|  |
| --- |
| **Request for Advance of Expenses** **(for Students)** |
| This form can be used for requesting an advance of expenses for Students. **Claimant:** Please complete **s**ection 1 to 5, then send the form to your department upon completion. Evidence of spend must be kept and returned at the end of the placement. Please refer to our [conditions](#_CONDITIONS) section before completing this form. **School/Department:** Please complete costing information in sections 6/7 before sending to Finance.Helpline@ed.ac.uk. All of the advance must be evidenced and any under/over spend should be managed in line with the [conditions](#_CONDITIONS_2) provided with this form.For information about our privacy policy and how we use your information please go to <https://www.edweb.ed.ac.uk/finance/about/privacy>.  |
| **Section 1: Personal Details - (Please do not use any special characters i.e. accents)** |
| Student name: |       | Matriculation Number: |       |
| Email address (for BACS remittance): |       | Supplier number (if known): |       |
| **Section 2: Bank Details (for payment to the recipient’s bank account):** |
| Bank/Building Society Name: |       | Branch Address: |       |
| Account Number/Roll Number: |       | Sort code: |       |
| **Section 3: Advance claim details** |
| Overall purposes of claim (i.e. trip/event details): |       |
| Start date of claim (placement/travel date) (DD/MM/YYYY) |       | End date of claim period (placement/travel date) DD/MM/YYYY: |       |
| **Section 4: Estimated costs expected to be incurred (estimate for initial advance request)** |
| Travel costs: |       |
| Accommodation: |       |
| Subsistence (i.e. meals) |       |
| \*Other expenditure: |       |
| **Total estimate of advance to be paid:** |  0.00 |
| \*If other has been selected above, please provide details of what other costs will be incurred here: |       |
| **Section 5: Declaration** |
| I certify that I have read and understood the conditions; the amounts above are an estimate of expenses due to be incurred by me. Itemised receipts and evidence of spend will be returned in line with our [conditions](#_CONDITIONS_2): |
| Claimant name: |       | Date (DD/MM/YYYY): |       |

|  |
| --- |
| **This section should be completed by the School/College** |
| **Section 6: Costing Information - please refer to the** [**Guidance for the New Chart of Accounts and General Ledger mapping tool.**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |
|  | **Payment Amount** **Split** | **Entity** **(3 digits)**  | **Fund** **(6 digits)**  | **Cost Centre** **(8 digits)**  | **Account** **(4 digits)**  | **Analysis** **(6 digits)**  | **Portfolio** **(8 digits)**  | **Product** **(8 digits)**  | **Intercompany** **(3 digits)**  |
|  | **MANDATORY** | **MANDATORY**Use the mapping tool | **MANDATORY** Type of funding the cost is attached to | **MANDATORY** Organizational Unit (department) | **MANDATORY** Use the mapping tool | Likely to always be zero - check the mapping tool | Likely to always be zero - check the mapping tool  | Likely to always be zero - check the mapping tool | For cross charging to or from a subsidiary - check the mapping tool  |
| *Example* | *150.00* | *110* | *123456* | *12345678* | *1234* | *000000* | *00000000* | *00000000* | *000* |
| Costing Split 1 |       | 110 |       |       |      |       |       | 00000000 | 000 |
| Costing Split 2 |       | 110 |       |       |      |       |       | 00000000 | 000 |
| Costing Split 3 |       | 110 |       |       |      |       |       | 00000000 | 000 |
| Costing Split 4 |       | 110 |       |       |      |       |       | 00000000 | 000 |
| Costing Split 5 |       | 110 |       |       |      |       |       | 00000000 | 000 |
|  **Section 7: Costing Information (for payments associated with projects) - please refer to the** [**Guidance for POETA and mapping information**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |
|  | **Payment Amount Split****MANDATORY**  | **Project number****MANDATORY** Use the mapping tool | **Task Number** **MANDATORY**Use mapping tool or task 1 if unknown | **Expenditure Type****MANDATORY**Use the mapping tool | **Expenditure Organisation**Always University of Edinburgh |
| *Example* | *150.00* | *1172081\_117083* | *1* | Drop down from mapping tool | *University of Edinburgh* |
| Costing Split 1 |       |       |       |       |  *University of Edinburgh*  |
| Costing Split 2 |       |       |       |       |  *University of Edinburgh*  |
| Costing Split 3 |       |       |       |       |  *University of Edinburgh*  |
| Costing Split 4 |       |       |       |       |  *University of Edinburgh*  |
| Costing Split 5 |       |       |       |       |  *University of Edinburgh*  |
|  **Section 8: Preparer details (used for approval route):** |
|  **Prepared by:** |  | **Date (DD/MM/YYYY):** |       |
| **Department name:** |  | **Email address of preparer:** |  |

|  |
| --- |
| CONDITIONS  |
| **Policy information** | The University’s Expenses policy applies to staff, students & others employed by the University, non-staff & student claims using this form must also comply with the extracts of the [University’s Expenses policy](https://uoe-finance.ed.ac.uk/for-staff/financial-regulations-policies-and-procedures/finance-policies-and-procedures)* The policy applies to all expenditure. This policy takes precedence unless more restrictive financial limits are stipulated by the funder (for example, a research grant).
* Responsibility for compliance with this policy rests with the claimant for the reimbursement of expenses and their approving head of department, budget holder or a designated Finance Manager (“the authoriser”).
* The University will reimburse claimants for expenses which they wholly, necessarily and exclusively incur in the course of official University purposes.
* Only actual evidenced costs which are incurred as part of the University’s purposes will be reimbursed.
* Claimants and authorisers must aim to ensure that economy, efficiency and effectiveness are achieved in respect of all expenses incurred without compromising personal safety.
* Sustainability of activity is assessed - before committing to any business travel expense, individuals must review the [Sustainable Travel Policy](https://sustainability.ed.ac.uk/operations/travel/sustainable-travel-policy) and check

the activity is in line with the policy. |
|  **Travel expenses** | * The University will reimburse the costs of necessary travel for university purposes between one University workplace and another temporary place of work for meetings or other purposes (on university or other premises). The University will not reimburse the costs of ordinary commuting or private travel.
* Guests and visitors to the University who are making their own travel arrangements do not have to book travel with Diversity Travel, but should be encouraged to follow the [Sustainable Travel Policy](https://sustainability.ed.ac.uk/operations/travel/sustainable-travel-policy) where possible (e.g. by taking the train from London rather than flying to reduce carbon emissions).
* The use of private vehicles is strongly discouraged and should only be used when no reasonable alternative exists.
* Where business mileage is being claimed, the start point, destination and number of miles must be included on the expense claim. For travel within the UK, approved mileage rates for cars, motor cycles and bicycles can be found at the [HMRC website](https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances). If you are claiming from outside the UK you should use a locally appropriate mileage rate, and provide evidence of where that rate has come from or how it was derived. Mileage can only be claimed when using a personal vehicle, not a rental vehicle. Fuel costs can be claimed for rental vehicles.
* Wherever possible accommodation and travel should be booked via Diversity Travel avoiding the need for an advance.
 |
|  **Subsistence/other expenses** | * The actual costs of personal incidental expenses such as newspapers, private calls, laundry, non-alcoholic drinks, etc. can be claimed provided that the total amount spent on such items amounts to no more than £5 per night (where the night is spent in the UK) or £10 per night (where the night is spent outside the UK). Receipts are required. This is not a round sum per day allowance claimed for nights away from home. The cost of alcohol consumed as part a meal will not be reimbursed.
* Food and beverages taken as a meal (breakfast, lunch and dinner) can be claimed while travelling on university business if the meal-time falls within the journey. Costs should not be excessive. As a guide, reasonable rates in the UK are considered to be: Breakfast: £10, Lunch: £10, Dinner: £25. **The cost of alcohol consumed as part a meal will not be reimbursed**
 |
| **Information on advances of expenses** | * Advance payments and evidenced expenditure must be recorded, clearly itemised and accurately costed.
* All receipts showing proof of payment must be attached (in a PDF file where possible) and returned on return from travel, in line with the guidance below. All receipts must be legible. \*Mileage claims do not require a receipt.
* Advance claims are paid direct to the claimant’s bank account. Once approved payment will be made on the next available BACS payment run.
 |

|  |  |
| --- | --- |
| **Guidance for claiming an advance** | **Step 1 – applying for advance**If an advance is deemed the best option for paying for expenses that are due to be incurred (where costs are likely to exceed £300), the school/department should send this form to claimant and ask them complete sections 1-5 in Part 1 of the form. This must include an estimated breakdown of the advance required. Once received and checked, the school/department should complete the costing information in section 6/7 and submit the form to finance.helpline@ed.ac.uk. The claim will be reviewed and if the claim is in line with policy, an invoice will be raised in People and Money. An approval notification will be generated and once approved, payment will be made on the next available BACS payment run**.****Step 2 – reconciling the advance**The claimant must evidence expenditure within a month of returning from travel. The claimant will be asked to complete an “Advance Reconciliation” form this will be sent to the School/Department when the initial advance has been approved/paid. The form should be returned to the school/department along with receipts supporting the expenses incurred. **Note:** Per Diem rates do not apply (in line with policy) so receipts must be retained and submitted.The school/department must checkthe form and receipts against the expenses policy and check whether there are any payments due to or from the claimant. 1. In the event that the receipts and evidence of spend reconcile back to the original advance, the school/department should send the receipts and form to finance.helpline@ed.ac.uk. The advance will be closed providing the balance is zero and evidence is provided.
2. In the event of an overspend (i.e. the claimant spends more than the original advance), section 3 of the form should be completed to show the extra payment due. The costing information section should be completed to show where the additional balance due is to be costed to. The completed form and receipts should be sent to finance.helpline@ed.ac.uk and an invoice will be raised in People and Money to pay the balance due to the claimant.
3. In the event of an underspend (i.e. the claimant did not spend all of the original advance), the claimant will be required to return these funds to the University. The Service Assurance team will provide instructions for managing this once the form has been returned with receipts and breakdown of actual expenditure.
 |