

UNIVERSITY OF ULSTER

CLAIM FOR TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCES

ON A VISIT OR COURSE OF STUDY

NAME OF CLAIMANT:

DESIGNATION (Including Faculty where applicable)

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

Total

Analysis Code

Less: Advances

Total Amount Due

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:

Authorised Signatory

TRAVELLING AND SUBSISTENCE

Travelling Expenses

Travelling expenses necessarily incurred by employees 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)	-	On the basis of actual expenses
Taxi fares)	-	incurred

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

Subsistence

Day subsistence allowances are payable only when an employee is absent from his normal place of work on official business and necessarily purchases a meal at greater cost than if he had been at his normal place of work.

Night Subsistence Allowances

Night subsistence allowance covers an overnight absence of 24 hours plus any additional period not reckonable for day subsistence allowance.

NOTE: Night subsistence allowances will be abated in the following circumstances:

Circumstances	Abatement
The employee stays at a University or other Educational Institution's Halls of Residence.	Half normal night subsistence rate.
The employee travels by sea and occupies or could have occupied a sleeping berth.	Half normal night subsistence rate.
The employee travels by rail and occupies or could have occupied a sleeping berth.	Half normal night subsistence rate.

NOTE: No subsistence allowances are payable in respect of residential conferences for which the University meets full costs.

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
£90.00	£110.00	£9.30	£4.25

NOTE: Subsistence expenses in respect of foreign visits including the Republic of Ireland will be based on actual costs.

MOTOR CAR MILEAGE ALLOWANCES

Cars with engine Capacity	ALL
	p per mile
Up to 10,000 miles	45
Over 10,000 miles	25
Public Transport Rate	23.8