

THE UNIVERSITY OF SUSSEX
CLAIM FOR TRAVEL, SUBSISTENCE AND OTHER OUT-OF-POCKET EXPENSES
(Please see Regulations and Current Allowances before completion)

This form may be used for more than one claim for the same type of duty and after completion should be sent to the appropriate authorised officer to approve payment.

Please tick as appropriate:

Staff - staff number if known **Campus Address**

Student - registration number **Other**

SURNAME (block capitals- please state title e.g. Prof/Dr/Mr/Mrs/Miss/Ms).....

FORENAMES (block capitals).....

Payments : STAFF - direct to your bank account nominated for payment of your salary
STUDENTS – bank transfer notification or cheque to term-time pigeonholes unless otherwise stated
****EXTERNAL EXAMINERS / OTHERS** – please give full home address and bank details as below

****Home Address (BLOCK CAPITALS):**

****Email address (BLOCK CAPITALS):**

****Bank Account Number :** ****Sort Code :** - -

<u>Date and state University business/Event</u>	<u>Rail/Bus/Air Fare & Subsistence – ATTACH RECEIPTS</u>
	<u>TYPE</u> e.g. Rail <u>COST</u>

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***Car and other travelling expenses**
(*Give details if car allowance is in excess of rail fare of the class claimed because passengers were carried – give names of passengers)

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Other expenses : give full details (continue overleaf if necessary) including names of people present at meals and ATTACH ALL RECEIPTS

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Signature of claimant **Date** **Total Claim**

Debit Code:	Authorised Signatory: (Line Manager)
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REGULATIONS GOVERNING THE REIMBURSEMENT OF TRAVELLING AND SUBSISTENCE EXPENSES

Amendments to these rates are always published in the 'Bulletin' and are available in the Personnel Office and in the Finance Office. Please note, however, that if the rates have been revised, this form may still be used for claiming at a more up-to-date rate.

1. SUBSISTENCE EXPENSES

Reimbursement of subsistence expenses is in respect of **actual costs**, subject to the **maxima** given below:

(a) For absence from home (not overnight) of

- | | |
|---------------------|--------|
| (i) Until 7pm | £ 7.50 |
| (ii) Until midnight | £15.00 |

or (b) For absence from home overnight, £80.00 (**£100.00 London and overseas**). This allowance covers an absence of up to 24 hours and is to include both any hotel bill and other subsistence. It is recognised that the charges of more expensive hotels may exceed these figures and any excess must be authorized by the unit head/budget holder by prior agreement.

PLEASE ATTACH YOUR HOTEL BILL AND OTHER RECEIPTS TO YOUR CLAIM

2. TRAVEL EXPENSES

(a) Public Transport

For members of Council and Faculty members of Professorial status - first class rail fares where this is necessary. For other members of staff- second class rail fares, except in special cases, when first class fares may be authorised.

Cheap rail travel facilities should be used whenever available.

Actual expenditure on special supplemental rail charges may also be claimed, if a supplement of sleeping accommodation is paid, the subsistence allowance for that night will be reduced by one third.

For public transport by other means, actual expenditure may be claimed.

The cost of air travel (Tourist Class) may be claimed only if specially authorised.

(b) Other Transport

(i) For travel by private car within a 20 mile radius of the University 40p per mile for all approved journeys.

(ii) For travel by private car outside a 20 mile radius of the University, the amount claimed must not exceed the cost of rail travel of the appropriate class for the person or persons concerned. Where passengers who would have been entitled to claim expenses if travelling separately are carried, the maximum allowance will be calculated taking their rail fares into account as well as the driver's.

(iii) For travel by motor-bicycle or similar vehicle - 13.5p

(iv) The actual cost of taxicab fares may be claimed only in cases of urgency or if no other transport is available.

(c) Essential Car Users

£725 per annum. 26.5p per mile.

NOTE: All the above rates are applicable to expenses incurred on official University business. Particulars regarding the possibility of obtaining contributions towards the cost of attending conferences, research and post-entry training may be obtained from the relevant Office.

3. ENTERTAINING

Staff are reminded that the Inland Revenue has laid down that any expenses on entertaining of staff only or involving more staff than visitors are to be treated as 'benefits in kind' and reported to the Revenue by the salaries office at the end of each tax year.