



Tutor's  
Initials

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## Student Expense Claim Form

**ALL SECTIONS OF THE FORM MUST BE COMPLETED IN FULL. PLEASE ATTACH ALL ORIGINAL RECEIPTS AND TAKE A COPY FOR YOUR RECORDS.**

Your expenses will be paid directly into your bank account. Please provide your details by logging onto your evision account, selecting "My Finance Info", then selecting "Manage your bank details for refunds or expenses".

Indicate that you have completed this step by ticking this box:

You must submit your claim to your department before the cut-off date shown on the website.

<b>Name (Block Capitals):</b>		<b>Student Number:</b>	
<b>Programme:</b>			

<b>Description of Expenses e.g. "Production costs for 3CA050"</b>

<b>Mileage – Please list overleaf (OWN CAR ONLY):</b>	<b>£</b>
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Other Expenditure – Include petrol receipts for YSJ approved Hire Cars (Continue on a separate sheet if necessary).		
Receipt No.	Item	Amount (£)
<b>Total Claimed:</b>		

*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 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.*

Claimants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This section to be completed by an Authorised Signatory*

<b>Name (Block Capitals):</b>		<b>Position:</b>	
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account to be charged	Project Code	Amount (£)

*Mileage allowance: 19p/mile for own car use, 2p/mile for one passenger, 1p/mile for each additional passenger.*

# Mileage Allowance

Only complete this section for mileage in your own car. For Hire Car petrol claims, complete the "Other Expenditure" on previous sheet. All journeys should start from York St John University.

Date	From	To	Miles (#)	Amount (£)

<b>Purpose of Journey:</b>	
<b>Driver:</b>	
<b>Passengers:</b>	

Date	From	To	Miles (#)	Amount (£)

<b>Purpose of Journey:</b>	
<b>Driver:</b>	
<b>Passengers:</b>	

Date	From	To	Miles (#)	Amount (£)

<b>Purpose of Journey:</b>	
<b>Driver:</b>	
<b>Passengers:</b>	

Date	From	To	Miles (#)	Amount (£)

<b>Purpose of Journey:</b>	
<b>Driver:</b>	
<b>Passengers:</b>	

Date	From	To	Miles (#)	Amount (£)

<b>Purpose of Journey:</b>	
<b>Driver:</b>	
<b>Passengers:</b>	

Date	From	To	Miles (#)	Amount (£)

<b>Purpose of Journey:</b>	
<b>Driver:</b>	
<b>Passengers:</b>	

GRAND TOTAL (£):