

UNIVERSITY OF ULSTER

CLAIM FOR TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCES

COUNCIL MEMBERS

NAME OF CLAIMANT:

ADDRESS

Visit to

Period from a.m. on 20 to p.m. on 20

Purpose of Visit:

DETAILS OF CLAIM:

Course Fee.....

Air Travel (Tourist Class)/Boat Travel (Authorised Class).....

Rail Travel

Coach/Bus Fares/Car Expenses

Taxi Cabs

Meals

Other (please detail)

(Vouchers and Receipts must be attached. Failure to provide may render the claim for that item invalid).

Cost Centre

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Total

Analysis Code

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Less: Advances

Total Amount Due _____

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I certify that this expenditure was incurred solely on behalf of the University of Ulster and that the allowances claimed are in strict accordance with the prescribed Regulations.

Date:..... Signed:

Claimant

This claim is recommended for payment.

Date:..... Signed:

Director of Planning and Governance Services

TRAVELLING AND SUBSISTENCE

Travelling Expenses

Travelling expenses necessarily incurred by council members in the performance of their official duties will be reimbursed after authorisation, on the basis of actual expenditure incurred subject to the following:

Air Fare	-	Business/Economy Class
Rail and Sea Travel	-	Fares by rail (second class) and by sea (first class)
Bus, Tube and Taxi fares))	- - On the basis of actual expenses incurred

(NOTE: It is expected that taxis will only be used where no public transport is available).

ALLOWANCES

For each night's absence on University Business		For absences on University Business which do not extend overnight but last for a continuous period of more than 10 hours.	For absences on University Business which last for a continuous period of more than 5 but not more than 10 hours
In N. Ireland and Gt. Britain	In London	In N. Ireland and Gt. Britain	In N. Ireland and Gt. Britain
£105.00	£130.00	£9.30	£4.25

MOTOR CAR MILEAGE ALLOWANCES

Cars with engine Capacity	ALL cars
	p per mile
Up to 10,000 miles	40
Over 10,000 miles	25
Public Transport Rate	23.8