**TRAVEL AND SUBSISTENCE EXPENSES CLAIM OTHER NON-STAFF**

## Claimant's Information Claim Dates

|  |  |
| --- | --- |
| Name: Contract/Ref No. Home Address: Department  Location | |
|  |  |
| **All payments are made by bacs. Please supply your bank details**  Account No: Account Name: Sort Code: Bank/Branch: | |

**Month**:

Claims must be submitted to Finance within 2 months of the date of travel, or within 2 weeks of the end of the financial year (31st July)

**Summary of Claim**

**Miles**

**Rate Total**

**Net VAT**

**TOTAL**

**Cost Code**

**Project Code**

### Business Mileage

**£ p £ p**

**£ p £ p**

(leave blank if not applicable)

**-**

**320-10**

### Travel & Subsistence Other

**-**

**320-10**

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VAT should be deducted from all qualifying expenses (contact the Finance Office for advice if in doubt)

### Other Expenses

**TOTALS**

**-**

**Declaration** Total NET

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I cerfity that the above expenses have been wholly and necessarily incurred by me in the course of my duties.

I certify that I have fully complied with the University of Suffolk Travel and Subsistence Expenses Policy. I certify that any private vehicle used met all requirements under the above policy and applicable UK law.

### Total VAT

Signed: Date:

### (claimant)

**Approved for Payment (Budget Holder)** I confirm that the above details are correct and authorise payment

### Signed: Date:

**FOR FINANCE USE ONLY**

### A/C Number

Registered Number

Registered Certified

Posted

**DETAILS OF JOURNEYS AND SUBSISTENCE EXPENSES**

## TOTALS FOR THIS CLAIM

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Journey | Start Time | Return Time | Details & Purpose of Journey | Project code (if applies) | Journey Length **(A)** | Private Mileage (Home to Office) **(B)** | Miles Claimed **(C=A-B)** | No. Passen gers **(D)** | Passenger Miles  **(C x D)** | Other Expenses | Details of Other Expenses |
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**Total mileage this tax year** Previous total (from last claim)

(6th April annually to 5th April following) Cumulative total (including this claim)