

Expense Claim form

- 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.

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

Visitor

Student

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	
Student registration number (Students only)	

Section 2: Bank account details

Visitors – Please enter your bank account details below

Students – Your claim will be reimbursed into the bank account details held on [Sussex Direct](#). Please ensure that these are correct.

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	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Sort code	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

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.
- Claims are paid in Euros, Dollars and GBP. If your claim is in another currency, it will be converted and paid in GBP based on the exchange rate at the date of transaction.
- The Account and Subproject Code columns will be completed by the relevant School Office/Division.

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:

- Phase 1: watsonschoolloffice@bsms.ac.uk
- Phase 2 & 3: emertonschoolloffice@bsms.ac.uk
- Time for Dementia (TfD): timefordementia@bsms.ac.uk
- ACF / CL Students: bsmsfinance@sussex.ac.uk

BSMS students can also view additional information at <https://www.bsms.ac.uk/undergraduate/fees-and-funding/index.aspx>

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 invoices@sussex.ac.uk. Please ensure that the document is under 5MB in size.

If you have any queries, please contact the Finance Service Desk on FinanceServiceDesk@sussex.ac.uk