

REQUEST FOR PAYMENT OF NON STAFF EXPENSES

Budget Centre Purchase Order No		Finance Office Ref
------------------------------------	--	--------------------

**REFER TO NOTES OVERLEAF AND COMPLETE IN BLOCK CAPITALS GIVING DETAILS OF EXPENSES BEING CLAIMED
PAYMENT WILL BE MADE TO THE BANK ACCOUNT GIVEN BELOW IN ALL CASES**

Surname		Person ID No (Finance Office Use Only)	
Forename		Email Address	
Department		Bank Name	
Student ID No		Sort Code	
Gender		Account No	

Home Address	FOR FOREIGN BANKS ONLY	IBAN	
		SWIFT/BIC	

Purpose for which expenditure was incurred:	Account Codes	£ Amount	p
			.
			.
			.
			.
			.
	Total		.

	£ Amount	p
Date	Travel (other than by car)	
	From To	
Date	Travel by car	
	From To Miles Rate	
Date	Accommodation	
Date	Subsistence	
Date	Other	
Total Claimed		

<p>DECLARATION OF CLAIMANT I declare that the expenses claimed were duly incurred on University business, have not been previously claimed, and will not be claimed from any other agency, and are in accordance with the University's Rules and Procedures.</p> <p>Signed</p> <p>Date.....</p>	<p>CERTIFICATION BY AUTHORISED OFFICER I certify that the expenses claimed are due to be paid, were necessarily incurred and that the calculations have been checked for accuracy and compliance with the University's Rules and Procedures.</p> <p>Signed</p> <p>Date.....</p>
--	--

NOTES

1. Please complete all of the section showing personal details and bank details (IBAN, SWIFT/BIC is required for foreign banks only). Should any information be omitted, the Payroll Office may have to return the form to the department and your payment may be delayed.
2. Copies of the University's Manual of Financial Rules (MFR) are available in all Budget Centres and are accessible through the intranet <https://intranet.birmingham.ac.uk/finance/manual/index.aspx> All staff claiming expenses must ensure that they are familiar with the appropriate section and that claims are made in accordance with the MFR.
3. It is essential that the correct forms are used when claiming expenses as different information is required depending upon who is making the claim. Completed and authorised forms should be sent to the Payroll Section of the Finance Office.
4. Where students of this University are claiming expenses their Student I.D. Number must be included in all cases or payment cannot be made.
5. Please use a separate claim form for each activity where expenses have been incurred.
6. All expenses paid to individuals who are not members of staff at this University will be paid into the claimants personal bank account, the details of which must be provided on the front of this form.
7. The approval of your Head of Budget Centre must be obtained before expenses are incurred and Staff are required to exercise economy, taking advantage of special travel facilities whenever possible.
8. Special rates of reimbursement apply to particular activities and such rates are notified in the Expenses section of the Finance Office Website <https://intranet.birmingham.ac.uk/finance/payroll/Expenses.aspx>.
9. Where Budget Centres wish to operate commitment accounting for expenses, the Budget Centre Purchase Order Number box on the front of this form must be completed.
10. The University has a dispensation from the Inland Revenue to reimburse the majority of expenses claimed without the deduction of income tax at source or the need to include the details within year end returns **provided that receipts are obtained in all cases.**