****

**NON-STAFF**

**Expenses Claim Form**

**Personal Details**

|  |  |
| --- | --- |
| **Surname (as appears on bank account)** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Office/personal telephone no.** |  |
| **Email Address** |  |

**UK Bank Accounts**

|  |  |  |
| --- | --- | --- |
| **Bank** |  |  |
| **Branch** |  |  |
| **Sort code (6 digits)** |  |  |
| **Account number (8 digits)** |  |  |

**Non-UK Bank Accounts**

|  |  |
| --- | --- |
| **Bank** |  |
| **Branch** |  |
| **Branch address** |  |
| **IBAN number** |  |
| **Routing / Clearing number** |  |
| **SWIFT number** |  |
| **Currency** |  |

**Authorisation**

**By signing this form you are declaring that the expenses being claimed are:**

1. In accordance with the University's Financial Regulations and Procedures
2. In respect of expenses wholly necessarily and exclusively incurred whilst engaged on the business of the University
3. No other claim has been made or will be made to this or any other organisation for the expenses claimed

|  |  |
| --- | --- |
| **Signature of Claimant** |  |
| **Date** |  |

Expense enquiries should be emailed to [**expenses@kcl.ac.uk**](mailto:expenses@kcl.ac.uk)

**Details of Expenses Claimed**

*NB:*Please submit **original** receipts (not copies) for each item claimed. Items of expenditure that are not permitted include but are not limited to:

* Computer equipment and phone bills for personal use that have not been incurred wholly and exclusively for College business.
* First class travel/Business Class/Premium Economy travel without prior approval by Head of Department or Head of Faculty as appropriate.
* Hotel bookings where a payment receipt cannot be provided.

|  |  |
| --- | --- |
| **Purpose of expense:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mileage Claim** | | | | | | |
| **Which rate should I use? Check one only** | | | | | | |
| Journeys | 1 | 2 | 3 | 4 | 5 | 6 |
| No. of Miles |  |  |  |  |  |  |
| From |  |  |  |  |  |  |
| To |  |  |  |  |  |  |
| Total Mileage £ |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel and other expenses:** (only Standard/Economy Travel can be claimed). | | **Amount £** | Receipts\* Y / N ? |
| **Expense Details** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **£** |  | | |

*\*Receipts/proof of payment must be attached*

|  |  |
| --- | --- |
| **Total of Expenses Claimed £** |  |

GDPR statement can be found here – <https://www.kcl.ac.uk/terms/privacy.aspx>

|  |  |
| --- | --- |
| **Budget/Grant Holder signature:** To be completed by BUDGET or GRANT HOLDER, who is not the claimant, against the finance coding detailed below. | |
| **Please Print Full Name** |  |
| **Signed** |  |
| **Date** |  |

**WHERE DO YOU WANT THIS CHARGED TO? Please use valid King’s Finance codes:**

|  |  |  |
| --- | --- | --- |
| **Cost Centre (Nominal / Activity)** | **Subjective / Account** | **Amounts** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total of Expenses to be paid £** | |  |