



EXPENSES CLAIM FORM NON STAFF

1. This form is for use by individuals who are **non University of Sheffield** staff to claim reimbursement of expenses in a personal capacity and not on behalf of an employer institution (complete section 1).
2. Payment is made directly to your bank account and you should provide bank details for your **PERSONAL** bank account in the **Bank Account Information section** (complete section 2).

1 | Your Expenses Claim

Please complete this form using CAPITAL LETTERS. Sign and date it and hand it at the Central Exhibition.

Claimant Full Name:			
Address:			
	Post Code:		
Email:	Prospective Students Name:		
Status (Note 2)	UG Application Open Day Visitor		

I certify that the expenses claimed on this form are correct.

Signature of Claimant Date:

Purpose for Expenses Incurred (see Guidance note 3)		Summer Open Day visit			
Date of Visit	Description of expenses (see Guidance note 4)	Foreign Currency Type	Foreign Currency Amount	Amount GBP £	Amount GBP p
	Attending a University of Sheffield Open Day. Claiming for (please circle) Coach Fare Train fare OR				
	Car mileage – please enter the number of miles for your round tripmiles				
You can claim for standard class train and coach tickets for the prospective student and one guest only. Original receipts must be submitted with the form, or car mileage is also available at 40p per mile.					
You must submit this form, the self declaration form, and your original receipts to the General Information desk at Central Exhibition, on the Open Day.					
Foreign currency conversion used		n/a			

For University of Sheffield departmental office use only
(When completed and authorised return to Payroll and Expenses, Finance Department)

Cost Centre or WBS Element	Expense type	Expense amounts (Gross)		VAT Code	Receipt attached
		£	p	XX	
		£	p	XX	
		£	p	XX	
		£	p	XX	
		£	p	XX	
		£	p	XX	
Total gross claim		£	p		

Authorised Signatory			
Print Name		Date	

2 Your Bank Account information

Choose one **Option** only

Option 1 - Payment to UK Bank or Building Society

Name(s) of Account Holder(s):																								
Name of your Bank or Building Society:																								
Address of your Bank or Building Society																								
Branch Sort Code:				-				-				Account Number:												
Roll Number (Building Society):																								

Option 2 – Payment to an Overseas Bank Account (see guidance note 5)

Beneficiary Bank Details

Name(s) of Account Holder(s):													
Name of your Bank:													
Address of your Bank:													
Account Number:						Account Currency:							
Bank Code Number:						SWIFT/BIC No:							
(E.g. ABA Routing code, Transit Number, BSB Code):													
IBAN Number													

(Compulsory for all EU Bank accounts):

Intermediary/Correspondent Bank Details (if applicable)

Name of Bank:						SWIFT/BIC No:							
Account Number:													

Any additional information you wish to provide to ensure payment reaches you correctly:

Please sign and date to confirm account details provided in the chosen option above are correct

Signature of claimant						Date						
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GUIDANCE NOTES FOR COMPLETION OF NON STAFF EXPENSES CLAIM FORM

The University of Sheffield's payment records may be audited by HM Revenue & Customs. Details provided on this claim form must be complete and accurate. If the details and supporting documents requested are not provided the claim form will be returned to the authorised signatory and may delay payment or result in the claim being rejected.

1. Full details of the nature and purpose of the expenditure should be provided on Page 1.

- (a) Expenses that are not supported by original receipts will not be reimbursed.
- (b) Credit / debit card receipts will not be accepted as they do not itemise the goods and/or services purchased.
- (c) Payment cannot be made using this form if the amount claimed is to be paid to an organisation or your employer institution and not to you personally. You must speak to your University of Sheffield ("the University") contact and arrange for an invoice for the amount due to be sent by that organisation / institution to the relevant University contact. Your University contact will provide a Purchase Order number which must be quoted on the invoice.

2. STATUS OF EXTERNAL CLAIMANT: Enter your personal status in the box.

(a) Student (include the name of the University attended)	(b) Interviewee
(c) Visiting academic (include the name of your home institution)	(d) Emeritus Professor/other retirees
(e) Other (include the name of your employer institution or organisation)	

3. PURPOSE OF EXPENSE: Please state the reason for incurring the expenditure. For example if the costs were incurred in attending a seminar or Field Trip provide full details: ESRC seminar in Sheffield, October 2012; or Costs of attending for interview in Department of History, October 2012.**4. DESCRIPTION OF EXPENSES:** Please provide a clear description of the actual costs incurred and the amount per item. If there are several items of the same description these may be added together, for example train fares; books; and the total costs noted provided the receipts are sent to support the total claim. See Example Below**5. OVERSEAS BANK INFORMATION:** For payments to be made to a Non UK bank account all fields in Option 2 must be completed. If you are not clear about the information requested please contact your bank for the correct details to ensure that payment reaches you.

- (a) **Beneficiary bank account:** This is the bank account that will receive the payment. This must be a personal bank account bearing your name.
- (b) **Intermediary/Correspondent bank account:** If payment has to be made to another bank before it reaches the beneficiary bank account this is called an "intermediary bank" and is usually only required if your bank is unable to receive payments directly from a UK bank. Your bank will provide this information if required.

6. BANK CHARGES: Please note that your bank may charge you for receiving international payments into your account and as a result you may receive less than the full amount you have claimed on this form.

- (a) The University will pay charges made by its own bank to send the payment to you but **is not liable** to pay charges made by your bank or intermediary bank to you personally.
- (b) If the bank details provided by you are incorrect and a payment made by the University to your bank account is rejected and the University is charged for the rejection, it reserves the right to recover such charges from any amount owed to you.

EXAMPLE CLAIM FORM

Purpose for Expenses Incurred (see Guidance note 3)		ESRC Seminar in Sheffield, October 2012			
Dates	Description (see Guidance note 4)	Foreign Currency Type	Foreign Currency Amount	Amount GBP £	Amount GBP p
01.09.12	Train fares (102.40 + 95.60)			198	00
07+08.10.2012	Taxis (10.00 + 9.50)			19	50
07+08.10.2012	Rutland Hotel 1 night			70	00
07+08.10.2012	Tram to/from station (2.20+2.20)			4	40
07+08.10.2012	Subsistence (2.85 + 10.00 + 1.70)			14	55
Foreign currency conversion used		Total Claim		306	45