

**NEWCASTLE UNIVERSITY  
TRAVELLING AND RELATED EXPENSES CLAIM FORM**

FI003

Please read guidance notes on website [www.ncl.ac.uk/internal/finance/sap](http://www.ncl.ac.uk/internal/finance/sap)

Status of Claimant - Employee/Student/Other (Please Specify).....

Name of Claimant .....

Personnel Number \_ \_ \_ \_ \_ (Employees only - as shown on your pay advice).

Home Address .....

..... Post code.....

School/Support Service .....

**Employees need not provide these details. Payment will be made into your normal Bank account. Foreign account payments please complete FI003 (foreign)**

Bank Sort Code \_ \_ \_ \_ \_

Bank Account No. \_ \_ \_ \_ \_

<b>Purpose of Journey / Activity</b>	<b>Destination</b>	<b>Cost Centre / WBS Element -</b> only to be completed when all items on the claim are to be charged to the same cost centre or wbs
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DATE	Staff	Non Staff	RECEIPT NO*	GBP	Foreign Exchange		COST CENTRE / WBS element <small>** only to be completed if costing is to be split by Expense type**</small>	MILES Travelled	Mileage Claims only		
	EXPENSE TYPE	GL CODE / COST ELEMENT		AMOUNT £	CURRENCY I.E. NOT GBP	EXCHANGE RATE			STARTING LOCATION	END LOCATION	
<b>Total Claim Amount</b>					<b>Total Miles</b>						
<b>Advance received (if applicable)</b>					Where the claim relates to an advance received, enter below Cost Centre/WBS to which advance was charged						
<b>Balance Due</b>											

\* Receipts to be sequentially numbered and attached to reverse of form

\* Mileage rates: Car = 45p for first 200 miles of a round trip, 25p thereafter

CLAIMANT	AUTHORISING SIGNATORY	VERIFYING SIGNATORY
Expenses have been wholly, exclusively and necessarily incurred in the performance of duties for the University and are claimed in accordance with the expenses policy. The expenses have been approved in advance, represent value for money and are appropriate and proportionate.	I confirm that the expenses now claimed are fully compliant with the expenses policy	I confirm the Authorising Signatory is valid
Claimant's Signature .....	Authorised by .....	Signed .....
Date .....	Name (Block letters) .....	Name (Block letters) .....
	Date .....	Date .....

Please provide a Contact Name for queries

Telephone Extension for queries

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**GUIDANCE NOTES - FI003 – Travelling and Related Expenses**

**To be completed by Claimants unable to submit via Electronic Expenses system**

Please read the Expenses Policy on website [www.ncl.ac.uk/internal/finance/expenses](http://www.ncl.ac.uk/internal/finance/expenses)

The form should be completed by the claimant, detailing the various elements of the claim – including details of journey/activity and purpose of journey/activity. Guidance on the type of expense that can be claimed can be found in the Expenses Policy on the University Website, [www.ncl.ac.uk/internal/finance/expenses](http://www.ncl.ac.uk/internal/finance/expenses). The claimant should sign the declaration on the form and ensure that account codes and expenditure details are entered. (See below for further information on coding).

The claim must be authorised by the person who has been nominated as an authorised signatory by the Head of School/Service and also signed by a designated verifying signatory. The verifying signature is checked to a list held in the Finance Office before the form can be processed.

Itemised receipts must be attached for each item of expense (except mileage). Credit card vouchers and photocopies of receipts are not acceptable.

Where an advance has already been claimed in respect of expenses, the actual expenses must be claimed and the appropriate deduction made to clear the advance.

**The form requires the input of codes as follows -**

- a) **Staff expenses - expense type (see list of expense types below) and cost centres or WBS.**
- b) **Non staff expenses – expense type and cost element (see lists below) and cost centres or WBS.**

<b>Expense Type (Staff Expenses)</b>		<b>Cost Element (Non Staff Expenses)</b>
ACCH	Accommodation - Hotel	206000
ACCO	Accommodation – Overnight at Friends	206000
CONF	Conference Fee/Registration	206060
COUR	Course Fee	206090
PIES	Personal Incidental Expenses Outside UK	206020
SUBB	Subsistence – Breakfast	206020
SUBD	Subsistence – Dinner	206020
SUBL	Subsistence – Lunch	206020
SUBS	Subsistence – Snacks	206020
TOLL	Toll Bridges/Tunnels	206030
TRAI	Travel – Air	206030
TRBU	Travel – Bus	206030
TRFH	Travel – Fuel for Hire Car	206030
TRFU	Travel – Fuel for University Car	206030
TRHC	Travel – Hire Car	206030
TRME	Travel – Metro/Underground	206030
TRPA	Travel – Parking Charges	206030
TRTA	Travel – Taxi	206030
TRTR	Travel – Train	206030

**A Student with a current Payroll record should quote their Personnel number (as shown on their pay advice) to enable payment to be processed via Electronic Expenses Weekly Payment Run directly into their bank accounts. The form should be coded as a Staff Expense as a) above i.e. Expense Type should be used.**

**Once completed, forms should be sent to Payroll, Finance and Planning, King's Gate.**