Student Expense Claim form

All University of Sussex employees must complete an Out of Pocket expense claim via the Finance System.

**Visitors, please complete a Visitor Expense Claim -** [**www.sussex.ac.uk/finance/how/expenses**](http://www.sussex.ac.uk/finance/how/expenses)

**Please ensure all fields are completed or your claim may be returned to you.**

|  |  |
| --- | --- |
| **PLEASE COMPLETE IN BLOCK CAPITALS**. | |
| Student name (First/middle/last): |  |
| Current Address: |  |
| Email: |  |
| Student Registration Number: |  |

**If your bank details are UK based, then you** **will need to input them into Sussex Direct. Please ensure your information is up to date.** <https://direct.sussex.ac.uk/login.php>

**Or, if you want to be paid into an International Bank account please input your Bank details below:**

|  |  |
| --- | --- |
| Full Bank Name & Address: |  |
| Sort Code or Routing Code: |  |
| Account Number: |  |
| IBAN/SWIFT Code: |  |
| Currency: |  |

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| --- | --- | --- | --- |
| **Date on receipt** | **Please give a full description of your expense**  Please also state how this relates to official University business | **Account Code**  (To be completed by School) | **Amount**  In the currency to be paid in e.g. GBP |
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| **Total claimed**: | | |  |

I confirm that I have read and understand the University of Sussex Purchasing Policy

|  |  |
| --- | --- |
| **Date completed:** | **Claimant Signature:** Please note that an ORIGINAL signature is required. |
|  |  |

**To be completed by School/Approver:**

|  |  |
| --- | --- |
| Sub-project code | Budget holder’s full name, Signature & Name of School (please print) |
|  |  |

revised: July 2018

The full Purchasing Policy can be viewed [Purchasing Policy](http://www.sussex.ac.uk/finance/how/purchasing).

**Expenses Guidance Notes:**

* Receipt(s) are required for all items claimed. Please attach receipts in the order you have listed them.
* Please note that bank statements cannot be accepted as proof of purchase.
* If you are attending an interview please include the POST REFERENCE in the description.
* Once you have completed the form please hand it in to your school so that they can add the ACCOUNT CODE(S) and SUB-PROJECT CODE. Once this has been completed by the school, we will accept a scanned copy of the expense claim and receipts. This will need to be sent to [rt-finance-servicedesk@sussex.ac.uk](mailto:rt-finance-servicedesk@sussex.ac.uk).
* This form must not be adapted for your department’s use.
* Please ensure you include the total of your claim on the form and all amounts are in the same currency. Where an amount is to be converted from one currency to another, you will need to attach a print-out of the currency exchange rate from <https://www.xe.com/> .

revised: July 2018

Accounts Payable |University of Sussex |Room 207 Sussex House |Falmer | Brighton | BN1 9RH