

# 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

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|---------------------------------------------|--|
|                                             |  |
| 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 |
|                             |                                                                                                           |        |                                    |                 |
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|                             |                                                                                                           |        |                                    |                 |
| Total                       |                                                                                                           |        |                                    |                 |

BSMS STUDENTS If you are a BSMS student, please email this form and direct any queries to: [placementlogistics@bsms.ac.uk](mailto:placementlogistics@bsms.ac.uk). Note that the

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