Dear Students

Royal Holloway Finance Department will accept expense claims in two formats:

1. If you have a contract with the College, ie you are paid by the College or the Department for marking, supervising, acting as student ambassador etc, you MUST claim all your expenses via the College finance system, Agresso. Details on how to set up your Agresso account can be found here: https://www.royalholloway.ac.uk/restricted/contensis/finance/users.aspx (You need to ensure that you tick the boxes to say you have done the e-training and that you agree to the terms of use. You should then email AgressoSystemAdmin@rhul.ac.uk to confirm that you agree to the terms and have done the training - they will then set up your account.)

Instructions on how to make expense claims via Agresso can be found here: https://www.royalholloway.ac.uk/restricted/contensis/finance/expenses.aspx

2. All other PG students must submit claims by completing the expense forms in both Tab 1 and Tab 2/3 of the attached spreadsheet. For your initial submission only, please include your bank details – all reimbursed expenses will be made by direct bank transfer. Receipts should be attached, glued or stapled individually to a separate sheet, and referenced to the items detailed on the second page of the claim (Tab 2 or 3). The Finance Department will not reimburse un-receipted expenses. Claim forms must be signed by you, authorised by your supervisor and returned to me (or left in my pigeonhole) for processing.

If you have any queries or issues with the above, please contact me or Carrie.

Kind regards

Claire

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