

NON-STAFF EXPENSES CLAIM FORM

Please read the instructions provided overleaf. Claimants must complete all sections of the claim form; the personal details; Bank Details; date, reason and type of expense; the value of the expense; and financial code(s) (if known).
 Claimants must provide a grand total expense to be claimed, sign the form and it must be sent to the College, Institute or Department for checking, who should ensure that receipts are attached and an appropriate financial code(s) is included.
 An incomplete or unchecked form will not be processed.



Brunel Student ID Number :
(Student ID)

All other claimants:
(Sundry Supplier ID)

P999999-GBP / P999998-Overseas

Date:

Transaction No AP use only

Claimant Name: _____

UK Bank Details: Sort Code: / / **Account Number:** _____

Overseas Account Information: _____

Postal Address: _____

Email Address: _____

Financial Code(s) to be charged:		Date of Expense	Reason for Expense	Type of Expense	Travel & Subsistence	Other	Receipt Received	Mileage	Rate per mile (£)	Amount claimed
ACCOUNT	SUB PROJECT				£	£				Not for use by Brunel staff
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
										£ -
									GRAND TOTAL:	£ -

I certify that the above expenditure has been properly incurred on University business in accordance with the instructions overleaf:

Claimant signature: _____

Checked by: *(print name)* _____

Date: _____

NON-STAFF EXPENSES CLAIM FORM - INFORMATION

INSTRUCTIONS FOR COMPLETION OF THE FORM:

1. Claimants must complete all sections of the claim: the personal details; Bank Details, date, reason and type of expense incurred, the financial value of the expense (in the appropriate column) and the financial code(s) (if known). An address and an e-mail address should also be included for forwarding a remittance. Supplier ID: Either complete Student ID if relating to Brunel Student or circle the sundry Supplier ID as appropriate.
2. Expense claims should be submitted within 1 month of the expense being incurred.
3. Any alterations to the values claimed on the form must be initialled as approved by the checking officer. Alterations made using 'Tippex' will not be accepted. Photocopied forms will not be accepted.
4. The 'Reason for Expense' and 'Type of Expense' details, must be completed.

For example, the 'reason for expense' could be "conference on accounting for beginners" and the 'type of expense' is "train ticket to Manchester (return)". The value of the ticket is shown in the 'travel & subsistence' column and a receipt is attached.

5. Receipts are required for all expenditure, with the exception of mileage, public transport tube and bus journeys, and low value car parking charges ('low value' being below £10.00).
6. Claimants must sign the form, attach the receipts and pass to their contact in Brunel or Sub project owner within the College, Institute or Department to check for completion.
7. Payments will be made under University terms, via BACS to the account information provided and a remittance will be sent to the address given on the form.

Administrator/Sub project Owner:

8. The claims details are to be checked, receipts received box ticked and the claim coded. All checked and coded claims should then be forwarded to the Payments Office, within the Finance Department, by the checking officer. These will be input and workflow for authorisation to Sub project owner and Financial approver before payment is made.

MILEAGE CLAIMS

- University staff should NOT use this form.
- This form should only be used if there is an agreement to reimburse the mileage costs of somebody who does not work for Brunel but who is providing a service to Brunel.
- Such mileage reimbursement should not exceed, the HMRC Mileage Rate:
Cars & vans 45p first 10K miles
Above 10K 25p per mile

Account codes for Expenses

Train/Taxi/Mileage - UK	3009
Mileage - Overseas	3010
Travel - UK	3009
Travel - Overseas	3010
Subsistence - UK	3013
Subsistence - Overseas	3014
Hotel & Accommodation - UK	3011
Hotel & Accom. - Overseas	3012
Expenses - Interviews	3017
Conferences	3020

- The Account code identifies the business financial activity classification of the expense. Choose the account that matches your Type of expense.
- The Sub Project identifies the Department and Department activity to be charged for the expense. Your Brunel University London contact will be able to provide or apply the Sub