

Visitors - Guidance for Expense Claims

For reimbursement of travel, accommodation, and subsistence expenses for visitors to DAMTP please read the following guidance on how to complete the expense claim form and the documentation required.

The visitors form can be used by:

- Invited Seminar Speakers
- Conference/Workshop attendees
- Visiting collaborators
- Visiting students

Top Section – please complete in full, with name, address, email and department visited

- Purpose of Claim – conference/seminar name and date or research collaboration
- Please give your host's name and the dates you visited the department

Travel

- List expenses for flights, train, bus journeys including the date

(Note, Cambridge University only permits use of taxis when no other option is available (e.g. late at night/early morning) and second class/economy train or flights)

Subsistence/Accommodation/Other expenses

- List each expense on a separate line, with the date (the excel form has an additional tab if required)

Currency

- Please use **original currency** to make your claim and do not convert into GBP
- The finance department will convert currency as required
- Payment can be made into international bank accounts
- Note the currency on the form

Claimant signature

- Please ensure you sign and date the form in the box with the amount being claimed (note it may be easier to insert a signature if converted to a pdf)

Documentation Required

Itemised Receipts for all claims (electronically if possible)

Bank Account verification - a PDF or photo of a bank statement that shows:

- bank name and address
- Individual's name and address
- account number and sort code (including international IBAN/SWIFT if appropriate)
- (Transactional details can be covered up)

Process

Payment is made by BACS through the Cambridge University Finance system. To make payment, all visitors are added to the system. The central finance team need to verify bank details as part of fraud prevention, and so may also contact you by telephone.

Timescale

It can take 2-3 weeks to be set up on the system and for payment to be processed. If we have to contact you for any missing details or documentation this will add delays to reimbursement being made.

Please email completed forms and all documents to DAMTP Finance finance@damtp.cam.ac.uk or contact us if you have any queries.

Sue and Stephen
DAMTP Finance team

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