



EXPENSES CLAIM FORM

University of Sheffield Student

1. This form is for use by individuals who are **Student of the University of Sheffield** to claim reimbursement of expenses. (complete section 1).
2. Payment is made directly to your bank account and you should update your bank details on the MUSE portal.

1 | Your Expenses Claim

Please complete this form using CAPITAL LETTERS. Sign and date it and pass to your University of Sheffield departmental office for authorising and processing.

Claimant Full Name:			
Department Address:			
Email:			
Status (Note 2)	*Student Registration No:		

I certify that the expenses claimed on this form are correct.

Signature of Claimant		Date:	
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Purpose for Expenses Incurred (see Guidance note 3)					
Dates	Description of expenses (see Guidance note 4)	Foreign Currency		Amount GBP	
		Type	Amount	£	p
Foreign currency conversion used					

For University of Sheffield departmental office use only
(When completed and authorised return to Payroll and Expenses, Finance Department)

Cost Centre or WBS Element	Expense type	Expense amounts (Gross)		VAT Code	Receipt attached
		£	p	XX	
		£	p	XX	
		£	p	XX	
		£	p	XX	
		£	p	XX	
		£	p	XX	
Total gross claim		£	p		

Authorised Signatory			
Print Name		Date	

GUIDANCE NOTES FOR COMPLETION OF STUDENT EXPENSES CLAIM FORM

The University of Sheffield's payment records may be audited by HM Revenue & Customs. Details provided on this claim form must be complete and accurate. If the details and supporting documents requested are not provided the claim form will be returned to the authorised signatory and may delay payment or result in the claim being rejected.

1. **Full details of the nature and purpose of the expenditure should be provided on Page 1.**
 - (a) Expenses that are not supported by original receipts will not be reimbursed.
 - (b) Credit / debit card receipts will not be accepted as they do not itemise the goods and/or services purchased.
2. **PURPOSE OF EXPENSE:** Please state the reason for incurring the expenditure. For example if the costs were incurred in attending a seminar or Field Trip provide full details: ESRC seminar in Sheffield, October 2012; or Costs of attending for interview in Department of History, October 2012.
3. **DESCRIPTION OF EXPENSES:** Please provide a clear description of the actual costs incurred and the amount per item. If there are several items of the same description these may be added together, for example train fares; books; and the total costs noted provided the receipts are sent to support the total claim. See Example Below

EXAMPLE CLAIM FORM

Purpose for Expenses Incurred (see Guidance note 3)		ESRC Seminar in Sheffield, October 2012			
Dates	Description (see Guidance note 4)	Foreign Currency Type	Amount	Amount GBP £ p	
01.09.12	Train fares (102.40 + 95.60)			198	00
07+08.10.201 2	Taxis (10.00 + 9.50)			19	50
07+08.10.201 2	Rutland Hotel 1 night			70	00
07+08.10.201 2	Tram to/from station (2.20+2.20)			4	40
07+08.10.201 2	Subsistence (2.85 + 10.00 + 1.70)			14	55
Foreign currency conversion used		Total Claim		306	45