## FPM = P01

## or Santander On-line

\*(FOR PHYSICS ACCOUNTS use ONLY - amend/delete option & complete P01 Supplier Code if applicable)

Claim Form for Expenses - for VISITORS to the University of Edinburgi including students matriculated at other universities

PERSONAL DETAILS	[BLOCK CAPITALS - PLE	ASE]			
NAME			A DINGUE		
(Please state Prof, Dr, Mrs, Miss, Ms)  e-MAIL ADDRESS	@				
POSTAL ADDRESS					
	Postcode:				
BANK details*	(Please complete only O	NE of the boxes below	v)		
UK BANK ACCOUNT	sort code	account numb	er		
non-UK Bank Account					
IBAN or account number					
SWIFT code or routing number	***************************************				
Name of Bank					
Your Name (as stated on your account)					
Address of Bank (if known)					
, ,					
Enter expenses details on the reverse Complete the coding below ONLY otherwise please leave BLANK.  EXPENSE DETAILS (SE	if your host is able to help	•	-		
COST CENTRE ACCOUNT CODE	JOB CODE AMO	UNT (£) VAT	AMOUNT ()		
320 . / 4520		SU			
DECLARATION I certify that the expenses above	e 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/C	ontract these are allowable	expenses under the Terr	ms and Conditions set by the sponsor		
Signed (visitor)		Da	te		
Authorised by Visitor's Host	(authorise	Position Pos	on		

- 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. If your host has advised that you can claim a daily rate (per diem) of £25.00 a day, then you do not need to attach receipts for this subsistence
- 5. For all other expenses and where possible, please attach receipts. It is recognised that in certain circumstances it is not always feasible to obtain receipts for small items of spend, in which case, unreceipted items under £5.00 will be reimbursed.
- 6. However, for all unreceipted items, please add a note in the "Description of Expenditure" field.
- 9. If you need any help with completing this form, please call by to Physics Accounts in rooms 4215 & 4214 in JCMB.

ANALYSIS OF EXPENDITURE: other	r currency, plea	ise 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	£	£	£	