

# Visitor Expense Claim form

For queries about this form, please contact the Finance Service Desk on [FinanceServiceDesk@sussex.ac.uk](mailto:FinanceServiceDesk@sussex.ac.uk)

- This form is for visitor expenses only – expense claims for members of University staff should be submitted via the finance system.
- In submitting this form, you are certifying that the information you have provided is accurate and reflects actual business expenses that you paid for using your own funds and that your claim conforms to the Purchasing Policy guidance which can be found [here](#)

## Section 1: Personal details – to be completed by claimant

Title (e.g. Mr, Mrs, Miss)	
Full name	
Address	
Telephone number	
Email address	
Today's date	

## Section 2: Bank account details

Visitors – Please enter your bank account details below

UK BANK ACCOUNT: If your bank account is based in the UK, please complete the information below									
Name of account holder									
Name of bank									
Account number									
Sort code									

NON-UK BANK ACCOUNT: If you have a non-UK bank account, please complete the information below	
Name of account holder	
Full name and address of bank	
Account number	
Routing number or SWIFT code	
IBAN code – Please check the IBAN code here before completing <a href="https://www.iban.com/">https://www.iban.com/</a>	
Currency	

## Section 3: Details of claim(s) – to be completed by claimant and School/Division

- Receipts are required for all items claimed. Please send these to the relevant School Office/Division, along with this form.
- Where the recipient bank account uses Euros, US Dollars or GBP the expenses should be in the same currency with the conversion rate used shown on the form. For recipient accounts using other currencies claims should be converted into GBP with the conversion rate used shown on the form.
- The Account and Subproject Code columns will be completed by the relevant School Office/Division. The Level 2 authoriser for the subproject must authorise the form with their signature.

To be completed by claimant			To be completed by School/Division	
Date of transaction	Please give a full description of your expense and state how this relates to official University business	Amount	Account code	Subproject code
<b>Total</b>				

**CLAIMANTS: PLEASE EMAIL THIS FORM AND ASSOCIATED RECIEPTS TO THE SCHOOL OFFICE/DIVISION MANAGING YOUR CLAIM.**

**Section 4: Authorisation - To be completed by the School/Division**

- Please add the Account and Subproject Codes in the boxes in Section 3 above, and the Level 2 Approver details in the box below.
- If the claim is for a visitor who attended an interview, please add the post reference into the expense description field in Section 3 above.
- Only one claim should be submitted per claimant.

<b>Level 2 Approver's Full Name and Name of School</b>

School Office/ Department - Please send a PDF copy of the form (with all finance coding and authorization completed) and receipts as one attachment to [FinanceServiceDesk@sussex.ac.uk](mailto:FinanceServiceDesk@sussex.ac.uk). Please ensure that the document is under 5MB in size.