

Guide to Submitting an Expense Claim Form

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:

	When completed in full, please print, sign and pass to an Authorised Signatory for approval.			EXPENSE PAYMENT
	When authorised, send to Accounts Payable for processing.			
Document No:	EXP	Surname Smith	Date (ddmmyy) 01.06.19	2

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.

PLEASE ENSURE FORMS ARE TYPED, NOT HANDWRITTEN. ONLY YELLOW FIELDS NEED TO BE COMPLETED WHERE APPROPRIATE.

Date:		01.06.2019	
Payee Type (please mark X)	<input type="checkbox"/> Employee	<input checked="" type="checkbox"/> Student	<input type="checkbox"/> Other
Payee Name	Jo Smith		Supplier No (AP USE ONLY):
Address Line 1	Gower Street		Payroll No. if Employee:
Address Line 2			UPI Number:
Town/City	London	Post Code:	WC1E 6BT
Total Amount (this is automatically populated with total from below)	£586.04	Description of claim:	Research Support Fund Claim
Please mark X if Expense Advance	<input type="checkbox"/>	Finance Use Only Bank Details Set Up - Yes	<input type="checkbox"/> Initial <input type="text"/> Date <input type="text"/>

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:

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.

Project Code Analysis - Please amalgamate items being charged to the same project, task, award and expenditure type into one distribution line. If there are more than 6 lines, please enter on a spreadsheet and attach to this form.

Description (this will appear on the departmental transaction report)	Project Code	Task	Award	Expend. Type/ Analysis	Amount (Gross)
Transport - Jo Smith	123456	100	159110	22 Travel Overseas	£350.00
Transport - Jo Smith	123456	100	159110	22 Travel UK	£15.00
Substinence - Jo Smith	123456	100	159110	22 Subsistence Accom Overseas	£60.00
Accommodation - Jo Smith	123456	100	159110	22 Subsistence Accom Overseas	£110.01
Conference fees - Jo Smith	123456	100	159110	22 Conference Fees & Expenses	£51.03
Total Amount of Claim:					£586.04

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:

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Project Code Analysis - Please amalgamate items being charged to the same project, task, award and expenditure type into one distribution line. If there are more than 6 lines, please enter on a spreadsheet and attach to this form.

Description (this will appear on the departmental transaction report)	Project Code	Task	Award	Expend. Type/ Analysis	Amount (Gross)
Transport - Jo Smith	123456	100	159110	22 Travel Overseas	£350.00
Transport - Jo Smith	123456	100	159110	22 Subsistence Accom Overseas 22 Telephone Calls Business 22 Travel Overseas	£15.00
Substinence - Jo Smith	123456	100	159110	22 Travel UK 22 Vehicle Costs	£60.00
Accommodation - Jo Smith	123456	100	159110	22 Visa Fees / Work Permits 22 Visiting Lecturer Expenses 22 Workshop Materials	£110.01
Conference fees - Jo Smith	123456	100	159110	22 Conference Fees & Expenses	£51.03
Total Amount of Claim:					£586.04

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.

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.

Project Code Analysis - Please amalgamate items being charged to the same project, task, award and expenditure type into one distribution line. If there are more than 6 lines, please enter on a spreadsheet and attach to this form.

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Accommodation - Jo Smith	123456	100	159110	22 Subsistence Accommod Overseas	£110.01
Conference fees - Jo Smith	123456	100	159110	22 Conference Fees & Expenses	£51.03
Total Amount of Claim:					£586.04

Step 3

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

For example:

Analysis of Expenditure (Please attach supporting receipts, number and cross reference to the table below) If you have more than 5 receipts, please provide a spreadsheet detailing each receipt and attach this reconciliation to the form.

Ref	Date of Exp. (dd.mm.yy)	Purpose of Expenditure	Amount Foreign Currency	Rate	Amount		
1	10.05.19	The New Jersey Conference fee	\$65	0.785282	£51.03		
2	13.05.19	Return flight tickets - London, Heathrow to New Jersey, Newark			£350.00		
3							
4							
5							
Car Mileage		c.c:	No.of Miles	100	At:	per mile	£0.00
		Journey From:	To:	Total Amount			£401.03

Ensure that the **Total Amount** in this section matches with the amount in Step 2:

Analysis of Expenditure (Please attach supporting receipts, number and cross reference to the table below) If you have more than 5 receipts, please provide a spreadsheet detailing each receipt and attach this reconciliation to the form.

Ref	Date of Exp. (dd.mm.yy)	Purpose of Expenditure	Amount Foreign Currency	Rate	Amount	
1	10.05.19	The New Jersey Conference fee	\$65	0.785282	£51.03	
2	13.05.19	Flight tickets - London, Heathrow to New Jersey, Newark			£350.00	
3	14.05.19	Hotel Accommodation for 3 nights - The Hotel	\$140.09	0.785282	£110.01	
4	20.05.19	Return coach - Victoria station to Heathrow Airport			£15.00	
5	25.05.19	Subsistence - see additional spreadsheet	\$76.44	0.785282	£60.00	
Car Mileage	c.c:	No.of Miles	100	At:	per mile	£0.00
	Journey From:	To:	Total Amount			£586.04

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:

Item	Date of Payment	Expense	Amount (\$)	Exchange rate	Amount (£)
6	25.05.19	Bus card	10	0.785282	7.85282
7	25.05.19	Dinner - Bennys Pizzeria	22.04	0.785282	17.30761528
8	25.05.19	Taxi - Airport to Hotel	5.94	0.785282	4.66457508
9	26.05.19	Dinner - The Cheesecake Factory	22.45	0.785282	17.6295809
10	27.05.19	Lunch - The Food Place	9.98	0.785282	7.83711436
11	27.05.19	Taxi - Hotel to Airport	6.03	0.785282	4.73525046
			Total (\$)		Total
			76.44		60.02695608

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:

J Smith

Date:

01.06.19

Authorised Signatory Name:

This must be an Authorised Signatory with the requisite limit for the total amount of the claim.

Signature:

Date: