

P01

THE UNIVERSITY OF EDINBURGH

Claim for Expenses - VISITORS to the University of Edinburgh ONLY
including students from other universities



FPV

PERSONAL DETAILS

NAME (BLOCK CAPITALS)

(Please state Prof, Dr, Mrs, Miss, Ms)

VISITOR

ADDRESS (please complete with the address you would like the remittance to be sent)

BANK DETAILS

UK BANK ACCOUNT sort code account number

***non-UK BANK ACCOUNT** Name of Bank
Name of Account
SWIFT code or routing number
IBAN or account number

EXPENSE DETAILS (summary)

GBP (Sterling)

***other currency**
(please state: EUR, USD, CHF ...)

Fares (air, bus, train, taxi ...) £ _____
Subsistence/Other Expenses £ _____
Total £ _____

CODING DETAILS***

University Finance Dept Only

TRAVEL	COST CENTRE	ACCOUNT CODE	JOB CODE	GROSS AMOUNT (£)	VAT	AMOUNT
		320 . / 4711		£	ZE	_____
		320 . / 4711		£	ZE	_____
				£	ZE	_____
SUBSISTENCE/ OTHER EXPENSES	COST CENTRE	ACCOUNT CODE	JOB CODE	GROSS AMOUNT (£)	VAT	AMOUNT
		320 . / 4714		£	SU	_____
		320 . / 4714		£	SU	_____
				£	SU	_____

***Complete the coding above if your host is able to provide details, otherwise leave blank

£ **TOTAL** _____

DECLARATION

I certify that the expenses above were incurred by me in connection with my visit to

(University of Edinburgh)

on (date) _____ from _____ to _____

for the purpose of _____

In the case of a Research Grant/Contract these are allowable expenses under the Terms and Conditions set by the sponsor

Signed (visitor) _____

Date _____

Authorised by Visitor's Host _____

Position _____

(authorised signatory)

NOTE TO Physics Accounts

* If either of these sections have been completed by the visitor, then you must complete a pink FPV cover sheet and send together with the claim form and receipts to Anne Perry, Accounts Payable, Finance, Chambers Street

