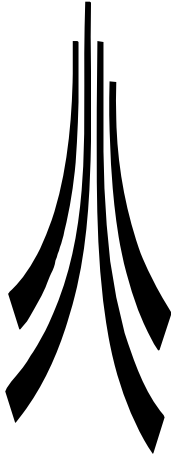


SEE NOTES OVERLEAF ON HOW TO COMPLETE THIS FORM

LANCASTER UNIVERSITY

(From 4th January 2011 Claims with a VAT rate of 20%)



BUSINESS EXPENSES CLAIM FORM (STUDENT/OTHER)

NAME OF CLAIMANT STUDENT / OTHER
(Please print clearly) (Delete as appropriate)

LANCASTER Library Card Number.....
STUDENTS

To receive payment you need to nominate your bank account at:

www.lancs.ac.uk/studentservices/funding/account.htm

NON-STUDENTS BANK DETAILS Account name.....

Account number.....

Sortcode.....

Email Address.....

NATURE OF BUSINESS

(See note 4 overleaf)

NON-CAR TRAVEL DETAILS (Please provide VAT receipts)

DATE	BUS / RAIL / TAXI / AIR / BOAT/BICYCLE	FROM	TO	AMOUNT CLAIMED £ p
TOTAL NON-CAR TRAVEL EXPENSES				£ -

PRIVATE CAR MILEAGE

Reason for use of private car:

(MUST BE COMPLETED)

Approval for the use of a private car must be obtained from the Head of Department before making a claim. Unless a specific reason for the use of a private car is given then it is normal University policy to reimburse 2nd class rail fare in lieu of mileage.

DATE	DETAILS OF JOURNEY (From - To)	MILEAGE CLAIMED	NUMBER OF MILES ACCRUED IN CURRENT TAX YEAR
	Number of miles b/fwd from last claim	*****	
			-
			-
			-
			-
			-
			-
			-
		Total miles accrued to date	0.00
	Total miles claimed @ 40p per mile - enter miles if req:	0.00	£ -
	Total miles claimed @ 25p per mile - enter miles if req:		£ -
	TOTAL AMOUNT CLAIMED		£ -

CONTINUED OVERLEAF

OTHER EXPENSES (see notes below)

(A) V.A.T.

(B) NET

DESCRIPTION [Accommodation Allowance / Hotel / Meals / Other (please specify)] (Original VAT receipts should be attached and VAT shown separately, where appropriate)	(A) V.A.T.		(B) NET	
	£	p	£	p
Finance Information:	Column Totals		0.00	0.00
Account Code / Costc or Project / V/N / Amount	Other Expenses Total (Columns A + B)		0.00	
	Plus journey total, or, mileage claim b/fwd		0.00	
	Sub Total		0.00	
	Less deduction of any advance received. Please quote <i>ADV no</i> :			
		TOTAL AMOUNT DUE FOR PAYMENT		£ -

(Please split codes between amounts with or without VAT)

Important: Original VAT receipts must be attached to all claims (debit/credit card flimsies or statements are not acceptable as proof of purchase). Claims must be submitted on a regular basis, as those submitted after 3 months from the date of travel will be rejected in accordance with the Expenses Manual. This may be viewed in full on the Finance web site www.lancs.ac.uk/depts/finance/.

NOTES:

1. Claims must only be submitted after expenditure has been incurred and allowance made for any advance funding received from the Finance Office prior to the business (ADV reference numbers must be quoted). This claim must be in accordance with approved University scales.
2. Persons driving a private car on University business must hold a current driving licence and must have appropriate insurance to cover the journey.
3. Any purchases made over the internet must be supported by an official VAT receipt, a copy receipt or acknowledgement of the order is not acceptable.
4. Alcohol is only reclaimable if it is part of the meal, and tips are not reclaimable at all. All original VAT receipts must be attached.
5. Payments are made weekly by BACS. Payments cannot be made by cash or cheque.

TOTAL AMOUNT DUE IN WORDS

SIGNATURE OF CLAIMANT **DATE**

I certify that this claim is made in accordance with University Financial Regulations.

HEAD OF DEPARTMENT **DATE**
(OR AUTHORISED OFFICER) PRINT NAME