Step 1:

When submitting an Expense Claim form for your activity, you must ensure that you enter your surname, date and number of claims as demonstrated below:

You will then need to complete the fields below and ensure that it is typed. Please note it will not be approved if it is handwritten.

In this section, you will notice that you cannot type in the ‘Total Amount’ box. This will automatically be updated once you continue further on.

This will auto fill – you will not be able to input any data.

Make sure you detail which fund your expense claim is for: Research Support Fund, Language Support Fund or Study Visit and Conference Participation Fund.
Step 2:

In this section, you will need to review your receipts and provide a summary breakdown by types of cost with your name on each line. E.g. all transport receipts should be summarised on one line. See below as an example:

![Example Table]

In the body of your confirmation email you will be given your ‘Project, Task and Award’ number, type it in the appropriate boxes as demonstrated.

**Please note that without the Project, Task and Award number, the claim cannot be processed. If you do not know the project number, please check the confirmation email sent to you for this information**

Go to the next box which is labelled ‘Expend. Type/Analysis’ and click on the dropdown arrow. Then select whichever line is applicable to your expense claim. For example:

![Example Dropdown]

Please note that all fields on the coding part of the form are mandatory; if fields are left blank, the form will be returned. At least one line must be completed. If you are not sure of what codes to use, please liaise with your Departmental Finance Officer or Administrator.
If you have more than one expense to add, continue doing the same as above and you will notice that the ‘Total Amount Claim’ will automatically update.

<table>
<thead>
<tr>
<th>Description (this will appear on the departmental transaction report)</th>
<th>Project Code</th>
<th>Task</th>
<th>Award</th>
<th>Expend. Type/Analysis</th>
<th>Amount (Gross)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport - Jo Smith</td>
<td>123456</td>
<td>100</td>
<td>159110</td>
<td>22 Travel Overseas</td>
<td>£350.00</td>
</tr>
<tr>
<td>Transport - Jo Smith</td>
<td>123456</td>
<td>100</td>
<td>159110</td>
<td>22 Travel UK</td>
<td>£15.00</td>
</tr>
<tr>
<td>Subsistence - Jo Smith</td>
<td>123456</td>
<td>100</td>
<td>159110</td>
<td>22 Subsistence Accomm Overseas</td>
<td>£60.00</td>
</tr>
<tr>
<td>Accommodation - Jo Smith</td>
<td>123456</td>
<td>100</td>
<td>159110</td>
<td>22 Subsistence Accomm Overseas</td>
<td>£110.00</td>
</tr>
<tr>
<td>Conference fees - Jo Smith</td>
<td>123456</td>
<td>100</td>
<td>159110</td>
<td>22 Conference Fees &amp; Expenses</td>
<td>£81.03</td>
</tr>
</tbody>
</table>

Total Amount of Claim: £586.04

**Step 3**

Under ‘Analysis of Expenditure,’ provide an itemised breakdown of each receipt, including the date.

**For example:**

<table>
<thead>
<tr>
<th>Ref</th>
<th>Date of Exp. (dd.mm.yy)</th>
<th>Purpose of Expenditure</th>
<th>Amount Foreign Currency</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10.05.19</td>
<td>The New Jersey Conference fee</td>
<td>$85</td>
<td>0.765262</td>
<td>£61.03</td>
</tr>
<tr>
<td>2</td>
<td>13.05.19</td>
<td>Return flight tickets - London, Heathrow to New Jersey, Newark</td>
<td>£350.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Car Mileage</th>
<th>e.g.</th>
<th>No. of Miles</th>
<th>100</th>
<th>At: per mile</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journey</td>
<td>From</td>
<td>To:</td>
<td></td>
<td></td>
<td>£401.03</td>
</tr>
</tbody>
</table>
Ensure that the ‘Total Amount’ in this section matches with the amount in Step 2:

![Analysis of Expenditure Table]

This ‘total amount’ box will also auto-fill from the individual amounts you will have already entered immediately above.

If there isn’t enough space here to list all your receipts, please do so in a separate excel or word document, make sure to number and date them. Put the total amount of the separate sheet in the amount section of the form.

For example:

![Expense Table]

Please remember to keep all original paper receipts, that you intend to claim for, as they need to be sent to the LAHP office.
Step 4

Finally, please be sure to sign the box below:

I confirm that the above expenditure has been incurred as a result of UCL activities only. (Please ensure the form is signed by the claimant)

Claimant Signature:                       Date:

This **MUST** be printed off, signed and dated by you and then scanned and emailed to the LAHP Team. Once the ‘Authorised Signatory Name’ is signed by LAHP, your expense claim can then be processed.

I confirm that the above expenditure has been incurred as a result of UCL activities only and that the bank details given are correct and can be used by UCL.

(Please ensure the form or an attachment stating the bank details is signed by the claimant or we cannot pay by BACS)

Claimant Signature:                     Date: 01/06/19

Authorised Signatory Name:              Date:

Signature:                              Date: