

# EXP02 Expenses Claim Form for Visitors\*

Not for use by External Examiners or YSJU students

\*Please note that expenses can only be paid to individuals and cannot be used for fees. If payment is to a company or for a fee, an invoice with a purchase order number must be submitted to Accounts Payable.

**Name of YSJU Contact\*:**

**School/Department:**

**Your Full Name\* (block capitals):**

**Postal Address:**

**Nature of Work\*:**

(Please provide details of work undertaken below)

## Mileage Claims

Individuals must ensure that their insurance policy includes business use prior to travel and that undertaking the journey does not invalidate their policy.

Mileage allowances for the use of private cars by individuals are as follows:

For the first 50 miles of each return journey 45p per mile

Thereafter 25p per mile

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Purpose of Journey  | To/From | Rate per Mile | No. of Miles | Amount Claimed £ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  | **Total Mileage** | **£** |

A return journey is classed as traveling 60 miles from A to B and returning 60 miles from B to A as a total of 120 miles. This will be paid as 50 miles at 45p per mile and 70 miles at 25p per mile.

## Other Expenditure

You must submit all relevant itemised receipts/evidence with this form; debit or credit card receipts will not be accepted on their own. Please retain your original claim and receipts for 18 months for potential auditing purposes.

|  |  |  |
| --- | --- | --- |
| Date of Expense | Detail of Expense | Amount £ |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total of Other Expenditure** | **£** |

**Subsistence Rates**: please familiarise yourself with the latest [Travel and Expenses Policy](https://www.yorksj.ac.uk/policies-and-documents/finance/#expenses) for maximum rates:

Breakfast (travel commencing before 7:30am): Up to £10.00

Lunch (travel before 10am and continuing after 2pm): Up to £10.00 outside London

 Up to £15.00 within London

Dinner (travel continuing after 7.30pm): Up to £20.00 outside London

 Up to £30.00 within London

## Details for Payment

**Bank Name\*:**

**Bank Account Number\*:**

**Sort Code\*:**

**Bank Account Holder (as shown on cheque/statement)\*:**

**Email Address for Remittance\*:**

**Total amount being claimed: £**

I certify that the whole of this claim relates to expenses incurred on University business only. Where mileage allowance has been claimed I certify that an appropriate certificate of insurance for business use and road fund license were operative throughout the period covered by the claim, and that the vehicle was roadworthy and covered by a current MOT certificate. I also certify that no other claim has been submitted in respect of the above.

**Signature\*:**

**Date\*:**

**The following section to be completed by the Finance Department, York St John University.**

**Name and Position:**

|  |  |  |  |
| --- | --- | --- | --- |
| Account to be charged\*: (please provide full accounts string) | Type of Claim (eg. mileage, subsistence) | Project Code(if applicable) | Amount £ |
|  |  |  |  |
|  |  |  |  |

**On completion, please submit this form and relating receipts to** Accounts Payable

**Privacy Statement**

We will keep your data securely and it will not be shared with any third parties other than to meet legal audit requirements.