

Expenses Claim Form (for Non-Employees & Employees without iExpenses)

Rev. 15.1 (15/03/2011)



User-updatable cells

Claim Reference Number for Council use (optional)	
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1 Claimant's institution			
a Council	STFC	b University (if applicable)	Newtown University

2 Claimant's Personal Details					
a Title	Mr	j Address - line 1	1 High Street		
b Surname	Smith	k Address - line 2			
c First Name(s)	John	l Address - line 3			
d Email address used for remittance advice	john.smith@yahoo.co.uk	m Town/City	Newtown		
e Phone	0141 555 2222	n County / State	Northants	Postcode/ ZIP	EG15 1ZZ
f Oracle Supplier Number (if known)	Not applicable	o Country	United Kingdom		
g Currency of reimbursement (note v)	GBP	p Je-S PID or Person Code (if applicable)	Not applicable		
h First time claim? Y/N If Yes, please provide bank details (Section 5 below) If No, please provide your ORACLE SUPPLIER NUMBER (f)		Yes	q Leave blank if First Time claim	Yes	Please either complete Bank Details Section 5 below or submit Payment Details form RCUK SSC Ltd - Change Oracle Supplier record before claim is paid
i If Providing Bank Details on this form - do you wish them to be sent to RCUK SSC by post, rather than email? (more secure - see note iii)		Yes please	Reason for Claim	STFC Introductory Summer School, Glasgow, Aug 29th - Sep 2nd 2011	

Notes on completing this form	
i	Use this form for Travel & Subsistence/Panel Fees/ LTA payments/ Per diems AND in all cases where a claimant (including an employee) does not have access to Oracle iExpenses e.g. Mariners.
ii	If this is your first claim or if your bank has changed, you can provide your bank details in section 5, below. You do NOT need to complete and send a separate Payment Details form. A separate Payment Details form can be used if you do not wish to enter your bank details below.
iii	Please send your completed claims form, along with supporting receipts to your approver at the Council (or to the person indicated by the Council when they sent you this form). Once approved, they will forward your claim to RCUK SSC Ltd for payment. NOTE: email is not 100% secure for transmitting bank details. If you have entered your bank details in Section 5, please indicate in Box 2i if you prefer to have your bank details sent only by post.
iv	All expenditure lines must be coded appropriately before the form is sent to RCUK SSC Ltd for payment. The Council will either have sent you this information already or will enter the data themselves. If the expenditure claimed on this form is chargeable to a project, please enter "Yes" in the Project Related Claim? box at the top of the details page. If not enter "No" This will indicate what Coding information must be completed before submitting the form for payment.
v	Box 2 g. is the currency in which you will be re-imbursed, and must correspond with the currency of your bank account as notified to us in section 5 or previous claims. It is not necessarily the currency that you spent.

Total for Claim - GBP	73.00
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3 Certificate by Claimant	
I certify that: the expenses being claimed have been actually and necessarily incurred by me on business approved by the Research Council; are in accordance with the rules of that organisation; and that I have not, and will not, make a claim for the same items to any other organisation. I also certify that at the time of the journey for which any mileage allowance is claimed I was insured to cover liabilities to third parties.	
Claimant's signature	Date submitted 04-Sep-2011
Print Name:	Mr John Smith

4 a) Authorisation - Approver			b) Countersignature (only required where approver is not on SSC Signatory Panel)		
Approver's signature	Date		Authoriser's signature	Date	
Print Name:			Print Name:		
Approver's Contact Number	Approver's Email Address		Authoriser's Contact Number	Authoriser's Email Address	

5 Bank Details - please complete if this is your first claim, or to change bank details previously provided			
Country	United Kingdom	* Account Name	Mr John Smith
Bank Name	Barclays	IBAN/Routing no.	
Branch Name	Newtown Branch	BIC & Swift Code	
* Sort Code	20-20-20	* Currency	GBP
* Bank Account number	12345678		
Building Society Roll Number		* denotes mandatory field	

Electronic Submission of Claims

Claimant

You can only submit this claim electronically if the Council has told you that you can.

If you have provided bank details in Section 5, we recommend that you send a hard copy of this form by post as this is more secure. Please ensure that you have entered 'Yes' in box 2h so that the Council knows to send your details by post

Approver

RCUK SSC Ltd will only accept this claim electronically (in Excel format or scanned, signed image) if it has been submitted by an authorised person who appears on the RCUK SSC Ltd Expenses Signatory Panel.

If you are not an Authorised Signatory please forward this form to the appropriate person as per your local Council Operating Procedure.

Authorised Signatory

By submitting this claim electronically you are asserting that you have carried out all necessary checks to ensure this claim is valid. Do not send supporting documentation, receipts, tickets, etc. to RCUK SSC Ltd

Wherever possible, please submit claims via Oracle iSupport as this is a secure way of sending data. Please select the **'Receive, match, pay invoice'** Request Type. This will send the claim directly to the correct processing team. Alternatively you can e-mail the Contact Centre Finance@ssc.rcuk.ac.uk. If there are bank details on the form, you can only use e-mail if the claimant has entered No in box 2h.

This version of the claim form is for completion online. Please use the blank printable version if you wish to complete a form by hand.

Project Related Claim? See note iv Y/N?

6	Details of Expense Claim				If your expenditure was in a different currency to your claim, fill in these columns accordingly			This must be in the currency as per 2f. (above)			PROJECT RELATED CODING <small>Specify values in these four columns for project related claims only. Note iv refers</small>				NON-PROJECT RELATED CODING <small>Specify values in these columns for GL code related claims - note iv refers.</small>			
	Date	Details of Journey Undertaken / Venue / Miscellaneous Expenses Claimed / Per diem rate and days	Currency amount of your expenditure	Curr spent	Exchange rate applied (1 GBP =)	Total (inc VAT)* *or local tax	Curr claimed	Project Number	Task No.	Expenditure Type	Expenditure Organization	Business Unit	Cost Centre	Account Code	Analysis Code			
	28-Aug-2011	Train fare	20.00	GBP	1.0000	20.00	GBP											
	03-Sep-2011	Parking fee	5.00	GBP	1.0000	5.00	GBP											
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
			0.00		1.0000	0.00												
Total						25.00	GBP	X										

Please insert rows or use additional printed forms where required.

7	Car mileage claims				This must be in the currency as per 2f. (above)			PROJECT RELATED CODING <small>Specify values in these four columns for project related claims only.</small>				NON-PROJECT RELATED CODING <small>Specify values in these three columns for GL code related claims only.</small>			
	Date	Details (to/from and reason)	Miles/Km claimed	Rate per Mile/Km in the currency of your claim	Total	Curr claimed	Project Number	Task No.	Expenditure Type	Expenditure Organization	Business Unit	Cost Centre	Account Code	Analysis Code	
	28-Aug-2011	From home to Summer School	60	0.40	24.00	GBP									
	03-Sep-2011	Return trip	60	0.40	24.00	GBP									
					0.00										
					0.00										
					0.00										
					0.00										
					0.00										
					0.00										
					0.00										
					0.00										
Total						48.00	GBP	Y							

8	Total claim carried forward to header sheet	73.00	GBP	X + Y
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