

All claims should be sent to:

University of Stirling

Alannah Young
Divisional Assistant
Division of Economics
3B74 Cottrell Building
Stirling
FK9 4LA

If you have any questions please contact
Alannah Young

alannah.young1@stir.ac.uk

UNIVERSITY OF STIRLING
Claim for Reimbursement of Travel
and Subsistence Expenses



UNIVERSITY OF
STIRLING

Notes :

1. Claims must only be submitted after expenditure has been incurred and must comply with current approved regulations and scales of payment. All claims must be supported by vouchers wherever possible.
2. Claimants driving a private car on University business must hold a current driving licence. It is a condition of the admission of a claim for mileage allowance that a member of staff shall have his/her insurance policy endorsed extending the public liability section to indemnify the University of Stirling in respect of any accident occurring whilst his/her vehicle is used on University business.
3. Please submit completed claim promptly to the Finance Officer, University of Stirling, FK9 4LA
4. All claims should be certified by an authorised individual, other than the person making the claim.
5. Mileage claimed between home and office is required to be taxed according to Inland Revenue instruction.
6. Payments are made by Direct Credit to your bank account. Please provide details below.

Name of Bank :

Name(s) of Account Holder(s) :

Account Number :

Sort Code :

Name: _____
 Staff Id/Payroll No or Student Registration: _____

Address for cheque: _____
 (to be completed for non-staff only) _____

Department: _____

Vehicle Type: _____

Engine Size: cc

National Insurance No.

A Car Mileage Claims - Please supply overleaf details of each journey and the nature of the business.

Total Mileage Rate per mile Total Claimed £

Car Mileage Claimed as per details overleaf

B Public Transport and Subsistence Expenses

Please supply overleaf details of each journey and the nature of the business.

Amount claimed as per details overleaf

£

C Summary of Claim:

Activity	Cost Centre	Proj	Sub Proj	Loc'n
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Total Claimed:

D Advances:

Activity	Cost Centre	Proj	Sub Proj	Loc'n
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(to be completed only if a previous advance is to be accounted for)

Advance Deducted
 Balance Claimed

Date of Claim _____

Signature of Claimant: _____

Certified for Payment
 (see Note 4)

Date	Details of Journey		Nature of Business	Mileage
	From	To		
Total Mileage Claimed (see Section A overleaf)				£

Details of Fares and Expenses and Nature of Business		
Date		
Total Public Transport and Subsistence Claimed (see Section B overleaf)		£