

## BUSINESS EXPENSES CLAIM FORM (STUDENT/ OTHER)

(Delete as appropriate)

Sort code	2	0	1	3	3	4	(ALL 6 digits)
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(See note 4 overleaf)

DATE	BUS/ RAIL/ TAXI/ AIR/ BOAT/ BICYCLE	FROM	TO	AMOUNT CLAIMED £ p
28-Apr-25	Train, off-peak open return	Bristol	Lancaster	£ 145.00
TOTAL NON-CAR TRAVEL EXPENSES				£ 145.00

Approval for the use of a private car must be obtained from the Head of Department before making a claim. Unless a specific reason for the use of a private car is given then it is normal University policy to reimburse 2nd class rail fare in lieu of mileage.

DATE	DETAILS OF JOURNEY (From - To)	MILEAGE CLAIMED	NUMBER OF MILES ACCRUED IN CURRENT TAX YEAR
*****	Number of miles b/fwd from last claim	*****	
Total miles accrued to date			0.00
Total miles claimed @ 45p per mile - enter miles if req:		0.00	£ -
Total miles claimed @ 25p per mile - enter miles if req:			£ -
<b>TOTAL AMOUNT CLAIMED</b>			<b>£ -</b>

[illegible][illegible]

Finance Information:					
Account Code/	Cost ct or Project/	V/N/	Amount	Column Totals	£ - £ -
				Other Expenses Total (Columns A+B)	£ -
				Plus journey total OR mileage claim b/fwd	£ 145.00
				Sub Total	£ 145.00
				Less deduction of any advance received.	
				Please quote ADV no:	
(Please split codes between amounts with or without VAT)				<b>TOTAL AMOUNT DUE FOR PAYMENT</b>	<b>£ 145.00</b>

0.00  
0.00  
0.00

**important:** Original VAT receipts must be attached to all claims (debit/credit card invoices or statements are not acceptable as proof of purchase). Claims must be submitted on a regular basis, as those submitted after 3 months from the date of travel will be rejected in accordance with the Expenses Manual. This may be viewed in full on the Finance web site [www.lancs.ac.uk/depts/finance/](http://www.lancs.ac.uk/depts/finance/).

**NOTES:**

- 1 Claims must only be submitted after expenditure has been incurred and allowance made for any advance funding received from the Finance Office prior to the business (ADV reference numbers must be quoted). This claim must be in accordance with approved University scales.
- 2 Persons driving a private car on University business must hold a current driving licence and must have appropriate insurance to cover the journey.
- 3 Any purchases made over the internet must be supported by an official VAT receipt, a copy receipt or acknowledgement of the order is not acceptable.
- 4 Alcohol is only reclaimable if it is part of the meal, and tips are not reclaimable at all. All original VAT receipts must be attached.
- 5 Payments are made weekly by BACS. Payments cannot be made by cash or cheque.

**TOTAL AMOUNT DUE IN WORDS** One hundred forty five pounds

**SIGNATURE OF CLAIMANT**  **NAME** Farhad Babaei **DATE** 19/05/2025  
I certify that this claim is made in accordance with University Financial Regulations.

**HEAD OF DEPARTMENT** \_\_\_\_\_ **NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(OR AUTHORISED OFFICER)

**PLEASE ENSURE YOU HAVE ALL APPROPRIATE RECEIPTS RELATING TO THIS CLAIM**

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All fields **MUST** be completed or the payment cannot be processed.