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**TRAVEL & SUBSISTENCE CLAIM FORM**

Please note that you must obtain the approval of the appropriate budget holder and read the notes overleaf. **All claims must be supported by receipts where appropriate or claims will be rejected. PLEASE WRITE CLEARLY IN BLOCK CAPITALS.**

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| --- |
| **Personal Details** |
| Name Title Mr/Mrs/Ms/otherAddress (if not a staff member)Car Registration |
| **Travel** | **Details of journey** (Date, Purpose of journey, From-To-From) | **Amount** |
| Rail , Coach & Bus fares |  |  |
| Air fares |  |  |
| Taxi fares |  |  |
| **Private Car Travel** |
| **Date** | **Journey details** (From – To- From) | **Reason**(Please include name of any passengers) | **Mileage** | **Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subsistence** | **Details** (see rates overleaf) | **Amount** |
| Dates |  |  |
|  | **Claim Total** |  |

**DECLARATION AND SIGNATURE OF CLAIMANT:**

The above expenses have been incurred in the course of Union business. No other claim in respect of any of the above is being made against the Union or any other agency. I have read the notes on the reverse of this form and this claim is in accordance with these notes.

|  |  |
| --- | --- |
| Signed | Date |
| Authorised | Date |

**GUIDANCE**

If you are required to attend meetings, courses, conferences or events as part of your role, the Union will reimburse your costs at the rates which are agreed by the Board of Trustees. These are reviewed on a regular basis to ensure they reflect the rates set by the University and HMRC.

You cannot claim for accommodation or meals that have already been paid for by the Union as part of any training course, conference or other package. The Union will not reimburse you for any alcohol.

Claims should be submitted on this form and MUST be accompanied by receipts. Originals must always be presented, not photocopies. Credit card vouchers or statements are not acceptable for this purpose.

Claims submitted more than 3 months following the date that the expenditure was incurred will not be reimbursed.

**TRAVEL BY CAR**

Members of staff, officers and club and society members are authorised to use their private cars on Union business as long as they personally ensure that adequate insurance cover, including cover for the carriage of passengers and goods if appropriate, is in place. POLICIES MUST SPECIFICALLY STATE THAT COVER INCLUDES BUSINESS USE BY THE CLAIMANT. You may be asked to supply evidence of insurance.

If the journey begins or ends at home, expenses may only be claimed if this would be a shorter distance than if your journey had started and ended at the University.

Mileage should be claimed at the following rates:

* 45p for first 80 miles on any one day, and
* 28p per mile thereafter.

**TRAVEL BY RAIL, COACH AND BUS**

Rail and coach travel should normally be booked in advance through the Union at the earliest possible opportunity to ensure the lowest possible fare is achieved.

If you fail to book early enough for the lower fare to be achieved and this results in additional costs for the Union you will only be able to claim for the lowest fare that had been available. If you fail to attend a course or meeting for which transport had been arranged you will be expected to reimburse the Union for costs incurred. This does not apply in cases of illness or where an emergency has occurred, for which we may expect you to provide documentary evidence (e.g. a fitness to work certificate).

All rail and coach travel should be second class. This applies to all Union staff regardless of status or source of funds.

Taxi, coach and bus fares will be reimbursed at the standard rate.

**AIR TRAVEL**

It is the policy of the Union that air travel is not permitted within the UK and standard fare applies to destinations outside the UK.

**ACCOMODATION & SUBSISTENCE**

Overnight accommodation £45, or a reasonable amount. The general principles of reasonableness and economy combined with efficient working practices should be borne in mind in relation to hotel and meal expenses.

The maximum amount that can be claimed is:

* Breakfast - £6.00 (only applicable if leaving home before 6.30am)
* Lunch - £10.00
* Tea - £3.00
* Dinner - £15.00 (only applicable if arriving home after 8.30pm)
* Overnight allowance - £5 (for ad hoc drinks and snacks)

**AUTHORISATION OF A CLAIM**

All claims must be authorised by your line manager before they are submitted to the Finance & Resources Manager for payment.