

REQUEST FOR PAYMENT OF STAFF EXPENSES

Budget Centre Purchase Order No		Finance Office Ref
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REFER TO NOTES OVERLEAF AND COMPLETE IN BLOCK CAPITALS GIVING DETAILS OF EXPENSES BEING CLAIMED

Surname		Person/payroll no	
Forename		Department	

Purpose for which expenditure was incurred:	Account Codes			£ Amount	p
					.
					.
					.
					.
					.
	Total				.

					£	p
Date	Travel (other than by car)					
	From	To				
Date	Travel by car					
	From	To	Miles	Rate		
Date	Accommodation					
Date	Subsistence					
Date	Taxi/Parking					
Date	Other					
Total Claimed						

DECLARATION OF CLAIMANT

I declare that the expenses claimed were duly incurred on University business, have not been previously claimed, and will not be claimed from any other agency, and are in accordance with the University's Rules and Procedures.

Signed

Date.....

CERTIFICATION BY AUTHORISED OFFICER

I certify that the expenses claimed are due to be paid, were necessarily incurred and that the calculations have been checked for accuracy and compliance with the University's Rules and Procedures.

Signed

Date.....

NOTES

1. Copies of the University's Manual of Financial Rules (MFR) are available in all Budget Centres and are accessible through the intranet <https://www.intranet.bham.ac.uk/finance/manual/>. All staff claiming expenses must ensure that they are familiar with the appropriate section and that claims are made in accordance with the MFR.
2. It is essential that the correct forms are used when claiming expenses as different information is required depending upon who is making the claim. Completed and authorised forms should be sent to the Payroll Section of the Finance Office. If both fees and expenses are being claimed then form FIN 16 should be used.
3. Expenses should be claimed on a regular basis and claims, with supporting receipts, must be submitted within 3 months of the expenditure being incurred. Separate claim forms should be submitted for each activity.
4. All expenses are paid with salaries directly into bank accounts.
5. The approval of your Head of Budget Centre must be obtained before expenses are incurred and Staff are required to exercise economy, taking advantage of special travel facilities whenever possible.
6. Special rates of reimbursement apply to particular activities and such rates are notified in the Expenses section of the Finance Office Website <http://www.finance.bham.ac.uk/payroll/expenses.shtml>.
7. Where Budget Centres wish to operate commitment accounting for expenses, the Budget Centre Purchase Order Number box on the front of this form must be completed.
8. The University has a dispensation from the Inland Revenue to reimburse the majority of expenses claimed without the deduction of income tax at source or the need to include the details within year end returns **provided that receipts are obtained in all cases.**
9. The University will reimburse travelling expenses in full where journeys start and end at the individual's normal place of work. Where journeys start and/or end at an individual's home, however, reimbursement will be on the basis of the cost of the shorter journey between that from an individual's home to a given destination and that from the normal place of work to the given destination.
10. Any reimbursement of home to work travel is liable to the deduction of income tax and national insurance contributions.
11. The approved mileage allowance for cars is 40p per mile for the first 10,000 business miles and 25p per mile for each business mile over 10,000 miles in each tax year. If an employee claims in excess of 10,000 miles at the higher rate of 40p it will be subject to Tax and National Insurance deductions. If mileage in excess of 10,000 is reimbursed at the University's lower mileage rate of 25p per mile there will be no tax liability.