

Expense Claim form



- x This form is for student and visitor expenses only - expense claims for members of University staff should be submitted via the finance system.
- x 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.

Are you a visitor or student? Please tick one of the below.

Visitor • Student •

Section 1: Personal details to be completed by claimant – (t)93 EMC /P <</MCID ID 8 >>I

Student registration number (Students only)	

Section 2: Bank account details ~ & \$ [E] š } £ • Ç •

Visitors – Please enter your bank account details below
Students – Your claim will be reimbursed to the bank account details held on Sussex Direct. Please ensure these are correct.

UK BANK ACCOUNT:53]BT 0 g 3 (f)7C

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				

BSMS STUDENTS If you are a BSMS student, please email this form and direct any queries to: placementlogistics@bsms.ac.uk

x Accommodation and travel expenses (clinical NHS bursary for placement) Note that the