

MID-WESSEX GP TRAINEES

CLAIMING STUDY LEAVE FUNDING VIA UNIVERSITY OF WINCHESTER EXPENSE CLAIM FORMS

This visitor expense claim form should be used by GP Trainees to claim study leave funding from the Mid-Wessex Patch Office at the University of Winchester. The PDF is designed to be completed electronically without the need to print out. In addition, trainees should also submit a **copy of your receipt of payment & certificate of attendance**.

Please see our website for details on what can be claimed:-

ST1 & ST2 GP Trainees: <https://www.mwgpe.co.uk/st12studyleave>

ST3 GP Trainees: <https://www.mwgpe.co.uk/studyleave>

This is a generic form so **please only complete the following sections:**

- **General Information** = your personal details
- **Banking Information** = where the payment should be made
- **Reason for expense claim** = name of the course
- **Other Expenses** - please list here the date, details and cost of each course expense (we will complete codes)
- **Authorisation section** – print, sign and date the visitor section to confirm agreement to the declaration.

Please note that GP trainees are not able to claim mileage expenses from UoW – please liaise with your Programme Lead Employer (Trust) for claims related to mileage.

Where to send the form

Please email your completed expenses form (in PDF format) along with an original copy of your receipt of payment and a copy of your certificate of attendance (if applicable).

Email your documents to mwgpe@winchester.ac.uk

Do not send your form to accounts payable.

We can only accept claims made during your GP post (or up to 3 months after).

Study leave funding is given as a reimbursement only and claims cannot be made prior to attendance on a course.

All claims are checked and approved by MWGPE budget-holder and then passed to Accounts Payable for final validation and processing. It is anticipated that all valid claims will be reimbursed directly to the bank account of the claimant within **30 days** of receipt by the Finance Office.

If you have any queries related to your claim, please contact mwgpe@winchester.ac.uk in the first instance, thank you.



General Information	
Visitor Name	
E-mail address (for remittance)	
Home Address (1)	
Home Address (2)	
Home Address (3)	
County	
Country	
Post Code	

Banking Information	
Bank Name	
Account Name	
Sort Code	
Account Number	
Other Information	
Work Order	
Please check the box to confirm that no fee will be paid for any work undertaken in relation to this claim:	

Reason for expense claim	
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Faculty/Dept use only (Ref 2 code):	
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Travel (Mileage Only)										
Travelled from (Postcode)	Travelled to (Postcode)	Return Journey? Yes/No	Purpose of Trip	From Date	To Date	Mileage	Account Code	Analysis Code	Amount £ p	

Foreign currency conversions must be substantiated with dated/printed conversion rate or they will be recalculated.

Other Expenses					
Date	Details	Account Code	Analysis Code	Amount £ p	

	£	p
Total Claimed		

When a private vehicle is used for business travel the employee must ensure that they hold valid "Business Use" Car Insurance (see overleaf).

All receipts must be attached in the order as they are listed above. Please note that credit card receipts will not be accepted as proof of purchase. Photocopies of receipts are not permissible.

I certify that I have read and understood the Expenses Policy in relation to Travel and Subsistence expenses and that expenditure has been incurred wholly, necessarily and exclusively on University business and not claimed from any other source.

Authorisation	Print Name	Signed	Dated
Visitor			
Head of Academic Department			
Budget Holder			



**Approved Schedule of Rates effective 3rd April 2018,
inclusive of VAT**

Mileage

Mileage should only be claimed where public transport is inappropriate or uneconomic and consideration for the use of the University car, public transport or hire car should be made before your own car is used. If in doubt, prior approval should be sought. The rates are as follows

	Per mile
Car	
Per Round Trip- The first 125 business miles per mile	45p
Thereafter	25p
Per passengers in car (Please enter on a separate line)	5p
Bicycle	20p
Motorbike	24p

Insurance

When a private vehicle is used for University business, the individual must check with their insurers that their vehicle insurance covers this use and indemnifies the University against third party claims.

Where employees claim a passenger rate of 5p per mile, designed to encourage car sharing on business journeys, employees should check with their insurance provider that the new approved mileage system does not create a problem with their policy.

Basis of Claims

UK subsistence allowances and overseas 'per diems' have been withdrawn. All expense claims (UK and Overseas) must be made on an actual cost basis fully supported by receipts, up to the currently approved maxima. The approved rates are currently under review.

Accommodation & Subsistence

Expenses cannot be claimed where the hospitality arising out of business entertaining has been provided to the member of staff concerned.

Approved maxima for meals:

Breakfast (journeys starting before 6.30am)	£8.50
Lunch	£10.00
Tea / Coffee	£3.00
Dinner	£20.00

* Expenses apply for journeys from your normal place of work, where the distance is greater than 10 miles and the absence is more than 5 hours.

Hotel/Guesthouse Bed & Breakfast Accommodation

Inner London	£140.00 Maximum
Other	£94.00 Maximum

Overseas Travel

Please complete a separate form for each currency. The 'Rate of Exchange' till receipt should be attached to this form. If this is not available, please apply a single conversion at the end of the claim. Details of the HMRC latest published rates can be found here:

[Latest HMRC Rates](#)

Regulations

Claims must comply with the '[Expenses Policy](#)' available from the Money and Finance section of the University intranet.