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| **Student/Non-Staff Expenses Claim Form** |
| **Guidance** |
| This form can be used for Student, Non-Staff and Interview Expense claims. Before completing this form, please refer to the conditions on [page 3](#Text93). For further advice on the conditions of claiming expenses, please contact finance.helpline@ed.ac.uk. The Finance Department will review claims for compliance with these conditions. The responsibility of the claimant and the authoriser is to ensure that, to the best of their knowledge, the claim is compliant with the conditions listed. Any unusual or significant items will be referred by Finance to [Internal Audit](https://www.ed.ac.uk/internal-audit/about-internal-audit) for investigation. **Claimant:** Please complete **sections** **1 to 4** and return to sender with the appropriate expenditure receipts.**School/Department:** Complete **section 5 or 6** and submit form with receipts to Finance.Helpline@ed.ac.uk.For information about our privacy policy and how we use your information please go to [Finance Privacy Notice](https://www.ed.ac.uk/finance/about/privacy) |
| **Section 1: Personal Details** - (Please do not use any special characters i.e. accents, hyphens, apostrophes) |
| Full name (include title): |       | Email address (for BACS remittance): |       |
| Student matriculation number: |       | Supplier number (if known): |       |
| Home address (not required for UoE student payments): | Address line 1:      Address line 2:      Address line 3:      Postcode:       |
| **Section 2: Bank Details** (Guidance for information you need to provide for overseas accounts can be found here) |
| Bank/Building Society Name: |       |
| Branch Address: |       |
| Account Number/Roll Number: |       | Sort code: |       |
| IBAN: |       | BIC/SWIFT: |       |
| IFSC number or account type: |       | Routing/transit number: |       |
| **Section 3: Expense details** |
| Payment Type: (select from drop down): | Choose an item. |
| Fares (i.e. air, train, bus, taxi etc): | £0.00 |
| Mileage Allowance 0 miles @ £0.00p per mile:Approved mileage rates for expense claims can be found at the [HMRC website](https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances).  | £0.00 |
| Subsistence/Other expenses: | £0.00 |
| **Total claimed**: | £ 0.00 |
| Payment Currency (i.e. GBP, EUR, USD) |       |
| **Section 4: Declaration – I certify that the expenses above were incurred by me in connection with:** |
| For the purpose of: |       | On (date) DD/MM/YYYY: |       |
| Signed (Claimant): |       |

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| **Section 5: Costing Information - please refer to the** [**Guidance for the New Chart of Accounts and General Ledger mapping tool.**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |
|  | **Currency** **(e.g GBP, USD, EUR)** | **Payment Amount**  | **Entity** **(3 digits)**  | **Fund** **(6 digits)**  | **Cost Centre** **(8 digits)**  | **Account** **(4 digits)**  | **Analysis** **(6 digits)**  | **Portfolio** **(8 digits)**  | **Product** **(8 digits)**  | **Intercompany** **(3 digits)**  |
|  | **MANDATORY** |   **MANDATORY** | **MANDATORY**Use the mapping tool  | **MANDATORY** Type of funding the cost is attached to**​** | **MANDATORY** Organisational Unit (department) | **MANDATORY** Use the mapping tool  | Likely to always be zero - check the mapping tool  | Likely to always be zero - check the mapping tool  | Likely to always be zero - check the mapping tool  | For cross charging to or from a subsidiary - check the mapping tool  |
| *Example* | *GBP* | *150.00* | *110* | *123456* | *12345678* | *1234* | *000000* | *00000000* | *00000000* | *000* |
| **Costing Split 1** |       |       |     |       |       |      |       |       |       |     |
| **Costing Split 2** |       |       |     |       |       |      |       |       |       |     |
| **Costing Split 3** |       |       |     |       |       |      |       |       |       |     |
|  **Section 6: Costing Information (for payments associated with projects) - please refer to the** [**Guidance for POETA and mapping information**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |
|  | **Currency** **(e.g GBP, USD, EUR)****MANDATORY** | **Payment Amount****MANDATORY**  | **Project number****MANDATORY** Use the mapping tool | **Task Number** **MANDATORY**Use mapping tool or task 1 if unknown | **Expenditure Type****MANDATORY**Use the mapping tool | **Expenditure Organisation**Always University of Edinburgh |
| *Example* | *GBP* | *150.00* | *1172081\_117083* | *1* | Drop down from mapping tool | *University of Edinburgh* |
| **Costing Split 1** |       |       | 6581971\_6581986 | 1 | Travel and Subsistence - Visitors |  *University of Edinburgh*  |
| **Costing Split 2** |       |       |       |       |       |  *University of Edinburgh*  |
| **Costing Split 3** |       |       |       |       |       |  *University of Edinburgh*  |
| Prepared by (used for approval route): |        | Date (DD/MM/YYYY): |        |
| **NOTE:** When requesting a payment to a UK bank account, any foreign currency claims should be converted to sterling at the nearest applicable exchange rate to the date of the transaction and claimed in sterling “including any charges”. If the claim is to be paid to an overseas account, the claim should be converted to the relevant currency for that account i.e. to make a payment to an account held in Germany claims should be paid in EUROS. Please refer to the [currency list](https://uoe.sharepoint.com/%3Aw%3A/r/sites/FinanceOperations/Shared%20Documents/Currency%20List%202022.docx?d=w45a8166d08794ad5bca2b9d4556f374d&csf=1&web=1&e=x27CI5) for details of the types of currency held in People and Money. You can use: [xe.com](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.xe.com%2F&data=05%7C02%7C%7Cd9cf67b61e774eef62dd08dc3967fdba%7C2e9f06b016694589878910a06934dc61%7C0%7C0%7C638448366003937588%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=VAgmSJ8WjygRkEYhCV0%2BgYvpEOdzPpLOsywhmjufvGE%3D&reserved=0) to convert the transaction, a copy of the conversion calculation must be attached to the claim. |

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|  **CONDITIONS** |
|  **Policy information**The University’s Expenses policy applies to staff, students & others employed by the University, non-staff & student claims using this form must also comply with the extracts of the [University’s Expenses policy](https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/policies-and-procedures):* The policy applies to all expenditure. This policy takes precedence unless more restrictive financial limits are stipulated by the funder (for example, a research grant).
* Responsibility for compliance with this policy rests with the claimant for the reimbursement of expenses and their approving head of department, budget holder or a designated Finance Manager (“the authoriser”).
* The University will reimburse claimants for expenses which they wholly, necessarily and exclusively incur in the course of official University purposes.
* Only actual evidenced costs which are incurred as part of the University’s purposes will be reimbursed.
* Claimants and authorisers must aim to ensure that economy, efficiency and effectiveness are achieved in respect of all expenses incurred without compromising personal safety.
* Sustainability of activity is assessed - before committing to any business travel expense, individuals must review the [Sustainable Travel Policy](https://www.ed.ac.uk/sustainability/what-we-do/travel/climate-conscious-travel/sustainable-travel-policy-2021) and check

 the activity is in line with the policy.**Travel**The University will reimburse the costs of necessary travel for university purposes between one University workplace and another temporary place of work for meetings or other purposes (on university or other premises). The University will not reimburse the costs of ordinary commuting or private travel. * Guests and visitors to the University who are making their own travel arrangements do not have to book travel with Diversity Travel, but should be encouraged to follow the [Sustainable Travel Policy](https://www.ed.ac.uk/sustainability/what-we-do/travel/climate-conscious-travel/sustainable-travel-policy-2021) where possible (e.g. by taking the train from London rather than flying to reduce carbon emissions).
* If a staff member would prefer for Diversity Travel to arrange travel directly with an external guest, use this Offline Booking Form to pass the traveller's details onto Diversity. [Offline booking form - for University guests](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ed.ac.uk%2Fsites%2Fdefault%2Ffiles%2Fatoms%2Ffiles%2Fuoe_-_offline_booking_form_021123.docx&wdOrigin=BROWSELINK)
* The use of private vehicles is strongly discouraged and should only be used when no reasonable alternative exists.
* Where business mileage is being claimed, the start point, destination and number of miles must be included on the expense claim. Approved mileage rates for cars, motor cycles and bicycles, for expense claims can be found at the [HMRC website](https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances).

**Subsistence/other expenses**The actual costs of personal incidental expenses such as newspapers, private calls, laundry, non-alcoholic drinks, etc. can be claimed provided that the total amount spent on such items amounts to no more than £5 per night (where the night is spent in the UK) or £10 per night (where the night is spent outside the UK). Receipts are required. This is not a round sum per day allowance claimed for nights away from home. The cost of alcohol consumed as part a meal will not be reimbursed. Food and beverages taken as a meal (breakfast, lunch and dinner) can be claimed while travelling on University business if the meal-time falls within the journey. Costs should not be excessive. As a guide, reasonable rates in the UK are considered to be: Breakfast: £10, Lunch: £10, Dinner: £25.**For interview expenses;**Reimbursement will be made if you live out with Edinburgh, you can claim the cost of:· Travel (within the UK) to the interview, normally by public transport.· Cost of accommodation if the return journey cannot be made within one day.· Reasonable expenses for meals and refreshments.Travel should normally be by the cheapest means of transport available. Generally, this will mean standard class rail travel, economy class air travel and public transport within the UK.If you used your own car to travel to the interview the approved mileage rate for expense claims will be used which can be found on the HMRC website. This arrangement will apply only where the total return journey is not more than 100 miles. This distance limit may be waived if public transport is not a practical mode of travel, or if coming by car the cost of an overnight stay will be saved. If a car is used for journeys in excess of 100 miles and it does not meet the above criteria then the cost of public transport or petrol costs, whichever are the cheaper, will be reimbursed.If you are travelling from overseas, please agree costs in advance with the relevant School or department for which you are being interviewed.Actual subsistence costs incurred can be claimed and itemised bills and proof of payment must be provided. These should be of a reasonable amount. The authoriser of your expenses will judge whether the claim is reasonable and if not you may not be fully reimbursed.**Claiming expenses**Guidance on non-staff/student expenses can be found here: [Expenses FAQs - Manual Claims | The University of Edinburgh](https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/expenses-policy/expenses-faqs-manual-claims). * All non-staff/student expenses must be recorded, clearly itemised and accurately coded on the [Non-Staff/Student Expenses Claim Form.](https://www.ed.ac.uk/finance/for-staff/forms)
* All claims for expenses should be made promptly. Claimants should submit expense claims within three months of the expense being incurred except where there is an acceptable reason for delay.
* All receipts (for example, itemised bills or invoices) showing proof of payment must be attached to the manual claim form for approval. Original receipts must be retained if it is a funder requirement. Mileage claims do not require a receipt.
* Foreign currency payments should be converted to sterling at the nearest applicable exchange rate to the date of the transaction and claimed in sterling including any charges. Where a foreign currency payment is made using a credit or debit card, the actual cost in sterling will be reimbursed. For cash items, please use the exchange rate achieved on conversion to foreign currency plus any transaction charges. For foreign currency bank account transactions, please use the [xe.com](https://www.xe.com/) rate on the transaction date.
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