

Monthly expenses claim

Please complete in block capitals



Full name
Employee number
Dept / School
Based at **Campus**
Make and model of car
Car registration no
Home address

Post code
Normal home to base mileage
 Please complete **all** above boxes

Month of: 20

Line	Code										£	
	Please print clearly										Finance use only	
1												
2												
3												
4												
5												
6												
7												
8												

I certify that:

- (i) All expenses claimed relate to the University business.
- (ii) This is an accurate record of official journeys, and that expenditure has been incurred when subsistence allowances have been claimed and that where mileage allowances have been claimed.
- (iii) I hold a current driving licence and my insurance policy covers business use.
- (iv) My vehicle is roadworthy, fit for purpose and has a MOT certificate if one is required by law.

I understand if I leave before the end of the travelling year there may be an overpayment of car allowance which I agree to repay

Signed

Authorised by

Date

Date

For Finance Office use only:		Employee No:			Paycode:				
Miles					Train fare				
Miles					Miscellaneous				
Subsistence					Total				

