Student Expense Claim form - to be completed by student/claimant

For queries about this form, please contact the Finance Service Desk on FinanceServiceDesk@sussex.ac.uk

- **This form is for student expenses only – expense claims for members of University staff should be submitted via the finance system and visitor expenses should be submitted via the Visitor Expense Claim Form.**
- **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**
- **Students, please email this form and associated receipts to the School office/Division managing your claim.**

Section 1: Personal details – to be completed by claimant

Full name	

Telephone number	
Email address	
Today's date	
Student registration number	

Students – Your claim will be reimbursed into the bank account details held on Sussex Direct. Please ensure that these are correct. Please note as a UK based student you are required to hold a UK bank account.

Section 2: Details of claim(s) – to be completed by claimant and School/Division

- Receipts are required for all items claimed. Please attach the receipts to the sales order along with the claim form.
- Claims should be in GBP. Please convert other currencies into GBP and include the exchange rate used 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**
			3177	
			3177	
			3177	
			3177	
			3177	
			3177	
			3177	
			3177	
			3177	
	Total			

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

BSMS STUDENTS: If you are a BSMS student, please email this form and direct any queries to:

- **Accommodation and travel expenses (clinical NHS bursary forms):** placementlogistics@bsms.ac.uk. Note that the student travel expenses policy is available at https://www.bsms.ac.uk/undergraduate/fees-and-funding/index.aspx
- **ACF/CL Students bursary expenses:** bsmsfinance@sussex.ac.uk

Section 3: 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 Budget Approver details in the box below.

Level 2 Budget Approver's Full Name and Name of School

Section 4: Sales Order - To be completed by the School/Division

Once the form has been completed by the student/claimant and has been approved, you now need to complete a sales order on the finance system.

Supporting training notes can be found here:
Guidance for staff on how to raise a student payment can be found here

For any questions or training please contact financeservicedesk@sussex.ac.uk