

# Claim for travel and expenses – Non-University Personnel

**Important:** This form is for non-university personnel to reclaim the costs of travelling or expenses as agreed in advance by a budget holder of the University of Southampton.  
Please read the guidance overleaf before making a claim.

## Payee details

Date	<input type="text"/>	Name of Payee	<input type="text"/>
Have you had previous payments from the University?	<input type="checkbox"/>	Visitor / Supplier id Number	<input type="text"/>
If you do not have this number please see guidance overleaf.			
University contact	<input type="text"/>	Contact e-mail for queries	<input type="text"/>

## Payment details

For payments not IN GBP then please write this clearly at the top of the form and change the £p to the appropriate

Ref #	Date of expense	Time absent		Detail and reason for journey or expense Detail to include activity, dates, location, purpose etc	Miles	Mileage costs £p	Other Expenses*
		From	To				
1							
2							
3							
4							
5							
6							
7							
Subtotal							
Total of claim							

\*Attach original receipts and supporting documentation using the ref # above

### Finance information:

Please add any subproject codes which have been agreed by the budget holder.

Tax code	Account Code (4 digits)	Subproject code (9 digits)	Amount £p
Total			

## Declarations

### Claimant

I certify that this reimbursement request has been incurred necessarily on University business and adheres to Financial regulations, policies and procedures. I confirm I have personally incurred the expenditure and have not reclaimed it by any other method.

Signed

Print name

Date

### Budget holder

I confirm that expenditure detailed is appropriate, adequate funding is in place and that it adheres to financial regulations, policies and procedures. I confirm that the claimant declaration is complete.

Signed

Print name

Date

### Financial Approval

*(Only required where the total expenditure is over £2000 or was incurred more than 3 months ago)*  
I confirm the expenditure is compliant with financial regulations and policies, has the proper tax treatment applied and has received budget holder approval.

Signed

Print name

Date

## Guidance for completing claim for travel and expenses:

This form should only be used by Non-University personnel to request reimbursement of out of pocket expenses which were agreed by the budget holder prior to the expenditure being incurred. Full guidance for making claims is available on the University intranet. If you do not have access to this information, your university contact will be able to provide help.

Payments will only be made where all of the authorisations and declarations have been completed and where all original receipts and supporting documents have been attached.



**This form has been set up to enable you to type your information directly into the fields. If you choose to handwrite the form then please print all information in CAPITALS as claims will not be paid where the claim is not legible.**

All parts of the form are mandatory.

### Further information for the payee details

If you have had previous payments from the University or are expecting to receive regular payments in the future then you may have already been set up with a visitor or supplier id. In this case, please quote your visitor/supplier number and any claim will be made to the bank details that we already hold.

If have not been set up with a visitor/supplier number then you must provide us with details about where make your payment on the Bank Information Form - your University Contact will be able to provide you with a copy. Note - Your claim can't be paid without either a visitor/supplier id or a completed Bank Information Form.

### Further information for the payment details section

#### Mileage & mileage costs

Your claim must give the reason for the journey, the starting point and the destination including postcodes. The mileage is the number of miles for the round trip i.e. a trip from the University to another location for business and then back again. The trip may involve stopping in a number of locations or be over a number of days but this still counts as a single trip. If the number of miles you are claiming does not match the number of miles calculated by the AA route planner, your claim must give a reason for the higher mileage or your claim will be reduced to match the AA route planner mileage.

The mileage cost is calculated by: The first 50 miles of the round trip will be paid at the higher rate and the remaining mileage will be paid at the lower rate. Your University contact will be able to give you the latest rates.

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.

#### Other expenses

For expenses that have been agreed by the University of Southampton you must give the detail and purpose for the expense incurred, include the costs in the 'other expenses column' and attach an original, itemised receipt. Your University contact will be able to give you advice about the required documents to avoid delays in payments.

You must convert your receipts into the currency that you are expecting payment in. So, if you are expecting your payment in GBP and have receipts in a foreign currency, you will need to convert these into GBP. If you have receipts in GBP and wish to be paid in an alternative currency, you will need to convert these into the alternative currency and update the £p at the header of the column to the appropriate currency. Either convert your receipts using the actual rate that you paid (providing evidence to prove the rate e.g. card statement or a currency exchange receipt) or use [www.oanda.com](http://www.oanda.com) to convert each receipt using the exchange rate applicable for the date the expense was actually incurred.

If you have a number of receipts and attachments then please number each receipt or attachment with the ref # line number to help us match the receipts to the correct line of the claim.

### Submission of claim

Sign and date the claim in the claimant box and then return to your contact at the University who will add the finance coding and arrange for the appropriate budget holder to sign the form.

Once authorised, fully completed forms will be returned to **Accounts Payable Office, Room 3077, Building 37, Highfield Campus, Southampton, Hants SO17 1BJ.**

### Privacy Statement

The University of Southampton will only use the data you provide in this form to make a payment to you. Personal data you provide will not be shared with any third party for a separate purpose unless either the law requires us to do so, or you give us your consent to do so. For further information about how we safeguard personal data at the University, please view our privacy policy at <https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>, and any relevant privacy notice provided to you.

### For Finance Staff checking compliance only

#### Compliance check

I have checked this claim against the Expenses and Benefits manual using the compliance information in the process guide for paper expense claims

Signed

Print name

Date