

UNIVERSITY OF WOLVERHAMPTON

TRAVELLING, SUBSISTENCE AND RELATED EXPENSES COURSES, CONFERENCES, STAFF DEVELOPMENT AND OTHER JOURNEYS

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PURPOSE OF THIS DOCUMENT

This document sets out the rules and regulations relating to the reclaiming of expenses and also provides general guidance to those involved in the process.

GENERAL GUIDELINES

It is University policy that all staff-related travel and subsistence expenses are reimbursed via payroll.

There are two main claim forms for claiming reimbursement of expenses. The FIN01 is used for reclaiming all expenses in relation to overseas travel, courses, conferences and staff development. UK travel not involving a car vehicle mileage claim should also be claimed on a FIN01. The FIN02 is used to claim mileage for UK travel not requiring prior approval and any associated cost in connection to the journey.

Prior approval is not required for intersite travel and UK car mileage in respect of University business. Prior approval is required for business travel which includes overnight accommodation.

University staff have an obligation to ensure that journeys are undertaken to provide the best value for money, for example trips may be more economic via public transport and in particular journeys in excess of 160 miles round trip may be more cost effective undertaken in a hire car.

The University's approved travel agents are:

**Clarity Travel Management
Unit 5, Hargreaves Court
Staffordshire Technology Park
Beaconside
Stafford
ST18 0WN**

Telephone: 0333 010 0045

POINTS OF CONTACT

Queries regarding FIN 01 - Staff Expenses Approval & Claim Form in respect of Courses, Conferences & Staff Development AND FIN 02 - Staff Expenses Claim Form for normal business journeys not requiring prior approval should be directed to:

Expenses Clerk, Payrolls Section, Finance Department Ext: **1227**

Queries regarding Application for Advance Form FIN 06, Refund / Reimbursement Form, Purchase Order Requests (Internal Documents) and University Official orders (External documents sent to suppliers) should be directed to:

Senior Payments Clerk, Payments Section, Finance Department Ext: **1213**

Queries regarding Insurance should be directed to:

The Insurance Officer, Finance Department Ext: **1301**

DEFINITIONS

Wholly and necessarily incurred - It is a requirement of HMRC that all expenses are wholly and necessarily incurred for business purposes. If your expenses are not wholly incurred for business purposes they will either be disallowed or may be subject to the deduction of tax.

Dispensation - Each organisation is responsible for agreeing with HMRC their expenses policy, the terms of this agreement are set out in a Dispensation letter from HMRC.

1) COURSES, CONFERENCES, & STAFF DEVELOPMENT - NON UK TRIPS

Expenses relating to trips abroad will be paid either by means of a daily allowance, or claims based on actual costs fully supported by receipts. **The choice must be made before the trip** and is dependant upon the nature of the visit. For example:- If staff are expecting to either receive hospitality or to have to provide hospitality during their trip, then Budget Holders must ensure that staff opt for the receipted method of reimbursement and not be permitted to claim a daily allowance.

Trips in respect of an Externally Funded Project that requires full receipts to substantiate the University's final claim, then the employee must also opt for the receipted method of payment and will not be permitted to claim a daily allowance.

APPLICABLE TO EITHER METHODS OF REIMBURSEMENT

1.1) An applicant should complete, prior to the event, Section A (Request for Approval) of **FIN 01**, "Staff Expenses Approval and Claim Form for Courses, Conferences & Staff Development". (see Appendix C)

1.2) Section A should give details of the Event, the Cost Centre (i.e. School, Department or Externally Funded Project) to which any expenditure should be charged. If staff anticipate that the visit will consist of more than one destination, then it is essential that the purpose of each stopover is clearly stated on the form.

1.3) The total estimated costs of the trip i.e. hotel, fares, subsistence, conference fees, should be stated and approved by the budget holder.

1.4) Foreign travel, hotel arrangements and airport taxes must, wherever possible, be booked in advance with the University's approved travel agent (see General guidelines) using an official Purchase Order Request). Flight details, hotel details, names of passengers, dates, etc. must be clearly stated on all Purchase Orders.

1.5) It is expected that air travel for all staff will be economy class - any exception to this must have written Executive approval.

1.6) In normal circumstances staff may not arrange to pay for or claim the cost of flight tickets, as all expenditure of this nature must be ordered using an University official order or purchasing card.

1.7) Hotel bookings should be made on a room only basis.

1.8) Therefore, all other items of expenditure incurred during their stay e.g. meals, drinks, telephone calls, laundry etc. should be personally settled with the hotel by the member of staff, prior to them leaving the hotel. These items of expenditure will either be covered by the daily allowance or will be reclaimed supported by a receipt.

1.9) It should be noted that, if members of staff choose to take **partners/others on a trip**, this should be **declared to the budget holder in advance** and all expenditure for them must be subject to a private transaction. It is a HMRC requirement that all expenses must be wholly and necessarily incurred by the claimant.

1.10) Once Section A is completed it should be approved by the responsible Budget Holder. In the case where the applicant is the Budget Holder, then the estimated cost needs to be approved by the relevant Dean, Head or member of Executive. **The FIN 01 Form should then be retained by the applicant.**

1.11) If members of staff are expected to make relatively short stays in several small foreign towns and their Budget Holder wishes them to book low cost accommodation and travel based on local knowledge of the area, then staff may claim a supplement to the daily allowance of £30 per night. No receipts are required to substantiate the payment, unless it is in respect of an externally funded project.

2) **REIMBURSEMENT BY DAILY ALLOWANCE FOR OVERSEAS TRAVEL ONLY
(MUST BE CLAIMED IN ADVANCE)**

- 2.1) For details regarding Daily Allowance rates please contact the Payments Section of the Finance Department.
- 2.2) Daily rates are subject to Inland Revenue approval and cannot be exceeded.
- 2.3) The payment is calculated using the appropriate daily allowance, multiplied by the number of nights away outside the UK.
- 2.4) Daily allowances **must** be claimed in advance of the trip.
- 2.5) Hotel booking should be for accommodation only, therefore the daily allowance will cover all other expenses associated with the trip e.g. Meals, Drinks, Telephone Calls, Airport Taxes, Gifts, Fax, Car Parking, Safe Deposit Box Charges, Local Transport, Laundry, Dry Cleaning, Commission on foreign currency/travellers cheques, Hospitality etc.
- 2.6) If staff are anticipating either to receive or provide hospitality during their trip then they must opt for the receipted method of reimbursement and not the daily allowance method.
- 2.7) If staff choose to pay for low cost accommodation and travel based on local knowledge, (see 1.7 above), a supplement of £30 per day may be claimed by adding this to the daily allowance. The applicant should sign and date the appropriate boxes of Section B of the FIN 01 Form and present the completed set of forms to the Budget Holder for approval. In the case where the applicant is the Budget Holder, then approval should be sought from the relevant Dean, Head or member of Executive.
- 2.8) The daily allowance and/or supplement may be claimed in full, up to 21 days prior to the trip, by completion of section B of the FIN 01 form submitted to Payments for processing together with a signed Refund/Reimbursement Form.
- 2.9) Staff should state on the Refund/Reimbursement Form from which site cashier they will collect their cheque.
- 2.10) Once approved, the Original FIN 01 Form, and the blue copy of Refund/Reimbursement Form should be passed to the applicant. A Photocopy of FIN 01 form attached to the white copy of Refund/Reimbursement form should be forward to Payments Section, Finance Department.
- 2.11) Any incomplete or unauthorised forms received by Finance Department will be returned. This may delay payment of the claim.
- 2.12) Provided that a Form is received in the Payments Section by Tuesday a.m., then a crossed cheque will be produced and be ready for collection from the Site Cashier on Friday of that week. Staff must collect their cheque, in person, showing some form of identification to the Cashier.
- 2.13) If the daily allowance method of reimbursement is chosen, then it is not necessary for the applicant to complete Section C of the FIN 01 Form. However if members of staff have incurred allowable expenses prior to the trip, but nevertheless associated with the trip (e.g. vaccinations, visas, drug preparations) they may claim the full costs by completing section C of the FIN01, claims must be supported by receipts and approved by the appropriate Budget Holder.
- 2.14) If a member of staff has to extend their trip, an additional daily allowance claim may be made (an amended photocopy of the original FIN 01 will **not** be acceptable). See 2.8 and 2.9 above.
- 2.15) If a member of staff has to cancel or curtail their trip, then the daily allowance, for the period in question, must be repaid in full to the Site Cashier.
- 2.16) Occasionally members of staff opting for the daily allowance may receive hospitality whilst abroad. This should be declared and an appropriate refund made to the Site Cashier upon return. The refund should represent a fair estimate of the amount of hospitality received.

3) ACTUAL COSTS CLAIMED - FULLY SUPPORTED BY RECEIPTS

Staff who choose to be paid under the actual cost method should complete a FIN 01 and will be paid via the payroll system.

3.1) In order for the payment to be paid without the deduction of tax, it is essential that supporting original receipts for all items are attached to the FIN 01 Form. Photocopies of receipts or bank/credit card statements are not acceptable.

3.2) If members of staff anticipate that their trip will result in being away from home for more than three consecutive days, then they may wish to obtain an advance using a FIN 06 (see section 6 and Appendix E)

3.3) After the event, the applicant should complete Section C (Actual Costs Claimed) of the original FIN 01 Form, giving details of expenses paid by both the University and the individual member of staff. Purchase order numbers should be stated.

3.4) If staff decide to claim for the actual costs of the trip abroad, they should **not** complete Section B of the FIN 01 Form.

3.5) A list of allowable and non-allowable subsistence expenses are shown in Appendix A.

3.6) The expenses to be claimed, i.e. incurred by "Self", as detailed in Section C, should be totalled. If an advance has been received, this will be recovered by payroll as set out in section 6.

3.7) If mileage is to be claimed, complete the appropriate boxes in Section C giving details of trip, names of passengers, car registration number, miles travelled/claimed.

3.8) All mileage claims are checked so any significant differences will be changed. It is important therefore, to clearly identify the venue of the trip/event including postcodes whenever possible.

3.9) Staff are expected to provide a detailed account of expenses claimed and exchange rates used etc. This is required to assist the Budget Holder in their role of approving the claim, and also Finance Department with verification.

3.10) The applicant should then sign and date Section C of the FIN 01 Form, and present it to the Budget Holder for final approval. In the case where the applicant is the Budget Holder, then the claim should be approved by the relevant Dean, Head or member of Executive. Budget Holders are expected to carefully scrutinise all items before finally approving the claim.

3.11) The Budget Holder should arrange for the approved Form (original not photocopy) to be sent promptly to Payroll Section of the Finance Department for payment. **The form should not be passed back to the applicant.** (This is to prevent any changes being made to the claim after approval has been given).

3.12) Under exceptional circumstances, it may not be possible to obtain official receipts for all expenses incurred. Such items should be listed in the appropriate box of Section C, i.e. Non-Receipted items. These items will be subject to tax unless an appropriate justification can be given.

3.13) Actual costs can only be paid by through the payroll system. No other methods i.e. Petty Cash or Refund/Reimbursement are acceptable.

3.14) In order for a claim to be paid with your monthly salary, forms must be received in the Payroll Section by the 7th of the month.

3.15) Any incomplete forms received by Finance Department will be returned. This may delay payment of the claim.

4) COURSES, CONFERENCES, & STAFF DEVELOPMENT - UK TRIPS

Expenses relating to UK trips are always reimbursed on the basis of actual costs incurred by the staff member. Claims must be fully supported by receipts and will only be paid via the payroll system.

- 4.1) Prior to the event, an applicant should complete, Section A of **FIN 01**, Staff Expenses Approval and Claim Form giving details about the event, cost codes and estimated costs of the staff expenses.
- 4.2) The estimated costs of the trip should be the total cost including elements paid by the University and those to be reclaimed.
- 4.3) If payment for conferences fees, hotel accommodation is required in advance, then either an official University Order must be raised or payment made by University Purchasing card.
- 4.4) Staff must ensure that hotel invoices, to be paid for directly by the University, are in respect of accommodation only. Therefore, all other items of expenditure should be personally settled, with the hotel, by the member of staff, prior to them leaving the hotel.
- 4.5) Once Section A of the FIN 01 is completed it should be approved by the responsible Budget Holder. In the case where the applicant is the Budget Holder, approval must be sought from relevant Dean/Head or member of Executive. The FIN 01 Form should then be retained by the applicant.
- 4.6) Section B of the FIN 01 Form should not be completed in respect of UK trips.
- 4.7) After the event, the applicant should complete Section C of the FIN 01, giving details of expenses. Purchase order numbers should be stated.
- 4.8) In order for the payment to be paid without the deduction of tax, it is essential that supporting original receipts are attached to the FIN 01 Form. Photocopies of receipts or bank/credit card statements are not acceptable. Under exceptional circumstances, it may not be possible to obtain official receipts for all expenses incurred. Such items should be listed in the appropriate box of Section C i.e. Non-Receipted items. These items will be subject to tax.
- 4.9) A list of allowable and non-allowable subsistence expenses are shown in Appendix B.
- 4.10) If mileage is to be claimed, complete the appropriate boxes in Section C giving details of trip, car registration number, miles travelled/claimed. Please enter post codes wherever possible.
- 4.11) All mileage claims are checked and any significant differences will be amended.
- 4.12) Staff are expected to provide a detailed account of expenses claimed. This is required to assist the Budget Holder in their role of approving the claim, and also Finance Department with verification.
- 4.13) The applicant should then sign and date Section C of the FIN 01 Form, and present it to the Budget Holder for final approval. In the case where the applicant is the Budget Holder, then the claim should be approved by the relevant Dean, Head or member of Executive. Budget Holders are expected to carefully scrutinise all items before finally approving the claim.
- 4.14) The Budget Holder should arrange for the approved form to be sent promptly to Finance Department for payment through the Payroll system. **The Form should not be passed to the applicant** (in order to avoid alterations being made subsequent to the approval being given).

Any incomplete Forms received by Finance Department will be returned. This may delay payment of the claim.

5) **OTHER JOURNEYS - NOT REQUIRING PRIOR APPROVAL**

- 5.1) A FIN 02 Form, "Staff Expenses Claim Form for Normal Business Journeys not requiring prior approval" (see Appendix D) should be completed when making claims in respect of routine mileage claims. All expenses claimed in respect of these journeys will be paid through the Payroll System.
- 5.2) The appropriate activity code should be placed in the column against the relevant journey details. The activity codes are shown at the top of the form, they are as follows:
- A) University Business - Student Placement Visits, Teaching Practice Visits, Publicity/Promotion, Field Trips, and Lecturing - External Sites
 - B) Other - please specify
 - C) Intersite Travel - Travel between University sites to attend meetings or to provide lectures.
- 5.3) Intersite travel will be reimbursed on the basis of standard miles only, for a single trip. A copy of the Intersite Mileage chart is available on the Finance Department web site.
- 5.4) If a member of staff travels directly from home to a destination which is not his or her normal work place, then the mileage that may be claimed is the **lower** of the following:-
- a) mileage from the normal work place to the destination, or
 - b) mileage from home to the destination.
- 5.5) Car Parking fees incurred by staff as a result of intersite travel are **not** reclaimable.
- 5.6) Subsistence and other travel costs, should be detailed in the appropriate column, however in order for the claim to be paid without the deduction of tax, it is essential that supporting receipts are attached. A list of allowable and non-allowable expenses are shown in Appendix B.
- 5.7) Subsistence is not normally permitted for intersite claims and short journeys (short journeys are single leg journey of less than 15 miles and involving less than 5 hours off site)
- 5.8) Claims should be submitted to the Finance Department on a monthly basis. Priority will be given to current claims.
- 5.9) In particular claims must be submitted to the Finance Department at the end of the financial year. (July being the last month in the University's financial year). Priority will be given to current claims.
- 5.10) Significantly late claims (**over 6 months**) may result in the claim being taxed.
- 5.11) Mileage rates will be reviewed annually by the Finance Department. Rates will be published on the Finance web site.
- 5.12) Mileage claims are checked. Claims will be amended, and significant differences notified to the claimant.
- 5.13) The applicant should then sign and date the FIN 02 Form and present it to the Budget Holder for final approval. In the case where the Budget Holder is the applicant, then the claim should be approved by the relevant Dean, Head or member of Executive.
- 5.14) The Budget Holder should arrange for the approved Form to be sent promptly to the Finance Department for payment through the payroll system.
- 5.15) All expenses claimed in respect of these journeys will be paid through the Payroll system. Under no circumstances can expenses be paid by other methods i.e. Petty Cash or Refund/Reimbursement. Claims will be processed in accordance with the published deadlines.
- 5.16) Any incomplete Forms received by Finance Department will be returned stating the reason for the return. This may delay payment of the claim.

6) ADVANCES OF TRAVELLING AND/OR SUBSISTENCE ALLOWANCES

- 6.1) Travel advances are available for staff travel **overseas in excess of three days**. The advance is payable to cover travelling, subsistence and related expenses.
- 6.2) Advances are not normally available for flight costs, all expenditure of this nature must be ordered using an official University purchase order or purchasing card.
- 6.3) Advances are only given to members of staff.
- 6.4) Advances in respect of "Non UK" hotel accommodation may only be claimed if either the University's approved travel agents are unable to provide suitable accommodation arrangements or if they are to be arranged by the host and payable by the member of staff on arrival.
- 6.5) Travel advances are not normally available to staff claiming a daily allowance.
- 6.6) The "Cost Centre" and "Project Code" required on the Application for Advance Form refers to the code to which the expenditure will be charged.
- 6.7) The FIN 06 - Application for Advance Forms can be downloaded from the Finance Department web site.
- 6.8) The applicant must then sign the declaration on the Application for Advance Form.
- 6.9) The authorised FIN 06 should be sent to payments along with an authorised refund reimbursement form. Photocopies of the form should be made as required.
- 6.10) Any incomplete Forms received by Finance Department will be returned. This may delay payment of the Advance.
- 6.11) Provided that forms are received in the Payments Section by Tuesday a.m., then a crossed cheque will be produced and be ready for collection in person from a site cashier on Friday of that week. The cashier will require proof of identification before the cheque is released.
- 6.12) Payments Section will then forward the Advance Form to Payrolls, this will be cross referenced against future claims and for the recovery of the advance.
- 6.13) After the trip, the applicant should complete Section C of the FIN 01 Form, and submit the claim to payroll.
- 6.14) The expenses claim should be submitted to payroll no later than 21 days after returning from the visit. If a FIN 01 Form has not been received in Payrolls Section within 60 days of return an email will be sent warning that the advance will automatically be recovered. The advance will **automatically** be recovered 90 days after date of return.

7) **INSURANCE**

TRIPS ABROAD

7.1) The University has a travel insurance policy that covers all staff who are on business trips. (The cover also extends to students who are on University organised field trips abroad).

7.2) There is no need for staff to take out additional travel insurance. Further details can be obtained from the Insurance Officer.

7.3) The payment is met centrally, it is not a direct cost to the Budget Holder and, therefore, should not be included as a cost to the trip on any claim form.

7.4) Please refer to the Business Travel Insurance web page <https://www.wlv.ac.uk/staff/services/finance/departamental-services/insurance--inventory/business-travel-insurance/> to obtain cover prior to travel.

7.5) In the event of a claim, staff must obtain a claim form from the Insurance Officer on their return from abroad and provide receipts where appropriate.

7.6) If the claim is as a result of a loss or theft of baggage, the carrier and/or police must be notified and a copy of any resultant report passed to the Insurance Officer.

7.7) If the loss is of money, supporting documentation must include evidence that the money was originally held.

VEHICLE HIRE

7.8) The University's Motor Insurance Policy covers the hire of vehicles by University staff travelling on University business in both the U.K. and abroad provided the vehicle is **hired in the U.K.** Advice regarding transport hire is available from Transport Services Department.

7.9) In the event that a vehicle is hired overseas, insurance cover must be taken out with the hire company.

7.10) Further details regarding limitations of cover can be obtained from the Insurance Officer.

MILEAGE CLAIMED

7.11) The University's Motor Insurance Policy does not cover staff using their own vehicles and claiming mileage for business trips.

7.12) Staff must ensure that they are covered by their own Motor Insurance Policy for journeys using their own vehicles and claiming mileage in connection with business trips.

7.13) Staff must also ensure that the vehicles used are at all times licensed and roadworthy, otherwise their own insurance will be invalid.

8) **STUDENTS, VISITORS & OTHER NON EMPLOYEES**

Petty cash and refund/reimbursement claims are paid on the basis of actual costs incurred, therefore it is essential that supporting original receipts for all items of expenditure must be attached.

8.1) Expenses of this nature (if under £25) may be claimed by Petty Cash.

8.2) Expenses of any value can be claimed by Refund/Reimbursement. If this method is used, payment will be made via a crossed cheque and can either be collected in person from a site cashier (the cashier will require proof of identification before the payment is released) or sent to the address stated on the form.

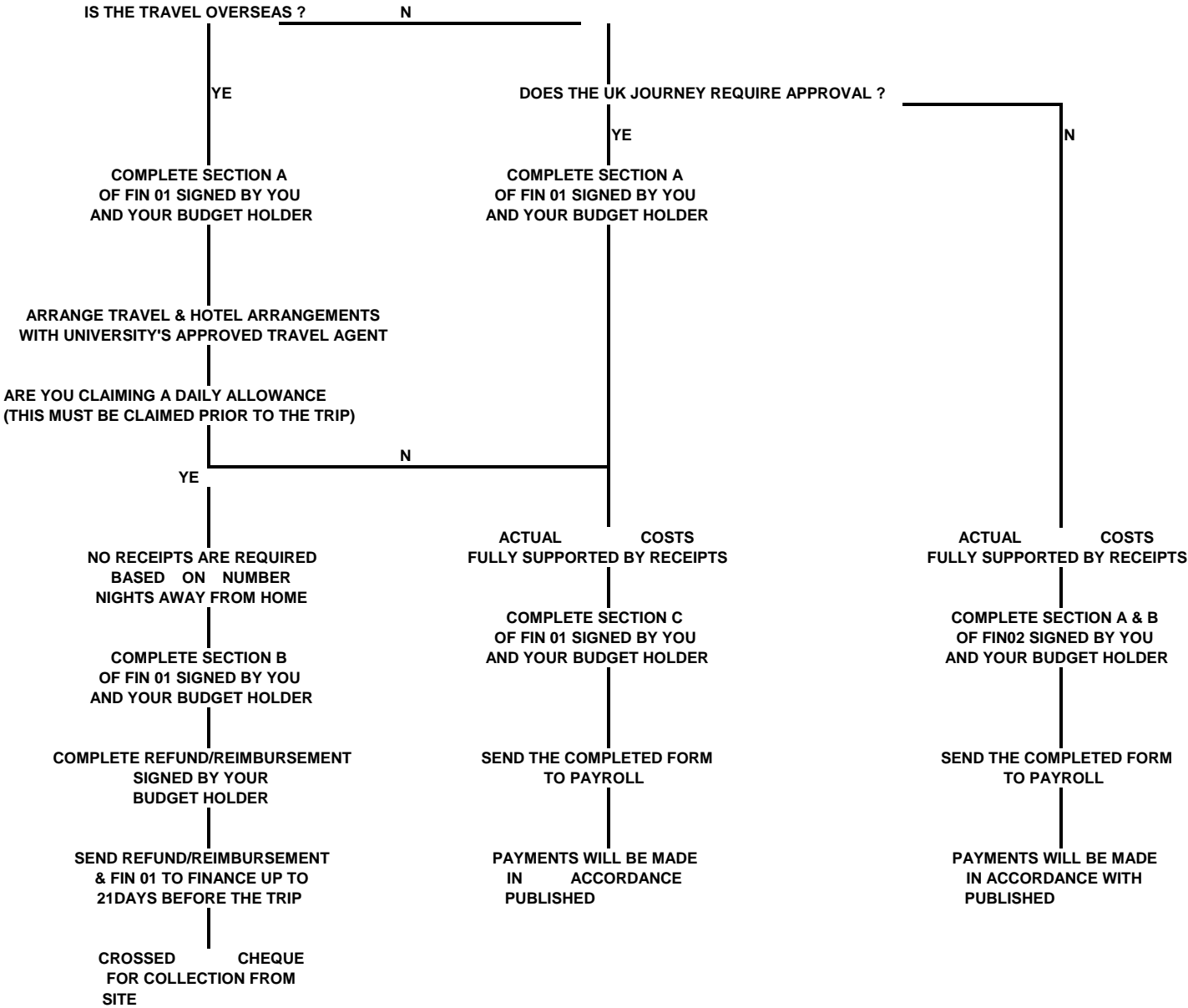
8.3) Advances are not issued to non-employees of the University.

8.4) If mileage is to be claimed, details of the trip, car registration number, and miles claimed should be entered on the Petty Cash Voucher or Refund/Reimbursement Form. Car mileage paid to non-employees is normally paid at Public Transport rate. Post codes should be supplied wherever possible.

8.5) The Petty Cash Voucher or the Refund/Reimbursement Form must be approved by the appropriate Budget Holder.

8.6) Petty Cash payments must be collected in person, by the individual concerned, from the Site Cashier. The cashier will require proof of identification before the payment is released.

Appendix A – Quick reference flow chart



Appendix B – Allowable & Non Allowable Subsistence Expenses

Receipts are required for all items in list A and B, items in list C are not allowable

(A) Allowable Items UK and Overseas Travel

- Beverages
- Meals
- Business Telephone Calls
- Off-site car parking
- Public transport
- Snacks
- Taxis
- Tolls and congestion charges

(B) Allowable Items (overseas travel only)

- Laundry
- Maps
- Moderate personal telephone calls
- Medicines required for the trip
- Flight socks (Long haul flights only)
- Airport taxes
- Business related use of internet
- Business related faxes
- Business calls back to the University
- Excess baggage for teaching materials

(C) Non Allowable

- Animal boarding fees
- Luggage (Excess Baggage)
- Magazines
- Newspapers
- Nursery Fees
- Gratuities/Tips
- Toiletries
- Parking or Speeding fines
- Intersite Parking
- Insurance
- Charity events
- Hospitality for internal staff meetings.

Appendix C - Summary Guidance Note on completing a Fin 01

What is the form for?

This form should be used for reclaiming expenditure for all trips abroad and trips in the UK requiring prior approval such as courses, conferences and staff development.

Section A

Section A asks for details about the claimant and also allows budget holders to approve the estimated cost prior to the trip. **All parts of Section A must** be completed, failure to do so will result in delays in processing the claim or even having the claim returned to you.

Section B

Section B should only be completed if you are seeking to claim a daily allowance for an overseas visit prior to departure. A signed photocopy of this form must be sent to the Payments section along with a signed refund/reimbursement form.

Please retain the original Fin01 form in case you need to make further claims in relation to this trip.

Notes

1. You should claim for the number of nights out of the country (including travelling time).
2. The Budget holder must sign section B.
3. All refund reimbursements received in Payments by 12 o'clock midday on Tuesday will be available for collection from a site cashier on Friday that week.
4. The Inland Revenue rules dictate that daily allowances must be claimed prior to departure and will not be paid retrospectively.

Section C

Section C must be completed in the following circumstances:

1. For all trips within the UK.
2. Overseas trips claimed on an actual receipts basis or where an advance has been given.
3. For additional costs not covered by the daily allowance, such as transport to/from the airport in the UK.

It is important that all costs are entered in this section along with the exchange rate.

Section C must be signed by the claimant and by the budget holder.

What to do with the form?

Return the completed form to the Payroll section, claims received by the 7th of the month will be processed in that months pay.

For any queries on expenses or on completing this form please contact payroll on 1227.

Appendix D - Summary Guidance Note on completing a Fin 02

What is the form for?

This form should be used for reclaiming expenditure for normal business journeys within the UK. The form is split into two sections.

Section A

Section A asks for details about the claimant. **All parts of Section A must** be completed, failure to do so will result in delays in processing the claim or even having the claim returned to you.

Section B

Section B must be completed for all journeys undertaken.

Notes

- Other costs associated with the trip should be entered in the last column subsistence and other fares
- For Inland Revenue purposes receipts must be provided
- Exceptions to the receipts rule – London underground tube fares

Items allowable under other costs

- a. Reasonable subsistence
- b. Taxi fares
- c. Public transport
- d. Parking (whilst away from the University)

What to do with the form?

The form must be signed by the claimant and by the budget holder. Return the completed form to the Payroll section, claims received by the 7th of the month will be processed in that month's pay.

Claims should be submitted to Payroll each month. Claims that are submitted which exceed 3 months in total, cannot be guaranteed to be paid with the current month's salary.

For any queries on expenses or on completing this form please contact payroll on 1227.

Appendix E – Summary Guidance Note on completing a Fin 06

What is the form for?

This form should be used for applying for a travel advance for overseas travel to cover travel and subsistence costs where trips are in excess of three days. Note you cannot normally claim an advance in addition to a daily allowance in respect of the same trip.

Section A

Section A asks for details about the claimant and his/her School or Department.

All parts of Section A must be completed, failure to do so will result in delays in processing the claim or even having the claim returned to you.

Section B

Section B should includes all details relating to the trip being undertaken.

Notes

1. You provide details of your trip including all countries you are visiting.
2. The applicant must also state the amount of advance required.
3. The applicant must also sign a declaration instructing the payroll section to automatically deduct the advance within 90 days of return.
4. All request for paymnts/refunds/reimbursements received in Payments by 12pm on Tuesday will be available for collection from a site cashier on Friday that week or paid by basc direct into you bank account on Monday of the following week.
5. The Budget holder must sign section B.

What to do with the form?

Return the completed FIN06 form along with a completed refund reimbursement form to Payments. Forms received in payments by Tuesday am will be available for collection from a site cashier by Friday that week or paid by basc direct into you bank account on Monday of the following week.

For any queries on completing this form please contact payments on 1213.