|  |  |
| --- | --- |
| FULL NAME |  |
| UUN | University of Edinburgh staff/students only |  |
| ADDRESS | the address your bank account is registered to |  |
|  |
|  |
| POSTCODE |  |
| EMAIL |  |

**BANK DETAILS** | BACS is the preferred method of payment

UK Bank Account:

|  |  |  |  |
| --- | --- | --- | --- |
| Sort Code |  | Account Number |  |

Non-UK Bank Account:

|  |  |
| --- | --- |
| BANK NAME |  |
| BRANCH ADDRESS |  |
|  |
|  |
| SORT OR SWIFT CODE |  |
| ACCOUNT IN THE NAME OF |  |
| ACCOUNT / IBAN\* NUMBER |  |

*\*IBAN numbers MUST be quoted for European Banks*

**DECLARATION** |I certify that the expenses above were incurred by me in connection with:

|  |  |
| --- | --- |
| My visit to / for the purpose of: |  |
| On [date(s)]: |  |
| Signed |  | Date |  |

***FOR OFFICE USE ONLY:***

**Category/fund: FPM Reference Number: Total Value:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | COST CENTRE | ACCOUNT CODE | JOB CODE | VALUE [£] |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

**ANALYSIS OF EXPENDITURE**

Notes:

1. Original receipts are required to accompany this claim. Copies are not acceptable.
2. Mileage - current rate of mileage is 45p per mile
3. Expenses **will not** be reimbursed without receipts [with the exception of mileage], however it is recognised that in certain situations it is not always feasible to obtain vouchers for small items of expense. Where this is shown to be the case, unvouched items under £5 will be accepted for reimbursement.
4. Currency exchange rates will be calculated using historical rates on <http://www.oanda.com/currency/converter/>

***Please secure receipts to A4 paper, spaced out to allow for scanning, and number accordingly.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Receipt Number | Description of Expenditure | Fares | Mileage | Subsistence / Other | Total |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |