

UNIVERSITY - TRAVEL & SUBSISTENCE EXPENSES REIMBURSEMENT FORM

...ate or non university business. There are regulations regarding what may be claimed and what evidence is required to...  
...ions. Further information on travel & subsistence claims is available from the finance website

1 ... Work(Y/N)? Status : (tick one)

Employee:   
Student:   
Other:

2 Email:

3 University:  
Home Address:

4 Your Bank S...

5 ... Bank A...

6 ... epare)

7

8

20

End Date:

9

10

11 ... complete the reverse of this form by using receipts and information to complete claim Cur-...  
12 ... Codes to be charged

13 ... calculation of this mileage claim (Remember to add all miles to the cumulative record)

Cumulative Car Miles this year

BT/Miles

14 ... higher Rate Car Mileage: Up to 1000

15 ... lower Rate Car Mileage: Over 10000 annual

16 ... 000

HIGHER  
RATE OVER  
CAR 10000  
MILEAGE ANNUAL  
Up to MILES at  
10000 Reimbur  
annual  
miles in  
this  
column