

TRAVELLING AND RELATED EXPENSES CLAIM FORM - FOREIGN BANK ACCOUNT PAYMENT ONLY

Please read guidance notes on website 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

FOREIGN BANK DETAILS - Name & Address of Bank

NAME ON THE ACCOUNT

IBAN or ACCOUNT NO.

SWIFT/BIC code

ROUTING (USA) / BSB (AUSTRALIA) NO.

Purpose of Journey / Activity	Destination	Cost Centre / WBS Element - only to be completed when all items on the claim are to be charged to the same cost centre or wbs
--------------------------------------	--------------------	--

DATE	Staff	Non Staff	RECEIPT NO*	GBP	Foreign Exchange		TOTAL AMOUNT CLAIMED	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 £	AMOUNT I.E. NOT GBP	EXCHANGE RATE				STARTING LOCATION	END LOCATION
				Total Claim Amount							
				Advance received (if applicable)				CURRENCY TO BE PAID			
				Balance Due							

Where the claim relates to an advance received, enter below Cost Centre/WBS to which advance was charged

⚡ This box MUST show the account advance charged

AMOUNT - COMPLETED BY AP TEAM ONLY

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

The total payment will be made in the currency of the receipts, unless otherwise specified above (one currency only)

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

TRAVELLING AND RELATED EXPENSES CLAIM FORM - **FOREIGN BANK ACCOUNT PAYMENT ONLY****GUIDANCE NOTES - F1003 – Travelling and Related Expenses**

Please read the Expenses Policy on website 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. 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 -

Cost Element	Expense Type
206000	Accommodation - Hotel
206000	Accommodation – Overnight at Friends
206060	Conference Fee/Registration
206090	Course Fee
206020	Personal Incidental Expenses Outside UK
206020	Subsistence – Breakfast
206020	Subsistence – Dinner
206020	Subsistence – Lunch
206020	Subsistence – Snacks
206030	Toll Bridges/Tunnels
206030	Travel – Air
206030	Travel – Bus
206030	Travel – Fuel for Hire Car
206030	Travel – Fuel for University Car
206030	Travel – Hire Car
206030	Travel – Metro/Underground
206030	Travel – Parking Charges
206030	Travel – Taxi
206030	Travel – Train

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