Mileage Claim Form

Name: ……

Faculty/Department: ……

Campus: ……

Home Address: ……

……

Please tick role below.

Council	
Visiting Lecturer	
Student	
Other	

NI Number: ……

Car Registration Number: ……

Student Registration Number: B00 ……

For payment by BACS the following details are required

Bank Sort Code: ……

Bank Account Number: ……

Email Address: ……

Date	Time of		Full Particulars of Journeys, Route followed, including commencement and termination point	Remarks, Reason for Journey and Prior approval No. if applicable	Mileage Claimed	Amount	Subsistence Allowance	Other(e.g.) Parking) Attach Receipts	Account Code to be Charged
	Dep.	Ret.							
						:	:	:	
						:	:	:	
						:	:	:	
						:	:	:	
						:	:	:	
						:	:	:	
						:	:	:	
						:	:	:	
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						:	:	:	
						:	:	:	
						:	:	:	
						:	:	:	
				Totals		:	:	:	

I certify that the above mileage was undertaken on journeys necessary to enable me to carry out my duties and the vehicle quoted above was licensed and insured during the relevant period.

I certify that this claim is properly payable by the University of Ulster and is in accordance with the regulations governing payment of car allowances.

Faculty Stamp

Date Paid

Signature of Claimant

Date

Authorised Signatory

Date

MOTOR CAR MILEAGE ALLOWANCES

This form should not be used by members of University staff, who should use the online system.

1. This form should only be used by members of Council, visiting lecturers and students.
2. Claimants should record full particulars of their journeys and the reason for each.
3. Car parking charges necessarily incurred in connection with official University business will be reimbursed on production of official receipts.
4. The claimant's insurance policy must specifically include cover for business use.
5. Mileage is paid at the following rates, which are set by the Inland Revenue:-

Council Members Only:	Up to 10,000 miles 45p per mile Over 10,000 miles 25p per mile
Visiting Lecturers, students and other external claims:	Public Transport Rate 23.8p per mile

DAILY SUBSISTENCE RATES

For absences from normal place of work on official University business, which must last for a continuous period of:-

More than 5 hours but not more than 10 hours	£4.25
More than 10 hours but not extending overnight	£9.30