

NON STAFF EXPENSES – A BASIC GUIDE

MAIN POINTS

- Non-Staff Expense claims must be submitted in the first instance to the school/faculty/directorate or other University contact for processing.

The claim will then be verified and an excel coding slip will be completed, authorised by the appropriate signatory, and attached. The claim will then be sent electronically as a pdf to payments@keele.ac.uk

No claims should be sent to the office in paper format and must always be emailed to payments@keele.ac.uk

- The claiming of travel and subsistence expenses incurred on University business are made in accordance with the Procedures for Reimbursement of Travel and Subsistence and Other Allowances. The document can be found at:-
<https://www.keele.ac.uk/finance/accountspayable/travelandexpenses/>
- Any non-staff/visitors etc. must be made aware of the regulations and what can be claimed for by their school/faculty/directorate or other University contact as per the University Regulations on claiming expenses
- Non-staff/visitors etc. claims are processed via the weekly BACS payment run – deadlines are 10:00am on a Friday to result in payment to the claimant the following Friday

USEFUL LINKS

- Keele People Expenses Web Page (Staff Expenses)
<https://www.keele.ac.uk/finance/accountspayable/travelandexpenses/keelepeopleexpenses/>
- Travel Procedures/Regulations
<https://www.keele.ac.uk/media/keeleuniversity/fait/finance/accountspayable/Travel%20Procedures%20and%20Guidelines%20Latest.pdf>
- Travel and Expenses page
<https://www.keele.ac.uk/finance/accountspayable/travelandexpenses/>
- Vehicle Insurance guidance
<https://www.keele.ac.uk/finance/insurance/vehicleinsurance/>

**PLEASE ENSURE THE LATEST VERSIONS OF THE EXPENSE CLAIMS
FORMS AND ALL OTHER FORMS ARE BEING USED.**

THESE CAN BE FOUND AT:-

<https://www.keele.ac.uk/finance/accountspayable/standardforms/>