

The University will meet all reasonable expenses up to the following maximum allowances.

Travel within the UK

Second class return rail fare	Actual cost on production of receipt
Bus fare	Actual cost on production of receipt
Taxi fare	The University will only pay in circumstances where the use of a taxi is unavoidable. Please give reasons and provide a receipt.
Car mileage	40p per mile

Payment

Payment by BACS, or in exceptional circumstances by cheque, will be made as soon as practicable after receipt of the claim.

Please send the completed form to:

FINANCIAL SERVICES
Staffordshire University
PO Box 361
Beaconside
Stafford
ST16 9EF