Queen Mary
University of London

Expenses Claim Form

Surname:	
Forename:	
Department:	
Staff payroll number:	
Staff/Student/Visitor:	

Address:	
Email Address:	

Please Note: All receipts are to be sent to Accounts Payable team in Finance within 3 months of the date of the expenditure.

	HEAT ID (If relevant):	
MANDATORY - Reason for incurring expenses:		

Total Mileage:		**Bank Name:**	
Subsistence:		**Bank Address:**	
Travel:			
Foreign currency:			
Other expenses:			
Total expenses claimed:			
Less advance:			
Net Expenses claimed:		**Sort Code:**	
		Account Number:	
		IBAN :	N/A
		Routing No. (US) Swift Code	N/A
		Swift Code (EU)	N/A

Account Code					
Budget Code					
Amount					

I CERTIFY THAT: The Expenses claimed have been incurred by me solely on College business in accordance with the Financial Regulations and the College Travel Policy. **Proof of expenditure has been provided**.

CAR MILEAGE CLAIMS ONLY: I certify that my motor insurance policy is endorsed to give complete indemnity for business use as required by the Financial Regulations. I also certify that the number of business miles claimed within the current tax year has not exceeded 10,000 miles.

Claimant's signature:		**Date:**	
Claimant's name:			
Approved by		**Date:**	
(Head of Dept / Authorised Signatory)		*Note: No participant of any events being claimed, should approve the claim.*	
Print name:		*Signatory Ref. Code*	

Payment Information: payment will only be made by BACS transfer if the claimant has a UK address

Please indicate as appropriate (Yes / No)	I already have a BACS transfer set up	
	I already have a BACS transfer set up but my details have changed	
	I need a BACS transfer to be set up	

Please indicate (Yes / No)	An Encashment Letter is required	

Approved by Finance _____ **Date:** _____

Mileage

Date	Details of journey (including start and finish points)	Miles claimed from campus to site	Miles claimed from site to campus	Mode of Transport	Mileage Rate	Claim

Total Mileage Claim (£):

Travel

Date	Details of Claim	Mode of travel	Claim (£)

Total Travel Claim (£):

Subsistence

Date	Details of Claim	Claim Type	Claim (£)

Total Travel Claim (£):