle		Details of Journey(s) (Including start & finish destinations)						<b>No. of Miles @ 24p</b>			
<b>Bicycle</b> (Privately Owned) Reason for use of motorcycle		Details of Journey(s) (Including start & finish destinations)						<b>No. of Miles @ 20p</b>			
<b>Subsistence</b>											
<b>Accommodation</b>											
<b>Business Entertainment</b>  The ratio of staff to guests must not exceed 3:1		Reason for Business Entertainment .....									
		Venue .....									
		Staff Names & Dept/School .....									
		Guest Names & Company/Institution .....									
		.....									
<b>Other Expenses</b>											

	Total	£	
LESS	Advance	£	
Amount Claimed/Repaid		£	

We certify that the expenses claimed have been incurred necessarily on University Business and in accordance with the University Expenses Policy.	Signed _____	Name _____	Date _____
	Claimant Signature	BLOCK CAPITALS	
	Signed _____	Name _____	Date _____
	Authorising Signature	BLOCK CAPITALS	

<b>Depts should fill in all unshaded areas</b>	<b>BUDGET CODE</b>										<b>Amount (£)</b>		
State funding source, eg Staff Travel	Responsibility					Context					B/L	Sub	
<b>ORDER NUMBER</b>	<b>Finance Use Only</b>												
	Creditors Number					Initials					Date		

## Summary Guidance Notes - Staff Expenses Claim Form

### Completion of Form

- This form should be completed for expenses that have been necessarily incurred on University business and in full accordance with the University's Expenses Policy
- This form should only be used by members of staff in respect of their own expenses
- Claimants **must attach original receipts** to support expenses claimed
- Only actual costs incurred will be reimbursed
- Payment of claims will be made directly into the bank account into which the claimant's salary is paid

### Travel (refer to Section 9 of Expenses Policy)

Travel should be by the most economical means of transport which is consistent with the business objective of the trip.

The following rates will apply where employees use their own car, motorcycle or bicycle

Car	<b>45p per mile</b> (for first 10,000 miles in a tax year - each additional mile over 10,000 will be paid at 25p per mile)
Motorcycle	<b>24p per mile</b>
Bicycle	<b>20p per mile</b>

**NB: Insurance** - Staff must ensure that their motor insurance policy provides adequate cover for use of their vehicle (1) on University business, and (2) transporting equipment. The cost of this insurance cover must be met by the employee.

### Accommodation (refer to section 10 of Expenses Policy)

When travelling on University business it is expected that Claimants should obtain accommodation in a reasonable quality hotel which is considered to be one of **up to the equivalent of a 4 star UK standard**.

In some circumstances, members of staff may travel on University business but stay with friends or family to avoid unnecessary accommodation expense. The original itemised receipts and proof of payment for any expenses incurred extending appreciation to the Claimant's host must be submitted along with the claim. The University will pay up to £25 per day in these circumstances.

### Subsistence (refer to section 11 of Expenses Policy)

Detailed below are the maximum amounts (including refreshments with the meal) claimable for Subsistence. The University will not reimburse the cost of any alcohol included within a subsistence claim. These amounts are **not** allowances, but are the maximum amounts that can be claimed, including VAT for expenditure actually incurred.

More than 10 miles from home & normal place of work and absent from each for at least 5 hours spanning a normal meal time. **The maximum amount claimable is £20.**

More than 10 miles from home & normal place of work and absent from each for at least 10 hours spanning two normal meal times. **The maximum amount claimable is £40.**

A subsistence claim is not payable if a Claimant is temporarily located on another University of Strathclyde site

### Business Entertainment (refer to section 13 of Expenses Policy)

The University will only refund business entertainment costs which are judged to be reasonable. The following amounts are considered to be reasonable for business entertainment:

Lunch **£25 per head** (inclusive of all refreshments)

Dinner **£50 per head** (inclusive of all refreshments)

These amounts are **not** allowances, but are the maximum amounts that can be claimed, including VAT for expenditure actually incurred.

In line with the University's Alcohol, Drugs and Other Substance Misuse Policy the provision of any alcoholic drinks must be moderate in relation to the cost of food consumed and be complemented by a selection of non-alcoholic alternatives.