Registration No												Supp	lier ID								
UNIVERS	ITY	of	for	k																	
Market Square, Hesl		•			Tel	(01904	) 322	2113													
Staff Travelling a	and Ot	ther E	хре	nses	s Cla	aim Fo	<u>orm</u>														
FORM 1 - PLEAS	SE CO	MPLE	ETE /	AND	PA	SS FC	R A	UTH	HOR	RISA	ATIC	N									
Name of Claimant		Title			Fore	name					Initial			Surna	ıme						
Department								Employee Num								Number					
·														•	·	·					
Reason for Claim																					
DETAILS OF CLAIM (PIG	ease atta	ich all r	eceipt	s)																	
	Air Travel / Taxi / Rail / Bus Fare (2nd class)											GBP				Currency					
Travel Type*		Date				Travel F	rom	Travel 1			el To			Miles	@р	Including VAT		-			
																		£	р		
Other Expenses																					
(please give details)																					
				_													TOTAL				
Claimant						Authori	isatio	n													
Signature				Signature Department																	
Date						PRINT I	NAME	<u> </u>						Date							
NOW COMPLETI	E FOR	M 2																			
Description to appear																					
on reports																					
Account	lysis			Workorder XXXXXXXX				Prod					VAT Code				cl VAT			/AT(Currency)	
XXXX	XXX	XXX		XX	XXX)	XXX			XXXX	XXX				Co	ae		£	р		£	p

TOTAL

# **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 | Standard Class Rail Fare.

Staff are expected to avail themselves of whatever discounts and reduced fare of 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, show 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 Universariance 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 condition

## 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 ra 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:

	<b>Account Product</b>
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