

NOTES TO THE EXPENSE CLAIM FORM

1. PAYMENT

Payment will be made directly to the Bank/Building Society account supplied by t

2. AUTHORISATION

All claims must be signed by the claimant and authorised/checked by their Head
[It is the responsibility of the staff member to check with the Head of Department
incurring an expense if there is any doubt as to its subsequent recovery]

3. RECEIPTS

All claims must be supported by valid receipt as far as is practicable. [Excluding r

4. TRAVEL

Travel should be made using the most cost effective/efficient means and should i
Standard Class Rail Fare.

Staff are expected to avail themselves of whatever discounts and reduced fare o
available

5. INSURANCE

The University does not hold any form of insurance that will protect members of s
motor accidents in their own vehicles. All members of staff are advised that, shou
own vehicles for University business or activities, they must ensure that such use
their own motor insurance policy. Any loss of "No claim" bonus will not be the res
University.

All personal business travel insurance should be taken out with the official Univer
Insurance cover, contact the Health, Safety and Welfare Office Office for details.
reimbursement will be made to external providers.

6. CONDITION OF MOTOR VEHICLE

It is a condition of the University of York that if vehicles are used for University of
that the user certifies that the vehicle is in a roadworthy condition for use

The University will not accept any claim for injury, death or loss as a result of any
where it subsequently transpires that the vehicle was not in a roadworthy conditic

7. MILEAGE

All journeys must be listed with start and end destinations together with the milea
[Separate rules apply to "log book" members of staff who are aware of procedure

Mileage is generally only given for shorter journeys, i.e. those within a 10 miles r
of staff's normal place of work. In claiming mileage it is implied that the vehicle us
with valid road tax, MOT and insurance. Beyond a 10 mile radius the claim for ne
should be the lower of:

Total business mileage at appropriate mileage rate
&
Equivalent Standard Class Rail Fare

8. COMMON CODING REFERENCES

To assist members of staff in completing the coding section of the expense claim
are some common coding details:

	Account	Product
Travel & Subsistence		
Hotel Accommodation	2111	1TAA01
Subsistence Allowances	2112	1TBA01
UK Travel - Air	2101	1TCA01
UK Travel - Rail	2102	1TDA01
UK Travel - Vehicle Hire (incl taxi hire)	2103	1TEA01
UK Travel - Mileage	2105	1TFA01
UK Travel - Motorcycle	2106	1TGA01
UK Travel - Bicycle	2107	1THA01
UK Travel - Fuel reimbursement	2104	1TJA01
UK Travel - Other	2108	1TKA01
Overseas Travel - Air	2109	1TLA01
Overseas Travel - Other	2110	1TMA01
Fees		
Temp staff costs - Academic Staff	2351	1RMA01
Temp Staff Costs - Non Academic	2352	1RNA01