



# Payment of Non-Staff Expenses

## Guidance

Before completing this form, please refer to the conditions on [pages 4-5](#).

The Finance Department will review claims for compliance with these conditions. The responsibility of the claimant and the authoriser is to ensure that, to the best of their knowledge, the claim is compliant with the conditions listed. Any unusual or significant items will be referred by Finance to [Internal Audit](#) for investigation.

For advice on the conditions of claiming expenses, please contact [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk).

**Claimant:** Complete **sections 1 to 4** and return to sender with the appropriate expenditure receipts

**School/Department:** Complete **sections 5 or 6** and gain approval from your Head of Department/Budget Holder in section 7. The completed form and receipts should be submitted to [Finance.Helpline@ed.ac.uk](mailto:Finance.Helpline@ed.ac.uk) in line with the guidance provided in our [Non-Staff Expenses procedure guide](#).

For information about our privacy policy and how we use your information please go to [Finance Privacy Notice](#)

Section 1: Personal Details		Section 2: Bank Details			
Full name (include title):		Bank/Building Society name:			
Address:	Address line 1: Address line 2: Address line 3: Postcode:	Branch address:	Address line 1: Address line 2: Address line 3: Postcode:		
Visitor/Student number:		Account Number/Roll Number:		Sort Code:	
Email address (for BACS remittance):		IBAN:		BIC/SWIFT:	

<b>Section 3: Expense details</b> - Approved mileage rates for expense claims can be found at the <a href="#">HMRC website</a> .			
Fares (i.e. air, train, bus, taxi etc):			
Mileage Allowance 0 miles @ 0.00 per mile:		0.00	
Subsistence/Other Expenses:		0.00	
<b>Total claimed</b>		0.00	
Payment Currency (i.e. GBP, USD, EUR)			
<b>Note:</b> In line with the expenses policy, <b>foreign currency payments</b> should be converted to GBP where possible particularly when paying expenses to a UK bank account. Please refer to the Expenses Policy for further information. Please use the <a href="#">xe.com</a> rate on the transaction date.			
<b>Section 4: Declaration – I certify that the expenses above were incurred by me in connection with:</b>			
My visit to:		On (date) DD/MM/YYYY:	
For the purpose of:			
Signed (Claimant):		Date (DD/MM/YYYY):	

**Section 5: Costing Information (for non-project related payments) - please refer to the [Guidance for the New Chart of Accounts General Ledger Mapping Tool](#)**

	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)
	<b>MANDATORY</b> Split of the costing (i.e. amount)	Use the mapping tool	<b>MANDATORY</b> Type of funding the cost is attached to	<b>MANDATORY</b> Organisational Unit (department)	<b>MANDATORY</b> Use mapping tool	Check against the mapping tool	Check against the mapping tool	Likely to always be zero - check against the mapping tool	For cross charging to or from a subsidiary, check against the mapping tool
EXAMPLE	50	110	123456	12345678	0000	000000	00000000	00000000	000
	Split 1								
	Split 2								
	Split 3								

**Section 6: Costing Information (for payments associated with projects) - please refer to the [Guidance for POETA and mapping information](#)**

Detail of expenditure	Currency e.g GBP, USD, EUR)	Amount	Project number	Task Number	Expenditure Type	Expenditure Organisation	Contract number	Funding Source
			<b>MANDATORY</b> Use the mapping tool	<b>MANDATORY</b> Use mapping tool or task 1 if unknown	<b>MANDATORY</b> Use the mapping tool	<b>Always University of Edinburgh</b>	Take the first number set before the “_” in project number column	<i>i.e. EPSRC, Grant Name</i>
<i>Example</i>	<i>GBP</i>	<i>100</i>	<i>1172081_117083</i>	<i>1</i>	Select from drop down in the mapping tool	<i>University of Edinburgh</i>	<i>1172081</i>	<i>EPSRC</i>
	Split 1					<i>University of Edinburgh</i>		
	Split 2					<i>University of Edinburgh</i>		
	Split 3					<i>University of Edinburgh</i>		

**Section 7: Approval by Head of Department/budget holder**

Authorised:		Date (DD/MM/YYYY):	
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## CONDITIONS

### Policy information

The University's Expenses policy was updated in April 2022. Although the new policy applies to staff, students and others employed by the University, non-staff and student claimants using this form must also comply to the [University's Expenses policy](#).

- 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 approver.
- 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](#) and check that the activity is in line with the policy.

### Travel

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](#) where possible (e.g. by taking from train from London rather than flying to reduce carbon emissions).
- If a staff member would prefer for Diversity Travel to arrange travel directly with an external guest, use this [Offline Booking Form](#) to pass the traveller's details onto Diversity. [Offline booking form - for University guests](#)
- 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. Approved mileage rates for cars, motor cycles and bicycles, for expense claims can be found at the [HMRC website](#).

### 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.

### Claiming expenses

Guidance on non-staff expenses can be found here: [Expenses FAQs - Manual Claims | The University of Edinburgh](#).

- All non-staff expenses must be recorded, clearly itemised and accurately coded on the [Non-Staff Expenses Claim Form](#).
- All claims for expenses should be made promptly. Claimants should submit expense claims within three months of the expense being incurred except where there is an acceptable reason for delay.
- All receipts (for example, itemised bills or invoices) showing proof of payment must be attached to the manual claim form for approval. Original receipts must be retained if it is a funder requirement. Mileage claims do not require a receipt.
- **Foreign currency payments should be converted to sterling** at the nearest applicable exchange rate to the date of the transaction and claimed in sterling including any charges. Where a foreign currency payment is made using a credit or debit card, the actual cost in sterling will be reimbursed. For cash items, please use the exchange rate achieved on conversion to foreign currency plus any transaction charges. For foreign currency bank account transactions, please use the [xe.com](#) rate on the transaction date.