

CLAIM FOR TRAVELLING EXPENSES

(For Non University Personnel Only)(Buff Form)

									Date										
Name of Payee:						Cust A/C No (Finance to complete)													
Address to Cheque is																			
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Date	Time Absent From To			Detail and reason for journey Destination from and to						Car Iileage	Tra	(2) vel (e mil	2) I (excluding car mileage)			(1) Other Expenses			
				ORIGINAL receipts MUST be attached					+		£				-	£ p			
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				1				Totals							\bot	\perp			
To be completed by claimant I certify that the expenditure detailed above was actually and properly incurred by me for the purposes stated.			ed	Mileage Costs (3) Miles x p							£ p								
				Miles x p											-				
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Signed					Total of Claim						 								
To be completed by Authorised Signatory I authorise payment of this claim and Confirm it complies with University			nd	Reference/ Order No.	тс														
Regulations		. Omiterally		Allocation												£	F		
Signed	· ··· ··· ··	- E200 (1905 - Ha		Code	-				-		$\left \cdot \right $		-		+		-		
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Other Grp			•••	University				,		p - 1 843									
(Print)				Reference Passed for													_		
Date				Payment															

GUIDANCE NOTES ON TRAVELLING EXPENSES

1. GENERAL

- (a) Full details of the University's Regulations are contained in the Expenses and Benefits Procedures Manual, which can be found on the Finance Web Pages at www.finance.soton.ac.uk.
- (b) All claimants must attach ORIGINAL receipts only and supporting documentation of the expenditure incurred when submitting a claim. This is an Inland Revenue/Audit requirement. It is not acceptable to state receipts are lost/not available. Note that incomplete claims will not be processed for reimbursement.

2. TRAVEL BY:

(a) AIR

Payment of air travel may be approved provided the overall cost does not exceed that of the standard rail fare plus meals. Travel should be by tourist or economy class; where possible taking advantage of reduced rates. It is anticipated that the cost should be paid directly by the University to the travel agent where appropriate.

(b) PRIVATE CARS The current University car mileage rates for private cars used on University business are available on the Finance Web Pages. Amendments to these rates are published in "New Reporter".

Inter campus travel, mileage for return journey from/to Highfield

Avenue Campus 2 miles, New College

SGH and RSH 5 miles, Chilworth Manor 7 miles, SOC 8 miles. WSA 23 miles.

(c) PRIVATE CYCLES/

MOTOR CYCLES A cycle/motor cycle mileage rate is available and is published with the

4 miles.

car mileage rates.

(d) RAIL The most economic class should be used, in general standard rail class

period return can be claimed.

3. INSURANCE WHEN USING PRIVATE TRANSPORT

A vehicle used on University business is done so at your own risk. Ensure that your personal insurance policy provides cover for the use of the vehicle in connection with your "trade or profession". Where equipment is to be carried, this activity should also be covered under the terms of your policy.

4. SUBSISTENCE

There are no (un-receipted) subsistence rates for UK travel. Actual receipted costs authorised by the budget holder may be claimed.

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