

## **Guidance Note for Non Employees Claiming Expenses**

### **Expense Claim Form:**

The preference is for this form to be completed electronically via Microsoft Excel.

If this is your first time claiming expenses please fill in boxes h & i. If your bank details have changed since your last claim please highlight this in box q.

Your supplier number will be completed internally so ignore box f.

The meeting title is sufficient in the "Reason for Claim" box.

Section 3 – Only to be filled in when the form has been completed.

Section 4 – Is for internal use only – please ignore.

Section 5 – Only fill this in if you are a first time claimant or have changed your bank details since your last expense claim.

Section 6 – All AHRC Claims are not Project Related. Please select N in this box and ignore columns referring to Project and Non Project related coding as they are for internal use only.

Please fill in all non mileage claims in this section providing as much detail as possible noting the policy reminders below.

Please note times and dates are needed for all subsistence related claims. i.e times left and returned home/office to ensure the correct rates are applied.

Section 7 – Please enter any mileage claims again ignoring the Project and Non Project related coding columns.

We would advise that you check the totals on the form are correct before submission, particularly if you are filling in the form by hand. These can be found on both Pages 1 & 2 of the form.

Having completed all sections print out the form, sign, date and print your name in Section 3.

Submit the claim form with all associated receipts as per the address table overleaf.

### **Policy Reminders:**

- *Accommodation* – Hotel rates claimed are as per the AHRC policy (see rates overleaf).
- *Public Transport /Flights* – Standard Class only. First class only acceptable with prior approval of the Director of Resources which should be attached to the claim.
- *Taxis* – Public transport is the preferred method of travel, and as such justification should be included.
- *Car Mileage* – A Risk Assessment form needs to be included with the claim and evidence of mileage (such as a Google/AA maps printout) included as a receipt.
- *Subsistence* – Start and end times and dates must be included.
- *Gratuities* – Can be claimed up to 10% with a valid itemised receipt. If a service charge is included, no tip can be claimed.

### **We would advise that your claim will be returned unpaid if:**

- It is not signed.
- Bank details are not provided when they should be.
- Receipts are missing, incorrect or photocopies provided.

### **You may be contacted for additional information if:**

- Risk assessments are not provided when car mileage is claimed.
- Clarifying any errors in the claim – i.e. claiming too much / wrong totals on form.

**Claimable Rates:****Mileage Rates:**

Private Car mileage rate first 130 business miles per day	40p per mile
Private Car mileage rate for over 130 business miles per day	25p per mile
Motorcycle Rate	24p per mile
Bicycle Rate	12p per mile
Passenger Supplement: for each passenger	2p per mile
Car Hire Day Rate	£36 per day
Car Hire Mileage rate	8p per mile

**Accommodation Rates:**

Maximum rate for hotels in London and other major cities, (e.g. Bristol, Cardiff, Birmingham, Leeds, Manchester) is £130 (B&B inc VAT).

For all other locations the budget is £100 max (B&B inc VAT)

**Subsistence:**

Time away from Office or Home	Maximum Subsistence Claimable
Under 5 Hours	£0.00
Over 5 Hours, Under 10 Hours (No Meals Provided)	£4.25
Over 10 Hours, Under 24 Hours (Lunch Provided)	£5.05
Over 10 Hours, Under 24 Hours (No Meals)	£9.30
Over 24 Hours (Lunch and Dinner Provided)	£5.00
Over 24 Hours (Dinner Provided)	£9.25
Over 24 Hours (Lunch Provided)	£20.00
Over 24 Hours (No Meals Provided)	£24.25

**Addresses for Submission of completed expense forms;**

Meeting/ Event Type	Title	Company	Address				Phone Number
Council Members	Council Secretary	AHRC	Polaris House	North Star Avenue	Swindon	SN2 1FL	01793 416000
Advisory Board	Council Secretary						
Audit Committee	Council Secretary						
Contractors	(your) Line Manager						
International	Head of International						
Communications	Head of Communications						
Knowledge Transfer	Head of Knowledge Transfer						
Evaluation	Head of Evaluation						
Human Resources (Interview expenses)	Head of Human Resources						
Other PRC Events	Peer Review College Coordinator						
Panel Members		SSC Grants	North Star House	North Star Avenue	Swindon	SN2 1FF	01793 867000
For payment queries	Email: Finance@ssc.rcuk.ac.uk	SSC Finance	North Star House	North Star Avenue	Swindon	SN2 1FF	01793 867000

**Useful links:**

Train Travel times  
[www.trainline.co.uk](http://www.trainline.co.uk)

Safe Driving at Work  
[www.hse.gov.uk/pubns/indg382.pdf](http://www.hse.gov.uk/pubns/indg382.pdf)

Visa information  
[www.thevisacompany.com](http://www.thevisacompany.com)

Travel advice by country  
[www.fco.gov.uk/en](http://www.fco.gov.uk/en)

Advice for travellers including vaccinations  
[www.fitfortravel.scot.nhs.uk](http://www.fitfortravel.scot.nhs.uk)

Foreign and Commonwealth Office  
[www.fco.gov.uk/](http://www.fco.gov.uk/)

**Risk Assessment:**

Non Employee Risk  
Assesment.doc