**Non-Staff Expense Claim Form**

**TO BE COMPLETED IN TYPEFACE (CAPITALS) ONLY**

Accounts Payable Office, University of Galway. 091-492120 [ap@universityofgalway.ie](mailto:ap@universityofgalway.ie)

**CLAIMANT DETAILS**

**Name of Claimant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Claim**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please review the following links prior to completion of this Non Staff Expense Claim Form.**

[Guest Lecturer/Speaker - University of Galway](https://www.nuigalway.ie/payroll/payrollinformation/guestlecturerspeaker/), [External Examiners; Quality Reviewers; Subject Specialists - University of Galway](https://www.nuigalway.ie/payroll/externalexaminersqualityreviewerssubjectspecialists/)

***Claimant’s Bank Details:***

***For Euro payments in Ireland/ within the EU and Sterling payments to the UK***

Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Sort Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IBAN Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Swift/BIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For all other worldwide payments***

Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Routing Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Swift/BIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of claim**:

Original receipts must be submitted in respect of all costs claimed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Description: Meeting/Conference/Other** | **Cost Centre** | **GL Code** | **Total Cost** | **Currency** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **TOTAL**  **Euro/GBP /USD** |  | **One Currency ONLY per claim** |

All travel and subsistence claims equal to or **exceeding €2,000** must be authorised by relevant **UMT member** (or nominee).

Form completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature of Authoriser:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*This form, when fully complete and authorised by Budget Holder/Nominee must be submitted to* [*NonStaffExpenseClaims@universityofgalway.ie*](mailto:NonStaffExpenseClaims@universityofgalway.ie)

**Claims for reimbursement of travel expenses must be made as soon as possible and, in any event, no later than 3 months after the date incurred.** [QA304 – Travel and Subsistence, University Visitors](https://www.nuigalway.ie/media/financialaccounting/financialaccountingoffice/QA304_T_and_S_Visitors.pdf)