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**FOR GUIDANCE ON SUBMISSION OF EXPENSES PLEASE SEE PAGE 4**

### Name

### Address

CLAIM FOR TRAVELLING AND SUBSISTENCE EXPENSES FOR

**NON STAFF MEMBERS**

### Date of Claim



**BANK DETAILS - PLEASE COMPLETE ALL SECTIONS**

Account Name

(e.g. Mr. AN Other)

Account No / IBAN No.

Bank Name

Sort Code / Swift Code etc.

Bank Address

Email Address for Remittance Advice

**FOR MULTIPLE ITEMS PLEASE USE TABLES OVERLEAF AND CARRY TOTALS FORWARD TO RELEVANT BOXES BELOW**

**PLEASE COMPLETE RELEVANT SECTION/S & ATTACH ALL ORIGINAL RECEIPTS**

Reason for

Reimbursement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Car Travel:** | | | | | |
| **DATE** | **FROM** | | **TO** | | **TOTAL RETURN MILEAGE** |
|  |  | |  | |  |
| **Mileage To Be Claimed** | **MILES AT** | **PENCE PER MILE** | | **TOTAL £** |  |
| **Accommodation:**  Wherever possible the cost of accommodation must not exceed: - London £125.00 per night, Elsewhere in UK £95 per night. | | | | | |
| **Meals/Refreshments:**  Max allowances per meal: Breakfast £5.00 Lunch £10.00 Dinner £20.00. The cost of alcoholic beverages will not be reimbursed | | | | | |
| **Transport:**  2nd Class/Economy Air, rail or coach fare/Taxis, Bus Fares etc. Alternative modes of transport only by prior arrangement | | | | | |
| **Other necessary expenses:**  Car Parking, Postage, conference registration/ fees, consumables (not exceeding £50.00) etc - Please Specify | | | | | |

**I hereby certify that this claim for travel and subsistence is in accordance with the University's Regulations and Guidelines.**

**TOTAL CLAIM**

**Claimants Signature...................................................................................................................................**

MULTIPLE JOURNEY DETAILS

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**CAR TRAVEL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Purpose of Journey** | **From** | **To** | **Mileage Total Per Journey** |
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| **CARRY TOTALS ONTO PAGE 1** | | | |  |

**ACCOMMODATION**

|  |  |  |
| --- | --- | --- |
| **Date** |  | **Total Amount £** |
|  |  |  |
|  |  |  |
|  |  |  |
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| **CARRY TOTALS ONTO PAGE 1** | |  |

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# MEALS

## RECEIPTS MUST BE ATTACHED

|  |  |  |
| --- | --- | --- |
| **Date** |  | **Total Amount £** |
|  |  |  |
|  |  |  |
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| **CARRY TOTALS ONTO PAGE 1** | |  |

**RAIL / AIR TRAVEL Standard Class Return Fare (RECEIPTS MUST BE ATTACHED)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Purpose of Journey** | **From** | **To** | **Total Amount £** |
|  |  |  |  |  |
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**CARRY TOTALS ONTO PAGE 1**

**TAXIS / BUS FARES**

|  |  |  |
| --- | --- | --- |
| **Date** |  | **Total Amount £** |
|  |  |  |
|  |  |  |
|  |  |  |
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| **CARRY TOTALS ONTO PAGE 1** | |  |

**OTHER EXPENSES**

|  |  |  |
| --- | --- | --- |
| **Date** |  | **Total Amount £** |
|  |  |  |
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**CARRY TOTALS ONTO PAGE 1**

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**HOW TO SUBMIT - CLAIMANT**

* ONCE COMPLETED – PLEASE SUBMIT YOUR CLAIM VIA EMAIL TO YOUR SCHOOL/FACULTY OFFICE OR OTHER UNIVERSITY CONTACT FOR PROCESSING

**HOW TO SUBMIT – SCHOOL/FACULTY/DIRECTORATE ETC.**

* PLEASE VERIFY CLAIM IS VALID AND CORRECT AND INCLUDES RELEVANT RECEIPTS.
* COMPLETE AN EXCEL CODING SLIP (PAYEE, COST CODE/LEDGER CODE, VALUES AND THEN THE RELEVANT SIGNATORY NEEDS TO ATTACH AN IMAGE OF THEIR SIGNATURE TO THE CODING SLIP)
* EMAIL CLAIM, RECEIPTS AND CODING SLIP TO[**payments@keele.ac.uk**](mailto:payments@keele.ac.uk)

**GUIDELINES IN BRIEF**

#### RAIL TRAVEL

Wherever possible, claimants are expected to use the cheapest mode of rail or other public transport, full advantage must be taken of "saver fares" and special offers.

#### AIR TRAVEL

Wherever possible, claimants are expected to use the cheapest available air travel. Consequently, full advantage must be taken of "Apex" fares and special offers.

#### CAR TRAVEL

Current rates of mileage may only be claimed with the agreement of the Head of School/Research Institute/Directorate who should be satisfied that it has one of the following advantages to the University: -

* 1. Reduction in cost by carrying other necessary members of staff
  2. Carrying equipment etc., which could not be reasonably taken by public transport
  3. Car mileage cannot be claimed for travel from Home to Work

#### OTHER TRAVEL

1. Tube and bus fares may be claimed as necessary
2. Claims for taxi fares or car hire charges should be accompanied by an explanation of why those were necessary
3. For Modes and Class of travel see Annex A of the Procedures and Guidelines for the Reimbursement of Travel and Subsistence Expenses

#### SUBSISTENCE

Subsistence will be based on the current published rates. Reimbursement will be on the actual expenditure incurred supported by receipts at or below these rates. Receipts or other supporting documentation must be originals, photocopies are not acceptable. Credit/Debit card vouchers, e.g. Visa receipts ore card/bank statements are not admissible as receipts. An official receipt should be obtained when using this method of payment for personal expenses.

**\*\*\*NOTE\*\*\***

# The complete Travel Regulations and Guidelines are available from the School / Faculty / Directorate or from -

[**https://www.keele.ac.uk/finance/accountspayable/travelandexpenses/**](https://www.keele.ac.uk/finance/accountspayable/travelandexpenses/)