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| **Claim for travel and expenses – Non-University Personnel and Exceptions** | | | | | | | | | | | | | | | | |  | | | | |
| **Important:** | | | This form is for people who cannot have access to online expenses to reclaim the costs of travelling or expenses as agreed in advance by a budget holder of the University of Southampton. This form **must not** be used by UniWorkforce, temporary staff, external examiners, research volunteers, lay participants or participants in clinical trials. For the alternative processes – please visit: <https://sotonac.sharepoint.com/teams/FinancePlanningandAnalytics/SitePages/expenses-landing-page.aspx>  **Please read the guidance overleaf before making a claim.** | | | | | | | | | | | | | | | | | | |
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| **Payee details** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **Date** | |  | | | | | | | | **Name of Payee** | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **Have you had previous payments from the University?** | | | | | | |  | | | **ID Number** | |  | | | | | | | **If you do not have this number please see note1 overleaf.** | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **University contact** | |  | | | | | | | | **Contact e-mail for queries** | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **Payment details** | | | | | | | | | | | | | | | | | | | | | |
| For payments not in GBP then please write this clearly at the top of the form and change the £p to the appropriate currency | | | | | | | | | | | | | | | | | | | | | |
| **Ref #** | **Date of expense** | | | **Time absent** | | **Detail and reason for journey or expense** | | | | | | | | | | | | **Miles** | | **Mileage costs** | **Other Expenses\*** |
|  |  | | | **From** | **To** | **Detail to include activity, dates, location, purpose etc** | | | | | | | | | | | |  | | **£p** | **£p** |
| 1 |  | | |  |  |  | | | | | | | | | | | |  | |  |  |
| 2 |  | | |  |  |  | | | | | | | | | | | |  | |  |  |
| 3 |  | | |  |  |  | | | | | | | | | | | |  | |  |  |
| 4 |  | | |  |  |  | | | | | | | | | | | |  | |  |  |
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| 6 |  | | |  |  |  | | | | | | | | | | | |  | |  |  |
| \*Attach receipts and supporting documentation using the ref # above | | | | | | | | |  | | | | | Subtotal | | | |  | |  |  |
| Total of claim | | | | | | |  |
|  | | | | | | | | | | | | |  | | | | | | | |  |
| **Finance information:** | | | | | | | | | **Tax code** | | **Account Code**  **(4 digits)** | | **Subproject code**  **(9 digits)** | | | | | | | | **Amount**  **£p** |
| Please add any subproject codes which have been agreed by the budget holder.  ***For AP use***  *Trans type: PE, Text Prefix: te* | | | | | | | | |  | |  | |  | | | | | | | |  |
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|  | | | | | | | | | | | | | Total | | | | | | | |  |
|  | | | | | | | | | | | | |  | | | | | | | |  |
| **Declarations** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **Claimant**  I certify that this reimbursement request has been incurred necessarily on University business and adheres to Financial regulations, policies and procedures. I confirm I have personally incurred the expenditure and have not reclaimed it by any other method. | | | | | | | |  | **Budget holder**  I confirm that expenditure detailed is appropriate, adequate funding is in place and that it adheres to financial regulations, policies and procedures. I confirm that the claimant declaration is complete. | | | | | |  | **Further Approval**  ***(Only required where the total expenditure is over £2000 or was incurred more than 3 months ago)***  I confirm the expenditure is compliant with financial regulations and policies, has the proper tax treatment applied and has received budget holder approval. | | | | | |
| Signed | | | | | | | |  | Signed | | | | | |  | Signed | | | | | |
| Print name | | | | | | | |  | Print name | | | | | |  | Print name | | | | | |
| Date | | | | | | | |  | Date | | | | | |  | Date | | | | | |

**Guidance for completing claim for travel and expenses:**

This form can only be used by limited people, so please ensure you have read the Important information on the front of the form before completing the claim

Payments will only be made where all of the authorisations and declarations have been completed and where all receipts and supporting documents have been attached.

**This form has been set up to enable you to type your information directly into the fields. If you choose to handwrite the form then please print all information in CAPITALS as claims will not be paid where the claim is not legible.**

https://intranet.soton.ac.uk/sites/finance/SiteAssets/wiki/Content%20icons/warning.png

All parts of the form are mandatory.

## **1.Further information for the payee details Staff and students:** Please use your staff or student ID number and complete [the bank information form](https://sotonac.sharepoint.com/:w:/r/teams/FinancePlanningandAnalytics/Finance%20forms/Payments/AP07%20Bank%20information%20form.docx?d=wf76a6925fc5f4e3f906eb69bd57f4e13&csf=1&web=1&e=l9Mh5n) with your overseas bank details

**Visitors/Non University Personnel**: If you have had previous payments from the University or are expecting to receive regular payments in the future then you may have already been set up with a visitor or supplier id in the format 7nnnnnn or Vnnnnnnn. In this case, please quote your visitor/supplier number and any claim will be made to the bank details that we already hold.

If you have not been set up with a visitor/supplier number then you must provide us with details about where to make your payment on the Bank Information Form - your University Contact will be able to provide you with a copy. **Your claim can’t be paid without either a visitor/supplier id or a completed Bank Information Form**.

## **2. Further information for the payment details section**

**Mileage & mileage costs**

Your claim must give the reason for the journey, the starting point and the destination including postcodes. If the number of miles you are claiming does not match the number of miles calculated by the AA route planner, your claim must give a reason for the higher mileage or your claim will be reduced to match the AA route planner mileage.

Details of current rates for mileage are available at <https://sotonac.sharepoint.com/teams/FinancePlanningandAnalytics/SitePages/expenses-own-vehicle.aspx>

Alternatively your University contact will be able to provide you with the latest rates.

A vehicle used on University business is done so at your own risk. Ensure that your personal insurance policy provides cover for the use of the vehicle in connection with your “trade or profession”. Where equipment is to be carried, this activity should also be covered under the terms of your policy.

**Other expenses**

For expenses that have been agreed by the University of Southampton you must give the detail and purpose for the expense incurred, include the costs in the ‘other expenses column’ and attach an itemised receipt. Your University contact will be able to give you advice about the required documents to avoid delays in payments.

You must convert your receipts into the currency that you are expecting payment in. So, if you are expecting your payment in GBP and have receipts in a foreign currency, you will need to convert these into GBP. If you have receipts in GBP and wish to be paid in an alternative currency, you will need to covert these into the alternative currency and update the £p at the header of the column to the appropriate currency. Either convert your receipts using the actual rate that you paid (providing evidence to prove the rate e.g. card statement or a currency exchange receipt) or use www.oanda.com to convert each receipt using the exchange rate applicable for the date the expense was actually incurred.

If you have a number of receipts and attachments then please number each receipt or attachment with the ref # line number to help us match the receipts to the correct line of the claim.

## **3. Submission of claim** Sign and date the claim in the claimant box, then:

## **Staff and students**: obtain budget holder and further approval (if required)

**Visitors/Non University Personnel**: return to your contact at the University who will add the finance coding and arrange for the appropriate budget holder to sign the form.

Once authorised, email fully completed forms to [expenses@soton.ac.uk](mailto:expenses@soton.ac.uk)

## **Privacy Statement**

## The University of Southampton will only use the data you provide in this form to make a payment to you. Personal data you provide will not be shared with any third party for a separate purpose unless either the law requires us to do so, or you give us your consent to do so. For further information about how we safeguard personal data at the University, please view our privacy policy at <https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>, and any relevant privacy notice provided to you.