

Non Staff Expenses Claim



FOR COMPLETION BY CLAIMANT (Electronically or in Block Capitals)

Claimants Payment Details	Student ID No <small>*where applicable</small>
Faculty/Department	
Surname	Title
Forename	Telephone No.
Address	Email Address
Post Code	
Bank Sort Code	Account Number

Summary Of Spend (please complete from information provided on page 2)

Spend Type	Cost Centre	Nominal	Project code	Commodity code	Amount
Travel Mileage					
Travel Other					
Subsistence					
Misc					
Examiner Expenses					
Total Amount Of Claim					£

Comments	
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I confirm that this claim is correct and in line with USW financial regulations & claim rates. Claims must be accompanied by receipts; those claims payable from EU funded projects must include original receipts, copies are not acceptable.

Claimant Signature:

Date:

Authoriser's Signature :

Authoriser Print Name:

Dr Elaine Huntley

Please note: Mileage claims will be subject to verification by the Finance Department using a recognised route planner

Departure Date	Return Date	From (Post Code)	To (Post Code)	Return (Post Code)	Purpose of Journey	No of Miles	Rate Per Mile	Amount of Claim	
							0.40		
							0.40		
							0.40		
							0.40		
Total Mileage claimed -								£	

* mileage capped at 150 miles round trip (see user guide for exceptions)

Travel Other (Flight/Train/Tube)						Amount Claimed	Receipt No.
Departure Date	Return Date	Mode of Transport	From	To	Purpose of Journey	Amount Claimed	Receipt No.
Total Travel other claimed -£							

Subsistence/Miscellaneous				Misc. Only	Subs Only	Amount Claimed	Receipt No.
Date	Details of Expenditure			Amount Claimed	Amount Claimed	Amount Claimed	Receipt No.
Total Claims -				£			

Research Degree Examiner's Fee Only					
Name of Student Examined			Student number		
Date	Fee	Rate	Amount Claimed	Fee	Amount Claimed
	PhD/Professional Doctorate	£175.00		Transfer MPHIL/PhD External Reviewer (Attendance at oral assessment)	£75.00
	Mphil/MRES	£125.00		Transfer MPHIL/PhD External Reviewer (Non Attendance at oral assessment)	£50.00
Total Examiner's fees claimed -				£	

The Non Staff Expense claim form should be completed by non staff only and must **NOT** be used by members of staff or external examiners (with the exception of research degree examiners). Members of staff/external examiners should contact the Payroll Team if they wish to claim expenses.

Forms can be completed manually or electronically. Electronic claims can only be made against Non EU budgets with either scanned copies of signatures, or electronic signatures applied to the form. Electronic claims must be submitted with scanned copies of receipts. Before completing forms electronically, please consult with the relevant department/faculty to ensure that the claim is being made against a Non EU budget.

To prevent delays in processing and payment, it is essential that the claimant completes all the "Personal Details" fields i.e. name, address, postcode, email address and bank details.

Claimants should fully complete the sections of the form that are applicable to their spend. Total spend must be summarised on the front page of the form.

The claimant must:

- Complete and sign the expenses form in line with the University's guidelines (see below for allowable expenses). The expenses form can be accessed by clicking on the link on the right hand side of this page.
- Submit the completed form, accompanied by receipts to support the claim, to the Department/Faculty budget holder for authorisation.
Please note: Research Degree examiner forms must be submitted to the Graduate Research Office in the first instance for approval. The claim will then be forwarded to the Payments Team Finance and the authorising department for the budget holder's signature. This may delay payment of the claim.
- Forward the authorised form to the Department/Faculty Office. Forms **must not** be sent directly to the Payments Team, Finance Department.

The Department/Faculty forwards the authorised form to the Payments Team

- The Payments Team will check the form for accuracy and that the expenditure falls within USW policy.
- Forms that are incorrectly completed or where receipts are missing will be held by the Payments Team. A member of the Payments Team will issue an email to the claimant requesting further information etc. or advising of an amendment to the claim amount.
- Completed forms must reach the Payments Team by 5pm on a Tuesday to be included in the bacs run on the Friday of that week.
- Payments will reach the claimant's bank account the following Tuesday, A remittance will be emailed to advise of payment date.

NON-STAFF EXPENSES GUIDANCE NOTES

ALLOWABLE EXPENSES

The University Policy is that claimants will be reimbursed for ordinary, necessary and reasonable travel and subsistence expenses, providing they are properly authorised and are directly connected with University business. Claimants are expected to exercise care in making travel and subsistence arrangements which are a “least cost” option for the University.

- Claimants are responsible for their business expenditure only so should not claim for meals etc. purchased for another person.
- Claims for travel and subsistence must be supported with detailed receipts wherever possible. If receipts are not submitted then the claim may be rejected and reimbursement delayed or stopped.
- Claims submitted more than six months after the expenses are incurred **must** be accompanied by a letter of explanation for the delay. Such claims will only be paid with the approval of the Head of the Finance Department.

Mileage Claims

- Mileage rate 40p per mile.
- Mileage will be capped at 150 miles round trip (with the exception of external panellists and external research degree examiners who will be paid 13p per mile for mileage in excess of 150 miles)
- All mileage claims are subject to verification using a recognised route planner. Mileage must always be claimed for the shortest route.

Meal Allowance

- An allowance can be claimed for each period of absence but will need to be supported by original receipts wherever possible. The claimant should make every effort to obtain receipts and where this is not possible provide a full explanation for the amount claimed.

	Provincial	London/Overseas
	£	£
Absence from home for 4 to 8 hours	16.00	21.00
Absence from home for 8 to 12 hours	21.00	27.00
Absence from home for more than 12 hours	32.00	37.00

**Please note that where accommodation has been booked to include breakfast and an evening meal, meal allowances should not also be claimed.

- Personal expenses should not be included on claims, examples of personal expenses are:

NON-STAFF EXPENSES GUIDANCE NOTES

- Purchases from a mini-bar with the exception of bottled water where it is unsafe to drink tap water.
- Pay as you view films/satellite/TV subscriptions.
- Green fees
- Hair salons
- Health spas
- Clothes

Reasonable expenses for laundry, dry cleaning and pressing will be reimbursed when the expenses have been incurred away from home.

Accommodation

Accommodation, where possible, should always be booked in advance using the official order process at appropriate hotels. The appropriateness of the hotel will be determined by factors such as:

- Cost.
- Proximity to conference or meeting.
- Need to “network”.
- Security and peace of mind of attendee.
- Taxi or other travel costs.

Booking should normally be made for bed, breakfast and evening meal if appropriate, unless the evening meal is otherwise provided e.g. as part of a conference or separate meeting. The cost of the breakfast and/or evening meal should not exceed the total subsistence allowance that could be claimed. Clearly, where the booking includes an evening meal a subsistence claim should not also be made.

In exceptional circumstances i.e. due to last minute changes in travel arrangements, staff may make reservations for accommodation and arrange payment directly with the hotel. Receipts must be provided when claiming the relevant expenses. When making their own reservations, claimants are advised to obtain where ever possible an inclusive rate covering room, breakfast and evening meal as appropriate.

The Department Budget holder must agree the expenditure before accommodation is booked.

Incidental Expenses

The University may reimburse incidental expenses deemed reasonable by the Dean of Faculty/Head of Corporate Department e.g. telephone calls.

- United Kingdom Maximum of £5 per 24 hours
- Overseas Maximum of £10 per 24 hours.

All incidental claims must be accompanied by evidence of the expense incurred.

Interview Expenses

Applicants must complete an ‘Invite to Interview claim’ form – maximum claim £100.00