

## **Visitors - Guidance for Expense Claims**

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

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

**Form – FD1A (visitors)** excel or pdf should be completed (note the excel form has extra lines on the second tab)

**Top Section** – please complete in full, with name, address, email and department visited  
Purpose of Claim – conference/seminar name and date

### **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)

### **Subsistence/Accommodation/Other expenses**

List each expense on a separate line, with the date

### **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.  
On the excel form you can change the currency in column J to EUR or USD

### **Claimant signature**

Please ensure you sign and date the form with the amount being claimed  
(An electronic inserted signature is accepted)

### **Documentation Required**

**Receipts** for all claims (either electronic or original)

**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
- (Transactional details can be covered up)

### **Process**

Payment is made by BACS through the Cambridge University Finance system. In order 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 get 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 DPMMS finance [finance@dpmms.cam.ac.uk](mailto:finance@dpmms.cam.ac.uk) or contact us if you have any queries.

Thank you

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