

# Expense Claim “How To” Guide

## Important Information:

This guide is for entering an expense claim onto the excel form accessed via the link below. If you print a copy and complete by hand obviously drop down menus and automatic calculations will not work and will need to be entered **manually**.

<http://www.admin.ox.ac.uk/finance/epp/forms/expensesandrelocation/>

Expense claims are governed by rules set by the University of Oxford and HMRC. It's always wise to familiarise yourself with these rules and they can be accessed via the this link <http://www.admin.ox.ac.uk/finance/epp/expenses/guide/>

## Form Dos & Don'ts

- The latest version of the expense claim form should always be used; out-of-date forms will be rejected by University Central Finance on receipt. Save the link above to your favourites on your computer rather than saving the form itself.
- ALL forms MUST be accompanied by proofs of payment for each claim, such as receipts, tickets, credit/ debit card statements and email confirmations etc. These should be originals and not photocopies or scans. Printed email confirmations/ statements however are acceptable.
- Each receipt, ticket etc. you are claiming for should be itemised on an individual line of the form. Do not total up similar items or various claims on the same date and enter as one line. If you do so your expense claim will be returned to you to amend. The form has a second page for lengthy claims.
- All claims for business entertaining (including interviews) should be submitted with the “Entertainment Claim Form” found at this link <http://www.materials.ox.ac.uk/local/documents.html> attached and completed.
- Claims made in a foreign currency MUST have an exchange rate entered on the form for each line claimed. Proof of the exchange rate used MUST also be attached to the claim form on submission. The rate should be on the dates or nearest date of the claim.
- All signatures on your claim form must be original; no scanned or photocopied versions are allowed and will be rejected by University Central Finance automatically.
- NONE allowable expenses (such as first class travel, see link above) will be rejected automatically. In very exceptional circumstances, **prior** to travel, written permission can be given from either the Head of Department or the Head of Administration & Finance to use these services. In such cases a copy of this permission should be submitted with your expense claim.
- Taxi fares are only deemed allowable expenses in certain circumstances (refer to the link above), at the discretion of the department up to the value of £25. If your claim is in excess of £25 you must submit with your form a written explanation as to why such means were necessary.

# Expense Claim form Section #1 - Claimant Personal Details

## Oracle Supplier/Payee Code

This is a unique 8 digit ID code that is allocated by the university central finance team to all individuals who make an expenses claim (This should not be confused with your employee number). If you do not know your payee code, please leave this box blank.

## CLAIM FOR REIMBURSEMENT OF ALL ELIGIBLE EXPENSES

ORACLE SUPPLIER / PAYEE CODE:

Please provide the Oracle Supplier Code (if known) - this will help speed up the processing of your request



## CLAIMANT PERSONAL DETAILS

Department Name:		Please provide a correspondence address, within the University if you are a member of staff or a student, otherwise a home or business address.	
Name:		E-Mail:	
Address:		Employee Number	
		<small>Mandatory for any staff claim</small>	

## PAYMENT DETAILS

## Department Name/Name/Address/E-Mail

This section must be completed **in full**, it's advised, if you're a university employee or student, to use the departments address and your internal email address. If you are not a member of the University of Oxford, please use your own or your business address and email. The department name is **Materials** for ALL claims.

## Employee Number

This box is **MANDATORY** for all University employees and must be completed. Please note your employee number is **NOT** the number on your swipe card. Your employee number can be found on your pay slip or contract of employment (alternatively you can ask HR for this number). If you are a student, visitor or not a member of the University of Oxford, you can leave this box blank.



# Expense Claim form Section #3 – Travel Expenses Part 1

## Start Date/End Date

Enter the departure and return date of the journey you're claiming for. Note that if you're claiming for different modes of transport for the same trip, each one must be entered on a separate line. If you are claiming for only one days travel, simply put the same date in each box. Please use UK date format Day/Month/Year.

## Travel From/Travel To

Here enter the place of departure and of arrival for your trip. It's important to be specific if there were multiple means of transport for one trip, for example naming train stations and airports if known or the towns the trip was between.

## Means

The excel form has a drop down menu to select the means of transport in this section. Note for private vehicle journeys, the number of passengers can be selected from this menu list. For "Other" it's advised you state what this was in the Purpose of Journey box below.

TRAVEL

Use the following means for UK or foreign travel claims - if you need more

	Start Date	End Date	Travel From	Travel To	Means	Miles	Curr Am
1							
	Purpose of Journey:						
2							
	Purpose of Journey:						

## Purpose of Journey

Enter the reason for your journey in this box. Please keep this brief and to the point, you don't need to include things like "Transfer Flight" or "Connection". Instead simply state the general purpose of the trip, for example as: "ABC Science Conference, Berlin, Germany" or "123 General Meeting with Academic Collaborators, Manchester" or "Delivery of Samples to University of Edinburgh". Include the name of the conference or institute you visited and indicate if necessary the country or town it was held in.

## Miles

Miles refers specifically to claims for **private vehicle** journeys on University related business. The total number of miles claimed should be entered here. For example a 30 mile trip to a destination and then the return journey would be a claim for 60 miles as a round trip. For all other means of transport leave this blank.

# Expense Claim form Section #3 – Travel Expenses Part 2

## Currency Amount

Enter the cost of the travel ticket/means of transport in this section. Please enter the cost for each ticket on individual lines, **do not** total up tickets prices and enter them on one line. There is a second page to this form for lengthy claims. Remember to enter the amount in the currency you used to pay.

## Exchange Rate

If you used another currency other than GBP £ then you **MUST** enter in this box the rate of exchange. You **MUST** also provide a proof of the exchange rate used with the claim form, for example a print out from XE.com (Historic Rates Section).

or foreign travel claims - if you need more space, use the 'Extra Lines' sheet

Means	Miles	Curr Amount	Curr	Exch	Amount	R
			GBP			
			GBP			

**Currency**  
Enter the currency used for the purchase of the tickets/means of transport here. This box has a drop down menu for currency selection. See the "Currency Codes" tab of the form if you are unsure which currency abbreviation to use.

**Amount**  
This box will automatically calculate the total amount for the line, either replicating the "Curr Amount" if using GBP £ or the exchange rate amount into GBP £ when you entered an exchange rate for another currency.

# Expense Claim form Section #4 - Subsistence / Other Expenses Part 1

## Start Date/End Date

Enter the date(s) of the purchase(s) you're claiming for in these two boxes. Note, for all receipt claims, each one **MUST** be entered on a separate line and not totalled up. If you are claiming for only one date, simply put the same date in each box. Please use UK date format Day/Month/Year.

## Description

Enter a description of what you're claiming for in this box. Try to avoid single word descriptions such as "lunch" or "hotel". Instead include the names of the accommodation you're claiming for, for example "Accommodation: Hotel Flamingo, Barcelona" or the restaurant you ate in "Lunch: Café Paris, Charing Cross".

SUBSISTENCE / OTHER EXPENSES

Use these lines for all other expenses -and the 'Extra Lines' sheet if

Start Date	End Date	Description

# Expense Claim form Section #4 - Subsistence / Other Expenses Part 2

## Currency Amount

Enter the cost of the subsistence/purchase in this section. Please enter the cost for each receipt on individual lines, **DO NOT** total up receipts/proofs of payment prices and enter them on one line. There is a second page to this form for lengthy claims. Remember to enter the amount in the currency you used to pay.

## Exchange Rate

If you used another currency other than GBP £ then you **MUST** enter in this box the rate of exchange. You **MUST** also provide a proof of the exchange rate used with the claim form, for example a print out from XE.com (Historic Rates Section).

the 'Extra Lines' sheet if required

Curr Amount	Curr	Exch	Amount	R
	GBP			
	GBP			

## Currency

Enter the currency used for the purchase here. This box has a drop down menu for currency selection. See the "Currency Codes" tab of the form if you are unsure which currency abbreviation to use.

## Amount

This box will automatically calculate the total amount for the line, either replicating the "Curr Amount" if using GBP £ or the exchange rate amount into GBP £ when you entered an exchange rate for another currency.

# Expense Claim form - Section #5 - Totals

**TOTAL:** ( This Sheet)

Plus: sub-total extra sheets

Less: funded from non-University sources

**BALANCE NOW CLAIMED**

*For Guidance on the completion of this form, refer to the attached notes*


## TOTAL

The total amount claimed will automatically be calculated here, the box below will total claims made on the additional page of this form if used.

## Less: funded from non-University sources

If additional funding from non-university funds should be deducted from the total claim then enter the figure here in £ GBP. This could be for funding from a college, institution or from a non-refundable source. Otherwise leave blank.

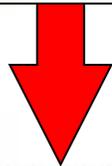
## BALANCE NOW CLAIMED

The grand total of the claim will automatically be calculated here.

# Expense Claim form - Section #6 – Signatures / Authorisation

## Claimant Signature

The claimant should sign and date the form here. Please note **NO** claim can be accepted without a signature and it **MUST** be original, no photocopies or scanned copies will be approved.



Claimant Signature:

Supervisor Check:

Supervisor to counter-sign claims where required by departmental procedures

Authorization:

## Supervisor Check

The PI or supervisor of a GL cost centre or project the claim is to be paid from **MUST** sign here. (If the PI/supervisor is the claimant, there is no need to countersign). They should also check the form is correctly completed and all relevant receipts, tickets etc. are attached to the form before signing.



Date:

Date:

Date:



## Authorization

Leave this section blank (neither the claimant nor supervisor can authorise an expense claim). Once the form has been submitted to the finance team for processing, the Finance Administrator will sign here to authorise the form. In some circumstances the Head of Administration and Finance will authorise forms, especially for high value claims.

# Expense Claim form - Section #7 – Budget / Cost Coding

## Budget

Either the claimant (if they know it) or the PI/Supervisor should enter the budget code the claim is to be paid from here. If the budget is a cost centre enter in the top section marked “General Ledger” in the box titled COST CENTRE. If a Project, enter in the bottom section marked “Projects” in the box titled PROJECT, also enter the task number for the project in the neighbouring box titled TASK. **Leave the rest of this section blank**, the finance team will complete this on your behalf.

### BUDGET / COST CODING

VAT code descriptions are shown in the guidance

GENERAL LEDGER	GROSS AMOUNT	VAT AMOUNT	CODE	COST CENTRE	NATURAL ACCT	ACT	SOURCE of FUNDS	ORG	FUTURE
									000000
									000000
									000000
									000000
									000000

PROJECTS	GROSS AMOUNT	VAT AMOUNT	CODE	PROJECT	TASK	EXPENDITURE TYPE	EXP ORG

< Checksum: this total should agree with the Balance Now Claimed