

## EXPENSES CLAIM

All expenditure claimed must be in accordance with the [College Travel, Subsistence & Expenses Policy](#)



To be used from 1 August 2013

[Mapping Tool to link old Symmetry account codes to new Agresso account codes](#)

### SUMMARY

Last Name			
First Name			
Payroll Number (eg 123456) or student number (eg 100123456)			Transaction No Finance only
Department			
Email Address			
Your Reference			
Claim Date			

£ Sterling Claim	
Other Currency Claim	
<b>Total Claim</b>	

Please enter any specific instructions

### CODING ANALYSIS

Please ensure only valid codes are used. If you know the previous account code you can map this to the new Agresso code from the link below.

[Click here to find new account code compared to old account](#)

Sub-Project is in the format Annnnn-nn  
Account is in the format nnnn

Agresso Code		
Sub-Project	Account	Value
Format: A12345-67	1234	
<b>Total - Must Equal Total Claim</b>		

I certify that this claim is for the reimbursement of expenses necessarily incurred by me on College business, in compliance with the College's Travel, Subsistence and Personal Expenses Policy and Procedures. No previous or additional claim has or will be made for these expenses. Original invoices and receipts for the amounts paid are attached (credit card slips and airline tickets are not on their own acceptable substitutes).

	Signature	Print Name	Date
Claimant			

I certify that I have verified the expenditure and that it is in accordance with the College's Travel, Subsistence and Personal Expenses Policy.

	Signature	Print Name	Date
Manager/Research PI			
Department Authorisation			

### UK BANK DETAILS

You must enter your bank account details for your first claim after 1 August 2013 - if you do not do so, your claim may be delayed

Bank Name	
Bank Address	
Account Name	
Sort Code	
Account Number	

If your bank account is not in the UK, please complete full details on Non UK Bank Details Tab