

subsistence expenses Claim for reimbursement of travel/

Before completing this form please see other side for notes and approved rates and the production of receipts for expenditure incurred. Income and Payments office - Telephone extension: 2162

Travel Subsistence Other	'	Refer also to Benefits and Expenses P	es Procedures Manual			_
			Trav	vel	Subsistence	0

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	Jou	Journey	Purpose of	Publi	Public transport	Priv	Private car*	Suc	Subsistence		Other
Date	From	To	Journey	Class of Travel	Amount	No. of Miles	Amount	Details	Amount	Details	Amount
					89		හ		89		సి
Note: Public to private	ransport rates will k car are given below	Public transport rates will be paid unless reason private car are given below (see notes overleaf).	Note: Public transport rates will be paid unless reasons for the necessary use of private car are given below (see notes overleaf).	80		80		80		80	
To be comple	To be completed by claimant			To be complet	To be completed by Department/Section	ent/Section				Total of claim &	
I certify that the	above expenses w	vere properly incurred	I certify that the above expenses were properly incurred on University business	Expenditure approved by:	proved by:		Authorised Signatory	gnatory		Lease car and private	d private
Signature:		Date:									
Payment to be	Payment to be made to: (block capitals)	pitals)								cumulative bus forward:	Cumulative business miles brought forward:
Name:		Dept./section:		Order Number		Account	Cost Code	O,	ю Ф	Business miles this claim:	this claim:
Address (pleas	e complete if NOT	Address (please complete if NOT a member of staff or student)	student)							Cumulative bus	Cumulative business miles carried forward:

Form No. FI.3(a)(July 2008)

White - Finance Pink - Staff Blue - Department