**Guest expenses claim guidance**

1. Complete the expenses claim form (see the form below)



Fill all fields:

* title, surname, first & middle name,
* full address
* your email address
* bank details (preferably UK-based)

1. Purpose of the claim

* begin with the reference number (if relevant)
* provide details (e.g. conference/trip title, dates, place, reason to attend)

1. Travel costs

* list in chronological order
* the amounts must match those on receipts/tickets/booking confirmation
* provide receipts/tickets/booking confirmation in pdf file in the same chronological order
* if receipts/tickets/booking confirmation are saved as separate files, name the files like reference on the form: T1, T2, etc.
* if several receipts/tickets scanned on one page – annotate the receipt T1, T2, etc.

1. Subsistence / Accommodation / Other expenses

* list by type (accommodation, subsistence, other), and then in chronological order
* group meal receipts in one line providing breakdown (on the form, or as separate spreadsheet)
* provide receipts/booking confirmation in pdf file in the same order as listed on the form
* if receipts are saved as separate files, name the files like reference on the form: E1, E2, etc.
* if several receipts scanned on the same page – annotate the receipt E1, E2, etc.

1. Non-GBP costs

* provide original currency and cost in description, and the converted amount in GBP at the date of purchase, in the “Expense amount” column
* you can claim “non-sterling transaction” fees if you provide your card statement as evidence

1. Claim one amount in GBP up to amount awarded.
2. Non-UK residents:

* for non-UK residents payment can be made in their home country’s currency
* claim one amount in your chosen currency
* if you claim an amount in GBP, the amount transferred to your non-GBP account will be converted by your bank at the exchange rate on receipt day

1. Send by one email to [accounts@mus.cam.ac.uk](mailto:accounts@mus.cam.ac.uk) with attached:

* Expenses claim
* supporting evidence – pdf only
* redacted bank statement as pdf file (to confirm your name, address, and bank details of the account the reimbursement to be paid to) – pdf only
* enter the reference number or attended events’ title and date in email’s subject line.