**Student expenses claim procedure.**

1. Complete the expenses claim form (see the form below)



Fill all fields:

* title, surname, first & middle name,
* full address – it must be the same as in the CamSIS system
* your email address @cam.ac.uk
* UK bank details

1. Purpose of the claim

* begin with the award reference number (if relevant). Only one claim per award allowable.
* provide details such as conference/trip title, dates, place, reason to attend.

1. Travel costs

* list in chronological order
* the amounts must match those on receipts/tickets/booking confirmation
* provide receipts/tickets/booking confirmation in pdf file in the same chronological order
* if receipts/tickets/booking confirmation are saved as separate files, name the files like reference on the form: T1, T2, etc.
* if several receipts/tickets scanned on one page – annotate the receipt T1, T2, etc.

1. Subsistence / Accommodation / Other expenses

* list by type (accommodation, subsistence, other), and then in chronological order
* group meal receipts in one line providing breakdown (on the form, or as separate spreadsheet)
* provide receipts/booking confirmation in pdf file in the same order as listed on the form
* if receipts are saved as separate files, name the files like reference on the form: E1, ET2, etc.
* if several receipts scanned on one page – annotate the receipt E1, E2, etc.

1. Non-GBP costs

* provide original currency and cost in description, and the converted amount in GBP at the date of purchase, in the “Expense amount” column
* you can claim “non-sterling transaction” fees if you provide your card statement as evidence

1. Claim one amount in GBP up to amount awarded.
2. Enter your CamSIS number (USN) in C50 cell
3. Send by one email to [accounts@divinity.cam.ac.uk](mailto:accounts@divinity.cam.ac.uk) with attached:

* Claim
* Supporting evidence
* Redacted bank statement as pdf file (to confirm your name, address, and bank details of the account the reimbursement to be paid to)
* Enter the award reference number in email’s subject line.