



**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

\_\_\_\_\_

**Total**

\_\_\_\_\_

Less Finance Office Advance

\_\_\_\_\_

\* **Net Total**

\_\_\_\_\_

**CODING DETAILS**

Finance Dept Only

**Travel**

Cost Centre

Account Code

Job Code

Gross Amount (£)

VAT

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**Subsistence/  
Other  
Expenses**

Cost Centre

Account Code

Job Code

Gross Amount (£)

VAT

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Less Advance CR

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EX

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



\_\_\_\_\_

**TOTAL**

**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 \_\_\_\_\_

(claimant)

Date \_\_\_\_\_

Authorised \_\_\_\_\_

(Head of Department or equivalent)

Position \_\_\_\_\_

(authorised signatory)

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

Refund

DR

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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