

# UNIVERSITY OF EAST ANGLIA EXPENSES CLAIM FORM (NON-STAFF)

FORM UEA 6 

<b>NAME</b> (BLOCK CAPITALS)  <b>PURPOSE OF JOURNEY</b>  <b>DATE(s) OF JOURNEY</b>	<b>BANK/BUILDING SOCIETY DETAILS</b> UK BANK NAME: ..... SORT CODE: ..... ACCOUNT NO: ..... OR OVERSEAS BANK NAME: ..... CURRENCY: ..... IBAN: ..... SWIFT CODE: ..... <i>NB: No payment advice will be provided</i>
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**TRAVELLING EXPENSES RAIL/CAR (SEE OVERLEAF)**

JOURNEY DETAILS			RAIL		CAR OR OTHER VEHICLE		AMOUNT	
DATE	TO	FROM	SINGLE/RETURN	2ND CLASS	MILEAGE	RATE	£	P

**OTHER TRAVELLING EXPENSES (PLEASE SPECIFY)**


**HOTELS AND MEALS (PLEASE ATTACH ALL RELEVANT BILLS AND GIVE DETAILS)**

HOTELS		
MEALS		

**OTHER EXPENSES**


**TOTAL EXPENSES CLAIMED £**

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There is no scale of allowance for meals and reasonable expenses, necessarily incurred, will be refunded on production of receipts.

Please return this form to:

Salaries	Debtors	Audit

SIGNATURE OF CLAIMANT

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CERTIFIED FOR PAYMENT

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PRINT NAME

General Ledger Codes				Project Ledger Codes				£	p
<b>Total Amount Claimed £</b>									

## EXPENSES CLAIM

Rules for the reimbursement of travelling expenses for authorised journeys undertaken on University business and financed from University funds are as follows. These rules do not apply to personal research travel, where the extent of the contribution, not exceeding that stated below, is at the discretion of the Dean or officer controlling the funds.

### 1. Public Transport

When travelling on University business you are expected to make use of public transport, where it is available, unless its use would result in substantial inconvenience or additional expense. Travelling expenses will be reimbursed as follows:

#### (a) Rail fares

2nd class fare unless, for exceptional reasons, the Head of School or Officer controlling the funds agrees in advance to 1st class travel.

#### (b) Air fares

If agreed by the Head of School or head of spending unit in advance because, for example, the journey is impossible by rail and/or the total expenses including rail travel, hotels and meals would otherwise be close to, or in excess of, the air fare.

#### (c) Bus and underground fares

As incurred.

#### (d) Taxi fares

As incurred only if there is no other means of transport or to save time if the urgency of the journey warrants it.

### 2. Private Transport

Those using their private cars for authorised journeys on University business receive an "Other User" mileage rate, except that:

(a) when journeys could reasonably and more cheaply have been undertaken by public transport the payment will not exceed the equivalent fare, unless University passengers are carried, in which the "Other User" mileage rate may be claimed if the total cost of public transport for the driver and passengers would otherwise have been equal to or greater than the "Other User" mileage rate.

(b) where Schools/Centres have vehicles of their own it is expected that private cars will not be used when a School vehicle is available. If you use your own car purely as a matter of choice, then the payment made will not exceed the recharge rate for the School vehicle.

The "Other User" mileage rates is related to the Inland Revenue's Fixed Profit Car Scheme rates. Details of the rate currently in force are notified to management by the Director of Human Resources.

### 3. Other Expenses

Reasonable expenses necessarily incurred on meals or hotels will also be reimbursed.

### 4. Claims

Claims for travelling and other expenses should be made to the Head of School or officer controlling the funds on the appropriate claim form. Claims should be supported by all relevant bills. Where none are available the reason should be clearly stated on the claim form.