

TRAVELLING AND RELATED EXPENSES CLAIM FORM

Please read guidance notes on website www.ncl.ac.uk/internal/finance/expenses

For off campus meals and entertainment expenses use form FI003a

For interview expenses use form FI003b

For small value sundry purchases use form FI003c

Name of Claimant

School/Support Service

Address

.....

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

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

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	EXPENSE TYPE	GL CODE / COST ELEMENT	RECEIPT NO*	AMOUNT £	Foreign Exchange		COST CENTRE / WBS element ** only to be completed if costing is to be split by Expense type**	MILES Travelled	Mileage Claims only	
					CURRENCY I.E. NOT GBP	EXCHANGE RATE			STARTING LOCATION	END LOCATION
Total Claim Amount							Total Miles			
Advance received (if applicable)					Where the claim relates to an advance received, enter below Cost Centre/WBS to which advance was charged					
Balance Due					◀ This box MUST show the account advance charged					

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

* Mileage rates: Car = 40p for first 200 miles of a round trip, 20p 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 regulations	I confirm that the expenses now claimed are fully compliant with the expenses regulations	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 Eileen Curry

Telephone Extension for queries 6903

PLEASE RETURN TO: Eileen Curry, Relu, Centre for Rural Economy, SAFRD, Newcastle University, Newcastle upon Tyne NE1 7RU

GUIDANCE NOTES

FI003 – Travelling and Related Expenses

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

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 Regulations on the University Website, under 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.**

Expense Type (Staff Expenses)		Cost Element (Non Staff Expenses)
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 The Payroll Section within the Finance Office at 1 Park Terrace.