CLAIM FOR REIMBURSEMENT OF ACTUAL TRAVELLING EXPENSES AND SUBSISTENCE
Effective 5 April 2004

DEPARTMENT	
ORACLE PAYEE CODE	

DOCUMENT REF	
(Finance use only)	

CLAIMANT DETAILS (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

		Address for remittance
Title		
Surname		
Forenames		
Department/faculty		
		Sort code	—	—
		Account no	

TRAVEL

Date	Purpose of Journey	From	To	Air/rail/car	No. of miles @ 40p	£	p

SUBSISTENCE/OTHER EXPENSES

	TOTAL		
	Less: funded from non-university sources		
	Less: Received in advance		
	BALANCE NOW CLAIMED		

Claimant Signature _____ Date _____

Authorisation _____ Date _____

GENERAL LEDGER

GROSS AMOUNT	VAT AMOUNT	CODE	COST CENTRE	NATURAL CODE	ACT	SOURCE OF FUNDS	ORG
				*8 1 9 9 0			

PROJECTS

GROSS AMOUNT	VAT AMOUNT	CODE	PROJECT	TASK	AWARD	EXPENDITURE TYPE	ORG
						*8 1 9 9 1 0 1	

*Travel advances codes, use these codes when requesting and clearing travel advances, for projects please enter the relevant alpha code in position 6 (sponsor type)