|  |
| --- |
| **Payment for Non-Staff/Student Expenses via FPM (Finance Process Manager)** |
| **Guidance** |
| Before completing this form, please refer to the conditions on [pages 2-3](#_CONDITIONS).The Finance Department will review claims for compliance with these conditions. The responsibility of the claimant and the authoriser is to ensure that, to the best of their knowledge, the claim is compliant with the conditions listed. Any unusual or significant items will be referred by Finance to Internal Audit for investigation. For advice on the conditions of claiming expenses listed here, please contact Finance.helpline@ed.ac.uk. **Claimant:** Please complete **sections** **1 to 3** and return to sender**School/Department:** The form must be signed and dated by an authorised signatory in line with local procedures. The completed form should be processed via FPM and approved by a budget holder. If you do not have access to FPM then please forward to the Finance Helpline (finance.helpline@ed.ac.uk). For information about our privacy policy and how we use your information please go to [Finance Privacy Notice](https://api.search.ed.ac.uk/s/redirect?collection=edi-public-meta&url=https%3A%2F%2Fwww.ed.ac.uk%2Ffinance%2Fabout%2Fprivacy&auth=jufkYw8OM1gommI30Oe%2FaQ&profile=_default&rank=1&query=finance+privacy+notice) |
| **Section 1: Personal details** |
| Full name (include title): |       |
| Visitor/Student number: |       | Email address: |       |
| Address: | Address line 1:      Address line 2:      Address line 3:      Postcode:       |
| **Bank details** **(preferred payment method is BACS)**: |
| Sort code: |       | Account no: |       |
| **Section 2: Expense details** |
| Fares (i.e. air, train, bus, taxi etc): | £0.00 |
| Mileage Allowance 0 miles @ £0.00p per mile: | £0.00 |
| Subsistence/Other Expenses: | £0.00 |
| Total claimed: | £ 0.00 |
| Less advance of expenses already received: | £0.00 |
| Total payable: | £ 0.00 |
| **Section 3: Declaration – I certify that the expenses above were incurred by me in connection with:** |
| My visit to: |       | On (date) DD/MM/YYYY: |       |
| For the purpose of: |       |
| In the case of a Research Grant/Contract these are allowable expenses under the Terms and Conditions set by the sponsor. |
| Signed (Claimant): |       | Date (DD/MM/YYYY): |       |
| **Section 4: Coding details (to be completed by School/Department)** |
| **Travel** | **Cost centre** | **Account code** | **Job Code** | **Gross amount** | Finance Dept only  |
|  |       |       |       | £0.00 | ZE |
|  |       |       |       | £0.00 | ZE |
|  |       |       |       | £0.00 | ZE |
|  |       |       |       | £0.00 | ZE |
| **Sub total** |  | £0.00 |  |
| **Subsistence/****Other** **Expenses** | **Cost centre** | **Account code** | **Job Code** | **Gross amount** |  |
|  |       |       |       | £0.00 | SU |
|  |       |       |       | £0.00 | SU |
|  |       |       |       | £0.00 | SU |
|  |       |       |       | £0.00 | SU |
| **Sub total** |  | £0.00 |  |
| **Less advance paid** |  |       |  |
| Total payable from expenses details must equal total here: | £0.00 |
| **Section 5:** Approval by Head of Department, budget holder or designated Finance Manager |
| Authorised:  |       | Position: |       |
| **Section 6: FOR FINANCE DEPARTMENT USE ONLY (ADVANCES REFUND)** |
| Refund | DR |       |       |       |       |
| **CONDITIONS** |
| **Policy information**The University’s Expenses policy was updated in April 2022*.* Although the new policy applies to staff, students & others employed by the University, non-staff & student claims using this form must comply with the extracts of the [University’s Expenses policy](https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/policies-and-procedures):* The policy applies to all expenditure. This policy takes precedence unless more restrictive financial limits are stipulated by the funder (for example, a research grant).
* Responsibility for compliance with this policy rests with students or others making claims (“the claimant”) for the reimbursement of expenses and their approving budget holder or a designated Finance Manager (“the authoriser”).
* The University will reimburse claimants for expenses which they wholly, necessarily and exclusively incur in the course of official University purposes. Only actual costs which are incurred as part of the University’s purposes will be reimbursed.
* Claimants and authorisers must aim to ensure that economy, efficiency and effectiveness are achieved in respect of all expenses incurred without compromising personal safetyProcurement should be considered first – expenses claims should only be used when it is not possible and/or practical for the University to pay for the goods or service directly through our established Procurement routes by raising a requisition

**Claiming expenses**All staff/student expenses must be processed via eExpenses. All non-staff student expenses must be claimed through FPM (Finance Process Manager). Manual claims are no longer accepted for staff/students (unless there is a recovery of an advance of expenses). Interview and relocation expenses can be reclaimed using the relevant form on the HR website: <https://www.ed.ac.uk/human-resources/forms>.* Where possible, claims must be submitted and approved for payment on the online expenses system, eExpenses. All expenses must be recorded, clearly itemised and accurately coded on the eExpenses system or manual claim form. Proxy users may input online expense claims on behalf of the claimant. Guidance on eExpenses can be found on the [Finance WIKI](https://www.wiki.ed.ac.uk/pages/viewpage.action?pageId=252675884).
* All claims for expenses should be made promptly. Claimants should submit expense claims within three months of the expense being incurred except where there is an acceptable reason for delay.
* All receipts (for example, itemised bills or invoices) showing proof of payment must be attached to the manual claim form for approval. Original receipts must be retained if it is a funder requirement. Mileage claims do not require a receipt.
* Foreign currency payments should be converted to sterling at the nearest applicable exchange rate to the date of the transaction and claimed in sterling including any charges. Where a foreign currency payment is made using a credit or debit card, the actual cost in sterling will be reimbursed. For cash items, please use the exchange rate achieved on conversion to foreign currency plus any transaction charges. For foreign currency bank account transactions, please use the [xe.com](https://www.xe.com/) rate on the transaction date.
* Actual subsistence costs incurred can be claimed and itemised bills and proof of payment must be provided
* The University will reimburse the costs of necessary travel for University purposes. The University will not reimburse the costs of ordinary commuting or private travel.

**Advances**This form must also be used for the reimbursement of advances as this cannot currently be processed using the online eExpenses system, eExpenses. Please refer to the [Advances procedure](https://www.edweb.ed.ac.uk/files/atoms/files/advances_procedure_0.pdf). Where a business case can be made to the budget holder, and with prior agreement of the Finance Department (please email Finance.helpline@ed.ac.uk giving a minimum of two weeks’ notice), an advance on expenses can be made for students. For advances of expenses for research grants, please contact your local Research Grants Administrator. The budget holder is accountable for managing the recovery of the advance and expenses funded from an advance are subject to the same terms of this policy. Guidance on advances can be found in the [Finance Policies and Procedures page](https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/policies-and-procedures).**Travel:**Business Travel is one of the University’s principal sources of carbon emissions and has a significant impact on the delivery of the Zero by 2040 climate strategy. Whilst travel can have numerous advantages in terms of delivering global impact including research, exchange of ideas and improving partnerships, the environmental impacts of travel need to be recognised and considered. For information on travel expenses, please refer to the [Sustainable Travel Policy](https://www.ed.ac.uk/sustainability/what-we-do/travel/climate-conscious-travel/sustainable-travel-policy-2021).Exceptions to booking via the University’s Travel Management Supplier is limited to: * When travelling by bus, tram, taxi or other local mode of transport.
* Where you are in another country (i.e. not in the UK) when booking domestic travel within this country
* When booking group travel (where quotes from another travel suppliers may be sought).

The use of private vehicles is strongly discouraged and should only be used when no reasonable alternative exists.Where business mileage is being claimed, the start point, destination and number of miles must be included on the expense claim. Approved mileage rates for cars, motor cycles and bicycles, for expense claims can be found at the [HMRC website](https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances). **Other expenses;**The actual costs of personal incidental expenses such as newspapers, private calls, laundry, non-alcoholic drinks, etc. can be claimed provided that the total amount spent on such items amounts to no more than £5 per night (where the night is spent in the UK) or £10 per night (where the night is spent outside the UK). Receipts are required. This is not a round sum per day allowance claimed for nights away from home. The cost of alcohol consumed as part a meal will not be reimbursed. |