EXP 3 - MAR 15 - UK AND OVERSEAS VISITOR CLAIM FOR REIMBURSEMENT OF EXPENSES

CARDIFF UNIVERSITY
PRIFYSGOL CAERDYDD

SCHOOL or DIRECTORATE	
ORACLE SUPPLIER NUMBER	

Form Version 1.1	1st March 2015
Inv Ref / Detail to be quoted on remittance advice	

CLAIMANT DETAILS (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Title				*Barcode (finance use only)*					
Surname									
Forenames									
Address									
				Cheque made payable to:					
Home Postcode		Vehicle Regn.		Owned by me	☐	Owned by Company	☐	Hire car	☐

TRAVEL: MILEAGE CLAIMS (if claiming for a passenger, name needs to be added on a separate line)

Date	Purpose of Journey / Name of Passenger	From	To	Return To	Date of return	Mode of Travel *(dropdown list)*	No. of miles	£ . p
								0.00

TRAVEL: OTHER

Date	Receipt Number	Purpose of Journey	From	To	Return To	Date of return	Mode of Travel	£ . p
								0.00

SUBSISTENCE/OTHER EXPENSES

Date	Receipt Number	Details of Expenditure	Reason	£ . p
				0.00

FEE PAYMENT (will only be paid if declaration box has been ticked)

Date	Detail of fee(s) payable by the University	£ . p
		0.00

Declaration: I confirm that the content material of the lecture/s were neither determined or controlled by the University and I have not been invited to lecture for more than 3 days in total in any 3 consecutive months ☐

TOTAL CLAIMED 0.00

Claimant Signature: **Date:** 26/04/16

By signing I confirm that this claim is compliant with the financial procedures and regulations of Cardiff University and that no other claim has been or will be made for the expenditure against the University or any other organisation

Budget Holder Signature: **Date:**

Budget holder to counter-sign claims where required by School or Directorate procedures

Financial Authorisation: **Date:**

Additional Notes

GENERAL LEDGER (number of digits in brackets)

COST CENTRE (5)	ANALYSIS CODE (10)	ACCOUNT CODE (5)	GROSS AMOUNT

Claim & Rates checked by: *Initials*	
School Description:	

PROJECTS

PROJECT NAME or ACRONYM	PROJECT NUMBER (6 new codes, 7 old codes)	EXPENDITURE TYPE	TASK NUMBER	EXP ORG	GROSS AMOUNT