

CLAIM FOR TRAVELLING AND SUBSISTENCE EXPENSES FOR CASUAL WORKERS



FORM CAN BE COMPLETED ON-SCREEN AND THEN PRINTED - IF COMPLETING BY HAND -

PLEASE PRINT AND COMPLETE USING BLOCK CAPITALS ONLY - ONCE COMPLETED, SIGN BY HAND AND PASS TO YOUR SCHOOL ADMINISTRATOR.

Name	Finance Use Only
Address	
Date of travel / claim	
Nature of Work / Reason for Claim	**SCHOOL / RI / DIRECTORATE USE ONLY* FEE/PAYMENT FOR WORK DONE YES/NO

BANK DETAILS - Payment may be made via the Accounts Payable system

Account Name <small>(Mr AN Other etc)</small>		Bank Name
A/C No		Sort Code
BankAddress		

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

<p>Accommodation: Please note: accommodation of 1 or max 2 nights duration will normally be pre-arranged and booked at Keele Management Centre by the relevant school.</p>	
<p>Meals: Reasonable costs incurred on the journey to and from Keele and while at Keele. Max allowances per meal: Breakfast £5.00 Lunch £10.00 Dinner £20.00. Financial Regulations prevent us from reimbursing the cost of alcoholic beverages</p>	

**Reimbursement of Travel Expenses to Keele University will be subject to PAYE and National Insurance deductions.
Please ensure "From" and "To" are stated**

Transport:
RAIL / COACH (delete as appropriate) From: To:
 2nd Class rail or coach fare only.
PLEASE STATE COST

Car Journeys: From: To:
 Total miles @45p per mile

Mileage To Be Claimed	<input style="width: 80px;" type="text"/>	MILES AT	<input style="width: 80px;" type="text"/>	PENCE PER MILE		TOTAL AMOUNT £	<input style="width: 100px;" type="text"/>
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Other necessary expenses:
 Taxis, other modes of transport, Car Parking etc
 Please Specify

TOTAL CLAIM

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

Claimants Signature.....

MEALS, ACCOMMODATION, TAXIS/BUSES, OTHER EXPENSES
MULTIPLE DETAILS

ACCOMMODATION

Date		Total Amount £

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MEALS

Date		Total Amount £

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TAXIS / BUS FARES

Date		Total Amount £

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CAR TRAVEL

Date	Purpose of Journey	From	To	Mileage Total Per Journey

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OTHER EXPENSES

Date		Total Amount £

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GUIDELINES IN BRIEF

1. 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.

2. 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.

3. 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: -

- A) Reduction in cost by carrying other necessary members of staff
- B) Carrying equipment etc, which could not be reasonably taken by public transport

Car mileage cannot be claimed for travel from Home to Work but can be recorded - see Page 1

4. OTHER TRAVEL

- a) Tube and bus fares may be claimed as necessary
- b) Claims for taxi fares or car hire charges should be accompanied by an explanation of why those were necessary
- c) For travel at higher rates see section 5.3 of the Regulations and Guidelines for the Reimbursement of Travel and Subsistence Expenses

5. 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, eg Visa receipts are not admissible as receipts. An official receipt should be obtained when using this method of payment for personal expenses.

6. The University will not grant reimbursement for personal telephone calls, newspapers, bar drinks, alcoholic drinks with meals and tips - unless included in any service charge.

7. NON - HEFCE FUNDS

Expenses payable from Non HEFCE funds (including Research Grants and Contracts) are subject to the same regulations and guidelines of HEFCE funded claims.

8. INSURANCE

Claimants must ensure that their car insurance covers them for use of their car on University business and must only carry one passenger if the policy permits. The university accepts no liability for claims made against claimants who fail to take out the appropriate insurance and who are involved in an accident while on University related business.

9. ADVANCE OF EXPENSES

The granting of advances will be at the discretion of the Head of School/RI/Directorate and may be granted to those people needing to spend in excess of £300. Advances must be subsequently accounted for by fully supported actual expenditure.

10. ENTERTAINMENT EXPENSES

Claims must set out the names and organisations of those entertained, together with reasons for the entertainment having taken place. Date, place and purpose of expense claim must be stated on all forms

NOTE

**The complete Regulations and Guidelines are available from
Head of School / RI / Directorate or from**

<http://www.keele.ac.uk/finance/regulations/>