Expense Claim form

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- This form is for student and 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.

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 now 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

ALL OTHER CLAIMANTS: Please email this form and the associated receipts to the School Office/Division who are 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 Budget Holder's 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.

Budget Holder's Full Name and Name of School

Please send a PDF copy of the form and receipts as one attachment to &]v v ^ ŒÀ] •l›•µ•• ÆX X ensure that the document is under 5MB in size.