Visitor Expense Claim form

- **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**
- **Claimants, please email this form and associated receipts to the School office/Division managing your claim.**

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 https://www.iban.com/	
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 should be completed by the relevant School Office/Division. The Level 2 budget 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**
	Total			

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 Budget 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.

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

Claimants - please email this form and associated receipts to the School office/Division managing your claim

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