

**Institute of Education, University of London**  
**STAFF EXPENSES CLAIM: BACS REIMBURSEMENT**

Please read guidance and return to the Finance Dept.

(Expenses will be REMITTED DIRECTLY to the INDIVIDUAL'S BANK A/c within 5 working days of receipt of claim.)

DATE	DETAILS OF EXPENSES INCURRED (PLEASE PRINT)	CODE	£      •      p
*RECEIPTS ATTACHED WHERE APPLICABLE			
			<b>TOTAL</b>

\*Claims cannot be met unless details are completed below and where appropriate receipts are attached.

Document No. \_\_\_\_\_ Supplier Code \_\_\_\_\_

**BOXED AREAS MUST BE COMPLETED**

<input type="checkbox"/> _____ <small>Claimant's Surname</small>	<input type="checkbox"/> _____ <small>Initials</small>	<input type="checkbox"/> _____ <small>Title</small>
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Reference  
**E | X | P | S** \_\_\_\_\_

**SUMMARY OF EXPENSES CLAIM AS COMPLETED.**

**ALL CLAIMS MUST BE AUTHORISED BY THE APPROPRIATE BUDGET HOLDER**

Account Code

Amount	+ if CR

**TOTAL £** \_\_\_\_\_

\*I certify that the expenses claimed have been incurred on behalf of the Institute and do not need to be delared for the purposes of UK Taxation. If any expense item is subsequently deemed taxable by the Inland Revenue, I shall undertake to reimburse the Institute for any tax and National Insurance incurred.

CLAIMANT'S SIGNATURE _____ (The claimant must not authorise his/her own exps)	DATE _____
AUTHORIZING SIGNATURE _____	DATE _____

# EXPENSE CLAIMS

## The following items are reimbursable:

1. **Travel expenses** – The cheapest public transport route will normally be the reimbursable cost. However, where authorisation is obtained from the budget holder in advance a car mileage allowance may be claimed, when a member of staff travels by car.

**The claimant's normal daily cost of travel to the Institute must be deducted from each day's claim. (Exceptions may be made where the claimant holds a season ticket which does not include the places visited.)**

**Failure to claim travel expenses in a proper manner may result in a taxable benefit being assessed.**

2. **Accommodation and Meals** – Maximum rates of reimbursement are set for: overnight accommodation, breakfast, lunch, tea and dinner. Where maximum rates are exceeded the claim must be authorised by the departmental chairperson with a statement detailing why the recommended rate has been exceeded. Receipts are always required for accommodation but not for meal allowances where the maximum rate is not exceeded.

Where different subsistence rates for funded research are specified by the funding body, these rates supersede the Institute rates. Such rates must be provided in writing by the funder to the Research Administration Office for each project.

3. **Hospitality** – should either be approved in advanced by the Secretary and Registrar or the Financial Secretary of the institute, form part of a detailed approved budget or a personal hospitality allowance. Details of location, date, cost, numbers entertained and reason must be given. **Failure to provide sufficient details may result in a taxable benefit being assessed.**

## The following items are not reimbursable:

4. International Air Fares should be ordered in advance through the Purchasing Department, unless prior agreement has been obtained from the Financial Secretary to vary this procedure.
5. Goods and services in excess of £50 should not be purchased as reimbursable expenses.
6. Fees and expenses must **NEVER** be paid by a member of staff to an individual and reclaimed as expenses.
7. Any expenditure of more than £10 on alcohol must be authorised in advance by an Officer of the Institute.

## Completion of Form:

- a) Please complete the form clearly giving sufficient explanation of items to enable verification by both internal and external auditors.
- b) Attach all original documentation and ensure each claim is authorised. Photocopies of receipts and credit card slips are not sufficient evidence.
- c) Complete boxed areas.
- d) Sign form.
- e) Appropriate budget holder should authorise form.
- f) Expenses will be remitted directly to the Individual's Bank Account.

**All claims for expenses must be made on a timely basis no later than the end of each month in which work is undertaken.**

Please help us pay promptly by completing these forms correctly. If you are experiencing difficulties please contact the Finance Department: Bharat Patel Ext 6023