EXPENSES CLAIM FORM - PAYMENTS TO NON UK BANK ACCOUNTS (Staff and Students Only)

Form for use by staff and students claiming reimbursement of expenses to a non UK bank account only
Please download form - completing the form in your web browser may not retain all data

Staff and students claiming reimbursement to a UK bank account should submit claims via SAP Concur

UNIVERSITY OF OXFORD

Please see guide to completion at the end of this document to assist you in correctly completing this form

Oracle Supplier / Payee Code	

Please provide the Oracle Supplier Code (if known) - this will help speed up the processing of your request

CLAIMANT / PAYEE DETAILS (see note 1)

Department Name:	
Name:	
Address:	
E-Mail:	Employee Number Mandatory for staff claims

PAYMENT DETAILS: NON UK BANK ACCOUNT ONLY (note 2)

IBAN:	
Swift:	
Non UK Bank Account Number:	
Non UK Bank Account Name:	
Non UK Bank Name & Address:	
Non UK Bank Code:	
Further Credit (if applicable):	

TRAVEL EXPENSES (continue on 'Extra Lines' sheet as required) (note 3)

Start Date	End Date	Travel From	Travel To	Means	Miles	Curr Amount	Curr	Exch	Amount
1	**Purpose of Journey:**								
2	**Purpose of Journey:**								
3	**Purpose of Journey:**								

SUBSISTENCE / OTHER EXPENSES (continue on 'Extra Lines' sheet as required) (note 4)

Start Date	End Date	Item Description	Curr Amount	Curr	Exch	Amount

Declaration (note 6): I confirm this claim is in respect of bona fide business expenses, incurred wholly, exclusively and necessarily on behalf of the University and are in line with the University's expenses principles.

TOTAL: (this sheet - note 5)	
Plus: sub-total extra sheets	
Less: funded from non-University sources	
BALANCE NOW CLAIMED (note 5)	

Claimant Signature: _____ **Date:** _____

Budget-holder Check: _____ **Date:** _____
Budget-holder to counter-sign claims where required by departmental procedures

Authorisation (note 7): _____ **Date:** _____

BUDGET / COST CODING (for department use only) (note 8)

	GROSS AMOUNT	VAT AMOUNT	CODE[9]	COST CENTRE	NATURAL ACCT	ACT	SOURCE of FUNDS	ORG	FUTURE
									000000
									000000
									000000
									000000
									000000

	GROSS AMOUNT	VAT AMOUNT	CODE[9]	PROJECT	TASK	EXPENDITURE TYPE	EXPENDITURE ORG

	< Checksum: this total should agree with the Balance Now Claimed

Form: R12 ExpNonUK   Feb-22

EXPENSES CLAIM FORM - PAYMENTS TO NON UK BANK ACCOUNTS (STAFF AND STUDENTS ONLY)

Form for use by staff and students claiming reimbursement of expenses to a non UK bank account only

Staff and students claiming reimbursement to a UK bank account should submit claims via SAP Concur

UNIVERSITY OF **OXFORD**

CLAIMANT / PAYEE DETAILS (note 1)

Name:	

TRAVEL EXPENSES (note 3)

Start Date	End Date	Travel From	Travel To	Means	Miles	Curr Amount	Curr	Exch	Amount
4	**Purpose of Journey:**								
5	**Purpose of Journey:**								
6	**Purpose of Journey:**								
7	**Purpose of Journey:**								

SUBSISTENCE / OTHER EXPENSES (note 4)

Start Date	End Date	Item Description	Curr Amount	Curr	Exch	Amount
				TOTAL: (This Sheet)		

ADDITIONAL INFORMATION

EXPENSES CLAIM FORM: STAFF AND STUDENTS NON UK BANK ACCOUNT PAYMENTS - GUIDE TO COMPLETION

A. WHEN TO USE THIS FORM

You are seeking reimbursement of allowed expenses, as detailed in the University's Expenses Policy and Claimant's Guide, and payment is to be made in to a **NON UK Bank Account**.

https://finance.admin.ox.ac.uk/claimants-expenses-guidance#/

Generally claims should be made within three months of the expense being incurred and should always be accompanied by supporting documents or receipts. It is particularly important that claims charged to research projects follow the project sponsor's rules for proof of expenditure in addition to any rules set out by the University.

B. COMPLETING THIS FORM

This form has been designed so that information can be input electronically. If you prefer, it may also be printed and completed by hand. In all cases, however, the claimant must complete the form's Declaration before it is submitted.

1 - PAYEE DETAILS:

Please complete in full your; title, surname and forenames.

If you have an active e-mail address then please also provide this: the University will send notification of payment via e-mail where possible. **It is recommended that a work address is used to avoid the University holding personal address details unnecessarily**, but you may specify a private address if you prefer.

2 - PAYMENT DETAILS:

Please provide the details of the bank account to which you would like payment of your expenses to be made. **This must be a NON UK account.**

3 - TRAVEL DETAILS:

If your claim includes travel costs then please complete this section of the form. For specific guidance on allowable travel claims, please see:

https://finance.admin.ox.ac.uk/travel-expenses-claimants-guide
Please specify the date or dates of travel in the 'Start Date' and 'End Date' fields.

Use the 'Travel From' column to indicate the start point of the journey and 'Travel To' to indicate either the destination of a one-way trip, or the end point of the outward leg of the trip - do not put the same location in both 'from' and 'to' columns.

Next, specify the means of transport ('car', 'train', 'air', etc.) from the dropdown list.

If you have travelled by private motor vehicle or bicycle and are claiming mileage, then please indicate the distance in miles being claimed. Please refer to the University's Expenses Policy and Claimant's Guide for applicable rates (see section A above). Put the calculated mileage total, or total claimed, in the 'Curr Amount' field (this is calculated automatically for mileage when completing the sheet electronically).

The 'Curr' and 'Exch' columns are used for expenditure incurred in foreign currencies.

Select the currency code of the expenditure in the 'Curr' field from the dropdown list, the attached 'Currency Codes' sheet provides an alphabetical list of codes. (For claims in Pounds Sterling use the default 'GBP'). Specify the exchange rate used in the 'Exch' field. Use an Exch rate of 1 for GBP.

Please note you **MUST** attach to your claim the source of the conversion, e.g. credit card statement or printout from a website such as xe (link below) for the date of the transaction. Leave this field blank for claims incurred in Pounds Sterling.
www.xe.com

The total claimed should be shown in the 'Amount' column. If completing the form electronically, this will be automatically calculated for you (as will exchange rate conversions).

IMPORTANT: In the 'Purpose of Journey' field you **MUST** include a brief description of the purpose of the journey.

IMPORTANT: Supporting evidence to your claim **MUST** be included with your submission. In most cases this will be receipts.

If you require extra space to complete your claim please use the 'Extra Lines' sheet.

4 - SUBSISTENCE / OTHER EXPENSES:

For costs other than travel, please include the details in this section of the form, providing dates and full descriptions of the expenses involved. In all other respects, complete the remaining amount and currency fields in the same way as detailed above for Travel claims.

https://finance.admin.ox.ac.uk/accommodation-and-subsistence-expenses-claimants-guide

5 - TOTAL AND BALANCE NOW CLAIMED

The 'Total' box should agree with the sum of individual items included in your claim. If you complete the form electronically, then the spreadsheet will calculate the total value for you including any amounts placed on the 'Extra Lines' sheet. If you are completing a paper copy of the form then write in the sub-total from any additional sheet(s). If funds have already been received or are due from other sources then the total value of the claim should be reduced accordingly. The 'Balance Now Claimed' should reflect the actual reimbursement that is being sought.

6 - CLAIMANT DECLARATION

By submitting a claim you are declaring that your expenses have been incurred for carrying out University business and are in line with the University's expenses principles:

- Value for money is achieved.
- Expenses should only be used when it is not possible and/or practical for the University to pay for the good or service directly.
- Costs incurred are for business purposes only, and the individual does not receive a personal benefit.
- Only actual and evidenced costs are reclaimed.

Expenses | Finance Division (ox.ac.uk)

7 - AUTHORISATION

The 'Budget-holder Check' field and date will be completed within the department or college. All claims require authorisation by an appropriate signatory.

8 - BUDGET / COST CODING

This section will be completed by your department Finance staff.

9 - VAT Codes

1 - GB Supplier NO VAT; 2 - GB Supplier STD Rate; 3 - GB Supplier Reduced Rate; 4 - Overseas Suppliers SERVCS; 5 - Overseas Supplier GOODS; 6 - Overseas VAT; 7 - Other Taxes (Not VAT)

CURRENCY CODES

ISO4217 International Currency Codes for use with Expense Claims

Code	Currency
AED	United Arab Emirates, Dirhams
AFN	Afghanistan, Afghanis
ALL	Albania, Leke
AMD	Armenia, Drams
ANG	Netherlands Antilles, Guilders (also called Florins)
AOA	Angola, Kwanza
ARS	Argentina, Pesos
AUD	Australia, Dollars
AWG	Aruba, Guilders (also called Florins)
AZN	Azerbaijan, New Manats
BAM	Bosnia and Herzegovina, Convertible Marka
BBD	Barbados, Dollars
BDT	Bangladesh, Taka
BGN	Bulgaria, Leva
BHD	Bahrain, Dinars
BIF	Burundi, Francs
BMD	Bermuda, Dollars
BND	Brunei Darussalam, Dollars
BOB	Bolivia, Bolivianos
BRL	Brazil, Brazil Real
BSD	Bahamas, Dollars
BTN	Bhutan, Ngultrum
BWP	Botswana, Pulas
BYR	Belarus, Rubles
BZD	Belize, Dollars
CAD	Canada, Dollars
CDF	Congo/Kinshasa, Congolese Francs
CHF	Switzerland, Francs
CLP	Chile, Pesos
CNY	China, Yuan Renminbi
COP	Colombia, Pesos
CRC	Costa Rica, Colones
CUP	Cuba, Pesos
CVE	Cape Verde, Escudos
CYP	Cyprus, Pounds (expires 2008-Jan-31)
CZK	Czech Republic, Koruny
DJF	Djibouti, Francs
DKK	Denmark, Kroner
DOP	Dominican Republic, Pesos
DZD	Algeria, Algeria Dinars
EEK	Estonia, Krooni
EGP	Egypt, Pounds
ERN	Eritrea, Nakfa
ETB	Ethiopia, Birr
EUR	Euro Member Countries, Euro
FJD	Fiji, Dollars
FKP	Falkland Islands (Malvinas), Pounds
GBP	United Kingdom, Pounds
GEL	Georgia, Lari
GGP	Guernsey, Pounds
GHS	Ghana, Cedis
GIP	Gibraltar, Pounds
GMD	Gambia, Dalasi
GNF	Guinea, Francs
GTQ	Guatemala, Quetzales
GYD	Guyana, Dollars
HKD	Hong Kong, Dollars

Code	Currency
HNL	Honduras, Lempiras
HRK	Croatia, Kuna
HTG	Haiti, Gourdes
HUF	Hungary, Forint
IDR	Indonesia, Rupiahs
ILS	Israel, New Shekels
IMP	Isle of Man, Pounds
INR	India, Rupees
IQD	Iraq, Dinars
IRR	Iran, Rials
ISK	Iceland, Kronur
JEP	Jersey, Pounds
JMD	Jamaica, Dollars
JOD	Jordan, Dinars
JPY	Japan, Yen
KES	Kenya, Shillings
KGS	Kyrgyzstan, Soms
KHR	Cambodia, Riels
KMF	Comoros, Francs
KPW	Korea (North), Won
KRW	Korea (South), Won
KWD	Kuwait, Dinars
KYD	Cayman Islands, Dollars
KZT	Kazakhstan, Tenge
LAK	Laos, Kips
LBP	Lebanon, Pounds
LKR	Sri Lanka, Rupees
LRD	Liberia, Dollars
LSL	Lesotho, Maloti
LTL	Lithuania, Litai
LVL	Latvia, Lati
LYD	Libya, Dinars
MAD	Morocco, Dirhams
MDL	Moldova, Lei
MGA	Madagascar, Ariary
MKD	Macedonia, Denars
MMK	Myanmar (Burma), Kyats
MNT	Mongolia, Tugriks
MOP	Macau, Patacas
MRO	Mauritania, Ouguiyas
MTL	Malta, Liri (expires 2008-Jan-31)
MUR	Mauritius, Rupees
MVR	Maldives (Maldive Islands), Rufiyaa
MWK	Malawi, Kwachas
MXN	Mexico, Pesos
MYR	Malaysia, Ringgits
MZN	Mozambique, Meticais
NAD	Namibia, Dollars
NGN	Nigeria, Nairas
NIO	Nicaragua, Cordobas
NOK	Norway, Krone
NPR	Nepal, Nepal Rupees
NZD	New Zealand, Dollars
OMR	Oman, Rials
PAB	Panama, Balboa
PEN	Peru, Nuevos Soles
PGK	Papua New Guinea, Kina

Code	Currency
PHP	Philippines, Pesos
PKR	Pakistan, Rupees
PLN	Poland, Zlotych
PYG	Paraguay, Guarani
QAR	Qatar, Rials
RON	Romania, New Lei
RSD	Serbia, Dinars
RUB	Russia, Rubles
RWF	Rwanda, Rwanda Francs
SAR	Saudi Arabia, Riyals
SBD	Solomon Islands, Dollars
SCR	Seychelles, Rupees
SDG	Sudan, Pounds
SEK	Sweden, Kronor
SGD	Singapore, Dollars
SHP	Saint Helena, Pounds
SLL	Sierra Leone, Leones
SOS	Somalia, Shillings
SPL	Seborga, Luigini
SRD	Suriname, Dollars
STD	São Tome and Principe, Dobras
SVC	El Salvador, Colones
SYP	Syria, Pounds
SZL	Swaziland, Emalangeni
THB	Thailand, Baht
TJS	Tajikistan, Somoni
TMM	Turkmenistan, Manats
TND	Tunisia, Dinars
TOP	Tonga, Pa'anga
TRY	Turkey, New Lira
TTD	Trinidad and Tobago, Dollars
TVD	Tuvalu, Tuvalu Dollars
TWD	Taiwan, New Dollars
TZS	Tanzania, Shillings
UAH	Ukraine, Hryvnia
UGX	Uganda, Shillings
USD	United States of America, Dollars
UYU	Uruguay, Pesos
UZS	Uzbekistan, Sums
VEB	Venezuela, Bolivares (expires 2008-Jun-30)
VEF	Venezuela, Bolivares Fuertes
VND	Viet Nam, Dong
VUV	Vanuatu, Vatu
WST	Samoa, Tala
XAF	Communauté Financière Africaine BEAC, Francs
XAG	Silver, Ounces
XAU	Gold, Ounces
XCD	East Caribbean Dollars
XDR	International Monetary Fund (IMF)
XOF	Communauté Financière Africaine BCEAO, Francs
XPD	Palladium Ounces
XPF	Comptoirs Français du Pacifique Francs
XPT	Platinum, Ounces
YER	Yemen, Rials
ZAR	South Africa, Rand
ZMK	Zambia, Kwacha
ZWD	Zimbabwe, Zimbabwe Dollars