

**Non-Staff expenses claim form for payment by bank transfer - overseas banks only**

Please send to [suzanne.robey@nottingham.ac.uk](mailto:suzanne.robey@nottingham.ac.uk) or by post to School of Economics, B65 Sir Clive Granger, University of Nottingham, University Park, Nottingham NG7 2RD

MMF Money Macro and Finance Group

**Payee Details**

First Name(s) <small>(Block Capitals)</small>	
Surname <small>(Block Capitals)</small>	
Address <small>(Block Capitals)</small>	

**Declaration by Claimant**

By signing this claim form, I certify that the expenses have been wholly, exclusively and necessarily incurred in the performance of my duties for The University of Nottingham

**Claimant Bank Details**

Bank Name	_____
IBAN Number	_____
B I C / SWIFT Code	_____
Account Name	_____

**Mileage**

Date	Reason for and Details of Journey (Including Start and Finish Points)	Miles	Account	Project	Activity
			4500		
			4500		
			4500		
			4500		
			4500		
			4500		
			4500		
		<b>Total Miles Claimed</b>			
		@ _____ ppm.			<b>1</b>

**Other Items**

Date	Details of and Reason for Claim (for Subsistence Claims include Location)	Time Left	Time Returned	Currency	Amount (Inc Vat)	Account	Project	Activity
							SH1108	
						<b>Total Other Items</b>		<b>2</b>

Claimed By (Block Capitals)	Signature	Date
Authorised By (Block Capitals)	Signature	Date
Department of Authorising Signatory	Contact Number for Signatory	

**Summary**

- 1 Mileage
- 2 Other Items
- 3 **Total to Reimburse**