 **TAXABLE EXPENSES CLAIM FORM**

**This form is for taxable expenses only, in line with the University expenses policy points below.**

* Accommodation provided within five miles of a member of staff’s permanent workplace. (4.3)
* Taxi fares to and from home, or from the office to home, where the journey commences either before 6:30am or after 9:00pm and where alternative methods of public transport are not readily available. (3.31)
* Taxi fares used to travel home for welfare reasons and/or where there are issues of personal safety. (3.31)
* Claiming taxable relocation expenses

**To be completed by the employee**

|  |  |
| --- | --- |
| **EMPLOYEE NAME**  |  |
| **EMPLOYEE NUMBER*****can be found on staff card/payslip*** |  |
| **COLLEGE/SERVICE*****(where additional work has been completed)*** |  |
| **DEPARTMENT*****(where additional work has been completed)*** |  |

|  |  |  |
| --- | --- | --- |
| **Date** | **Amount** | **Reason for claim (receipts must be attached)** |
|  |  |  |
|  |  |  |
|  |  |  |
| ***Total sum to be paid***  | £ |  |

**DECLARATION BY CLAIMANT -** I confirm that I have attached a receipt for the above claim.

***Signed:*** ***Date:***

**To be completed by the employer**

**Please note: The payroll team cannot advise on cost codes, please direct any queries to** **financialplanningreporting@exeter.ac.uk****.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Project number & type(all zeros if not project) | Fund source(all zeros if not project) | Budget centre | Nominal code |

I certify on behalf of the College/Service that this claim has been made in accordance with the University’s Conditions of Employment, Financial Regulations and Expenses Policy.

***Signed:******Date:***

***Print Name: Job Title:***

**Return to: Pay & Benefits, 3rd Floor, Northcote House, The Queen's Drive, Exeter, EX4 4QJ, or scan to** **payandbenefits@exeter.ac.uk****.**