

Santander On-line or FPM Ref: _____

FOR OFFICE USE ONLY



Expenses Claim Form for Edinburgh University VISITORS
including current and external STUDENTS

PERSONAL DETAILS [BLOCK CAPITALS - PLEASE]

NAME

(Please state Prof, Dr, Mrs, Miss, Ms, Mr etc)

e-MAIL ADDRESS

@

HOME ADDRESS

Postcode:

BANK details* (Please complete only ONE of the boxes below)

UK BANK ACCOUNT

sort code

account number

non-UK Bank Account

IBAN or account number

BIC/SWIFT code

Routing number

Name of Bank

Your Name

(as stated on your account)

Address of Branch

Enter expenses details on the reverse side of the form, as guidance provided.

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EXPENSE DETAILS (summary)

GBP (Sterling)

other currency
(EUR, CHF, USD ...)

COST CENTRE

ACCOUNT CODE

JOB CODE

AMOUNT (£)

VAT

AMOUNT (_____)

TRAVEL

£

ZE

SUBSISTENCE

£

SU

OTHER

£

SU

OTHER

£

SU

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£

TOTAL

DECLARATION

I certify that the expenses above were incurred by me in connection with my visit to the University of Edinburgh

on (date)

from

to

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

Host:

Signed (visitor)

Date

For information about our privacy policy and how we use your information please go to <https://www.edweb.ed.ac.uk/finance/about/privacy>

1. Complete the details of expenses incurred in the tables below.
2. You may have incurred expenses in non-GBP currency during your journey to and from the University of Edinburgh, so use the first table for any such spend and please indicate which currency.
3. Use the second table for any expenses that you have incurred in GBP while you were in the UK.
4. Please attach receipts for all expenses.
5. If you need any help with completing this form, please contact the School Operations team by emailing finadmin@maths.ed.ac.uk

ANALYSIS OF EXPENDITURE: other currency, please state (EUR, CHF, USD, other)

Description of Expenditure	Travel	Subsistence	Other	Total
TOTAL				

ANALYSIS OF EXPENDITURE: GBP (Sterling)

Description of Expenditure	Travel	Subsistence	Other	Total
TOTAL	£	£	£	