

## EXPENSES CLAIM FORM - CLAIMANTS EXTERNAL TO THE UNIVERSITY

Staff and students claiming reimbursement of expenses should submit claims via SAP Concur.  
Please download form - completing the form in your web browser may not retain all data.

Please see guide to completion at the end of this document to assist you in correctly completing this form.



|   |                         |
|---|-------------------------|
| Name of Department you are claiming from: | Department of Sociology |
|---|-------------------------|

## CLAIMANT / PAYEE DETAILS (see note 1)

|          |  |  |  |  |  |              |              |  |  |  |
|----------|--|--|--|--|--|--------------|--------------|--|--|--|
| Name:    | Kalvin Bahia                                 |  |  |  |  |              |              |  |  |  |
| Address: | 1 Teasel Close, Weaving, Maidstone, ME14 5FN |  |  |  |  |              |              |  |  |  |
| E-Mail:  | kbahia@gsma.com                              |  |  |  |  | Tel. Number: | 07584 325022 |  |  |  |

## PAYMENT DETAILS (note 2)

|        |                                |   |   |   |   |   |   |   |   |                         |   |   |   |   |   |   |   |   |  |  |
|--------|--------------------------------|---|---|---|---|---|---|---|---|-------------------------|---|---|---|---|---|---|---|---|--|--|
| Either | UK Bank Sort Code:             | 0 | 7 | - | 0 | 2 | - | 4 | 6 | UK Bank Account Number: | 3 | 9 | 0 | 0 | 3 | 8 | 7 | 5 |  |  |
| Or     | IBAN:                          |   |   |   |   |   |   |   |   |                         |   |   |   |   |   |   |   |   |  |  |
|        | Swift:                         |   |   |   |   |   |   |   |   |                         |   |   |   |   |   |   |   |   |  |  |
|        | Non UK Bank Account Number:    |   |   |   |   |   |   |   |   |                         |   |   |   |   |   |   |   |   |  |  |
|        | Name on Account:               |   |   |   |   |   |   |   |   |                         |   |   |   |   |   |   |   |   |  |  |
|        | Non UK Bank Name & Address:    |   |   |   |   |   |   |   |   |                         |   |   |   |   |   |   |   |   |  |  |
|        | Non UK Bank Code:              |   |   |   |   |   |   |   |   |                         |   |   |   |   |   |   |   |   |  |  |
|        | Further Credit(if applicable): |   |   |   |   |   |   |   |   |                         |   |   |   |   |   |   |   |   |  |  |

## TRAVEL EXPENSES (continue on 'Extra Lines' sheet as required) (note 3)

| Start Date  | End Date            | Travel From  | Travel To                | Means | Miles  | Curr Amount | Curr | Exch | Amount |
|-------------|---------------------|--|--------------------------|-------|--------|-------------|------|------|--------|
| 03-Oct-2023 | 03-Oct-2023         | 1 Teasel Close, Weaving, N                         | Nuffield College, Oxford | Car   | 215.00 | 0.45        | GBP  |      | 96.75  |
| 1           | Purpose of Journey: | Attend and present at Digital Gender Gaps Workshop |                          |       |        |             |      |      |        |

|   |                     |  |  |  |  |  |     |  |  |
|---|---------------------|--|--|--|--|--|-----|--|--|
|   |                     |  |  |  |  |  | GBP |  |  |
| 2 | Purpose of Journey: |  |  |  |  |  |     |  |  |

|   |                     |  |  |  |  |  |     |  |  |
|---|---------------------|--|--|--|--|--|-----|--|--|
|   |                     |  |  |  |  |  | GBP |  |  |
| 3 | Purpose of Journey: |  |  |  |  |  |     |  |  |

## SUBSISTENCE / OTHER EXPENSES (continue on 'Extra Lines' sheet as required) (note 4)

| Start Date  | End Date    | Item Description | Curr Amount | Curr | Exch | Amount |
|-------------|-------------|------------------|-------------|------|------|--------|
| 03-Oct-2023 | 03-Oct-2023 | Parking          | 31.80       | GBP  |      | 31.80  |
|             |             |                  |             | GBP  |      |        |
|             |             |                  |             | GBP  |      |        |
|             |             |                  |             | GBP  |      |        |
|             |             |                  |             | GBP  |      |        |
|             |             |                  |             | GBP  |      |        |
|             |             |                  |             | GBP  |      |        |

Declaration (note 6): I confirm this claim is in respect of bona fide business expenses, incurred wholly, exclusively and necessarily on behalf of the University and are in line with the University's expenses principles.

TOTAL: (this sheet - note 5)

Plus: sub-total extra sheets

Less: funded from non-University sources

BALANCE NOW CLAIMED (note 5)

Claimant Signature: \_\_\_\_\_

Date: 03-Oct-2023

Budget-holder Check: \_\_\_\_\_

Date: \_\_\_\_\_

Budget-holder to counter-sign claims where required by departmental procedures

Authorisation (note 7): \_\_\_\_\_

Date: \_\_\_\_\_

## BUDGET / COST CODING (for department use only) (note 8)

| GENERAL LEDGER | GROSS AMOUNT | VAT AMOUNT | CODE (note 9) | COST CENTRE | NATURAL ACCT | ACT | SOURCE of FUNDS | ORG | FUTURE |
|----------------|--------------|------------|---------------|-------------|--------------|-----|-----------------|-----|--------|
|                |              |            |               |             |              |     |                 |     | 000000 |
|                |              |            |               |             |              |     |                 |     | 000000 |
|                |              |            |               |             |              |     |                 |     | 000000 |
|                |              |            |               |             |              |     |                 |     | 000000 |
|                |              |            |               |             |              |     |                 |     | 000000 |

| PROJECTS | GROSS AMOUNT | VAT AMOUNT | CODE (note 9) | PROJECT | TASK | EXPENDITURE TYPE | EXPENDITURE ORG |
|----------|--------------|------------|---------------|---------|------|------------------|-----------------|
|          |              |            |               |         |      |                  |                 |
|          |              |            |               |         |      |                  |                 |
|          |              |            |               |         |      |                  |                 |
|          |              |            |               |         |      |                  |                 |

< Checksum: this total should agree with the Balance Now Claimed

Form: R12 ExpExternal v1.0

Feb-22

## EXPENSES CLAIM FORM: CLAIMANTS EXTERNAL TO THE UNIVERSITY - GUIDE TO COMPLETION

### A. WHEN TO USE THIS FORM

You are seeking reimbursement of allowed expenses, as detailed in the University's Expenses Policy and Claimant's Guide, and are **NOT** an employee or student of the University.

<https://finance.admin.ox.ac.uk/claimants-expenses-guidance#/>

Any queries on completion should be addressed to your departmental contact.

**Generally claims should be made within three months of the expense being incurred** and should always be accompanied by supporting documents or receipts. It is particularly important that claims charged to research projects follow the project sponsor's rules for proof of expenditure in addition to any rules set out by the University.

### B. COMPLETING THIS FORM

This form has been designed so that information can be input electronically. If you prefer, it may also be printed and completed by hand. In all cases, however, the claimant must complete the form's declaration before it is submitted.

#### DEPARTMENT ASSOCIATION DETAILS:

Please specify the name of the department or college with which your claim is associated.

#### 1 - CLAIMANT/PAYEE DETAILS:

Please complete in full your title, surname and forenames. If you have an active e-mail address then please also provide this: the University will send notification of payment via e-mail where possible. **It is recommended that a work address is used to avoid the University holding personal address details unnecessarily**, but you may specify a private address if you prefer.

#### 2 - PAYMENT DETAILS:

Please provide the details of the bank account to which you would like payment of your expenses to be made. This should be a UK account where possible.

#### 3 - TRAVEL EXPENSES:

If your claim includes travel costs then please complete this section of the form. For specific guidance on allowable travel claims, please see:

<https://finance.admin.ox.ac.uk/travel-expenses-claimants-guide>

Please specify the date or dates of travel in the 'Start Date' and 'End Date' fields.

Use the 'Travel From' column to indicate the start point of the journey and 'Travel To' to indicate the destination of a one-way trip, or the end point of the outward leg of the trip - do not put the same location in both 'from' and 'to' columns.

Next, specify the means of transport ('car', 'train', 'air', etc.) from the dropdown list.

If you have travelled by private motor vehicle or bicycle and are claiming mileage, then please indicate the distance in miles being claimed. Please refer to the University's Expenses Policy and Claimant's Guide for applicable rates. Put the calculated mileage total, or total claimed, in the 'Curr Amount' field (this is calculated automatically for mileage when completing the sheet electronically).

The 'Curr' and 'Exch' columns are used for expenditure incurred in foreign currencies.

Select the currency code of the expenditure in the 'Curr' field from the dropdown list, the attached 'Currency Codes' sheet provides an alphabetical list of codes. (For claims in Pounds Sterling use the default 'GBP'). If the currency code is not listed you should type it in the box. Specify the exchange rate used in the 'Exch' field.

Please note you **MUST** attach to your claim the source of the conversion, e.g. credit card statement or printout from a website such as xe (link below) for the date of the transaction. Leave this field blank for claims incurred in Pounds Sterling.

[www.xe.com](http://www.xe.com)

The total claimed should be shown in the 'Amount' column. If completing the form electronically, this will be automatically calculated for you (as will exchange rate conversions).

**IMPORTANT:** In the 'Purpose of Journey' field you **MUST** include a brief description of the purpose of the journey.

**IMPORTANT:** Supporting evidence to your claim **MUST** be included with your submission. In most cases this will be receipts.

If you require extra space to complete your claim please use the 'Extra Lines' sheet.

#### 4 - SUBSISTENCE / OTHER EXPENSES:

For costs other than travel, please include the details in this section of the form, providing dates and full descriptions of the expenses involved. Complete the remaining amount and currency fields in the same way as detailed above for Travel claims.

<https://finance.admin.ox.ac.uk/accommodation-and-subsistence-expenses-claimants-guide>

#### 5 - TOTAL AND BALANCE NOW CLAIMED

The 'Total' box should agree with the sum of individual items included in your claim. If you complete the form electronically, then the spreadsheet will calculate the total value for you including any amounts placed on the 'Extra Lines' sheet. If you are completing a paper copy of the form then write in the sub-total from any additional sheet(s). If funds have already been received or are due from other sources then the total value of the claim should be reduced accordingly. The 'Balance Now Claimed' should reflect the actual reimbursement that is being sought.

#### 6 - CLAIMANT DECLARATION

By submitting a claim you are declaring that your expenses have been incurred for carrying out University business and are in line with the University's expenses principles:

- Value for money is achieved.
- Expenses should only be used when it is not possible and/or practical for the University to pay for the good or service directly.
- Costs incurred are for business purposes only, and the individual does not receive a personal benefit.
- Only actual and evidenced costs are reclaimed.

<https://finance.admin.ox.ac.uk/expenses>

#### 7 - AUTHORISATION

The 'Budget-holder Check' field and date will be completed within the department or college. All claims require authorisation by an appropriate signatory.

#### 8 - BUDGET / COST CODING

This section will be completed by your department contact.

#### 9 - VAT Codes

1 GB Supplier - NO VAT; 2 GB Supplier - STD Rate; 3 GB Supplier - Reduced Rate; 4 Overseas Supplier - SERVCS; 5 Overseas Supplier - GOODS; 6 Overseas VAT; 7 Other (Not VAT)