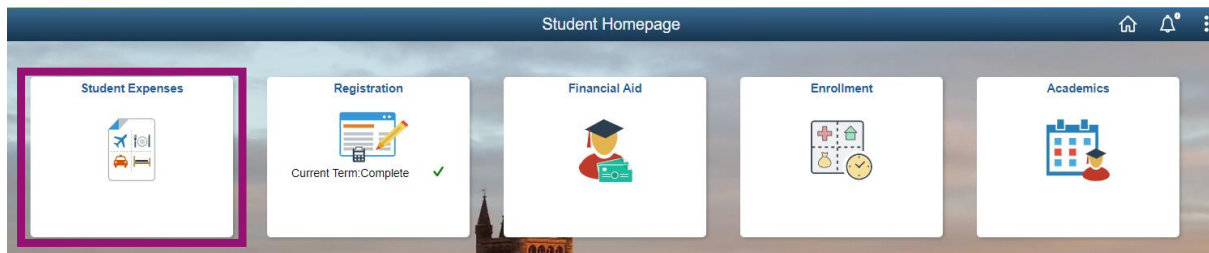


MyCampus Student Expenses Process

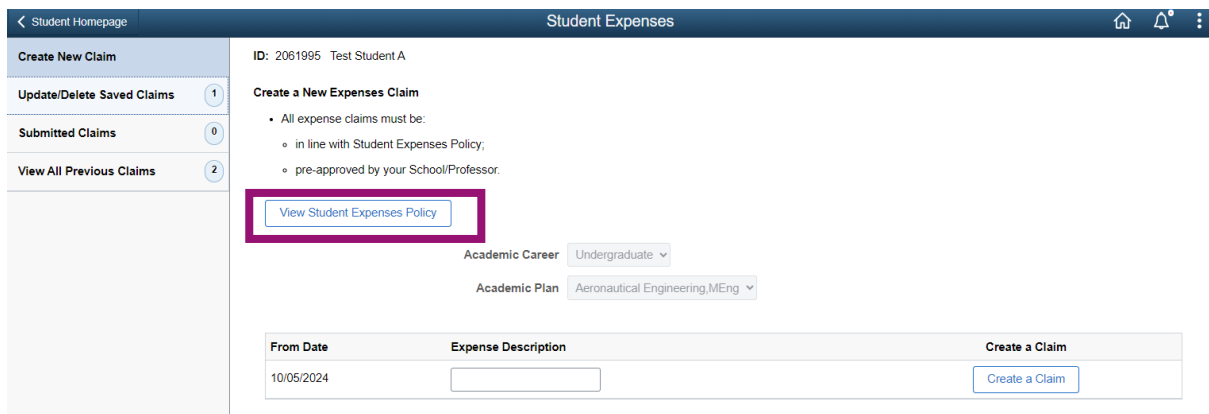
Upon logging into your Student Homepage, you can access the new Student Expenses claim process using the Student Expenses tile.



Upon entering the tile, you will see 4 sections:

- ***Create a New Claim** – this is the section where you would create an expenses claim for submission;
- ***Update/Delete Saved Claims** – this section will hold claims that have been started/saved but have not yet been submitted for approval, and claims that have been rejected by School staff whereby students are able to amend and re-submit;
- ***Submitted Claims** – this section will hold all claims that have been submitted for approval, with the status of the claim being continuously updated during the claim process;
- ***View All Previous Claims** – this section will hold claims that have been fully approved and the refund has been processed, and claims that have been rejected outright by School staff (where these rejected claims cannot be amended/re-submitted).

Creating a New Claim

A screenshot of the "Create a New Claim" page in MyCampus. The page has a dark blue header with "Student Expenses" and navigation icons. On the left is a sidebar with four options: "Create New Claim", "Update/Delete Saved Claims" (with a "1" in a circle), "Submitted Claims" (with a "0" in a circle), and "View All Previous Claims" (with a "2" in a circle). The main content area shows "ID: 2061995 Test Student A" and "Create a New Expenses Claim" with a list of requirements: "All expense claims must be: in line with Student Expenses Policy; pre-approved by your School/Professor." Below this is a red-bordered button labeled "View Student Expenses Policy". Further down are dropdown menus for "Academic Career" (set to "Undergraduate") and "Academic Plan" (set to "Aeronautical Engineering, MEng"). At the bottom is a table with columns "From Date" (containing "10/05/2024") and "Expense Description" (with an empty input field). To the right of the table is a "Create a Claim" button.

Please ensure you are familiar with the Student Expenses policy before submitting a claim. For ease, you can access the policy using the View Student Expenses Policy button.

If you only have one Academic Career/Academic Plan on your MyCampus student record, this information will automatically default into the Career/Plan fields. If you have more than one Career and/or Plan on your record, please select both the Career and Academic Plan you wish to make the expenses claim against.

To create a claim, enter an Expense Description and press the Create a Claim button. Please make this Expense Description as clear as possible for staff to identify the nature of the expense being claimed, i.e., Conference – London May 2024.

ID: 2061995 Test Student A

Create a New Expenses Claim

- All expense claims must be:
 - in line with Student Expenses Policy;
 - pre-approved by your School/Professor.

[View Student Expenses Policy](#)

Academic Career Undergraduate ▾


Academic Plan Aeronautical Engineering, MEng ▾

From Date	Expense Description	Create a Claim
10/05/2024	Conference - London May 2	Create a Claim

Once you have entered the Expense Description, you click on Create a Claim. Your claim form will be created and automatically saved and you can now begin to complete the form for submission.

There are five sections to be completed before you can submit your claim and you can complete the first four sections in any order.

- *Pre-Approval of Claim;
- *Personal Details;
- *Bank Account;
- *Claim Details;
- *Terms & Conditions

The fifth and final section 'Terms and Conditions' cannot be completed until Sections 1-4 are marked as 'Complete'; it is only at this point with all sections completed that you will be able to submit your claim. If you need further help as you progress through the form, you can access information by using the  icon.

Student Claim Form

ID: 2061995 Test Student A

Pre-Approval of Claim
Not Complete

Personal Details
Not Complete

Bank Account
Not Complete

Claim Details
Not Complete

Terms and Conditions
Not Complete

[Student Expenses Roles and Responsibilities](#)

- As per Student Expenses Policy, pre-approval from Budget Holder/Budget Approver is required.
- Required detail is in the Student Expenses Roles and Responsibilities document.
- Upload pre-approval documentation using the 'Upload Document' button:
 - You can drag/drop files or use the My Device option to locate files from your device.
 - Maximum file name length within the system for uploaded documents is 24 characters (which includes the dot and filetype).
 - Once documents uploaded, select 'Confirm'.

[Upload Document](#)

You can exit the claim at any point – the claim will automatically save and you can access/update the claim at any point within the Update/ Delete Saved Claims section (by pressing the View/Update button).

Create New Claim

Update/Delete Saved Claims 2

Submitted Claims 0

View All Previous Claims 2

ID: 2061995 Test Student A

Pre-Approval of Claim

View, Update or Delete previously Saved Claims

- Saved Claims are:
 - Claims started and not yet submitted for approval.
 - Claims rejected by the School - reason for rejection and action required will be provided by the School.
- Saved Claim Options:
 - Delete - to remove the claim.
 - View/Update - to amend and submit your claim.

Claim ID	Claim Date	Claim Value (£)	Expense Description	Reject Reason (if applicable)	View/Update	Delete
3	07/05/2024	100.00	Aberdeen Conference May 2024	Receipt missing/receipt issue - Receipt illegible	View/Update	Delete
4	10/05/2024		Conference - London May 2024		View/Update	Delete

Pre-approval Page

Please ensure you're familiar with the process and what's required of you – you can refer to the Roles and Responsibilities document if required by using the button at the top of the page.

Student Claim Form

ID: 2061995 Test Student A

Pre-Approval of Claim
Not Complete

Personal Details
Not Complete

Bank Account
Not Complete

Claim Details
Not Complete

Terms and Conditions
Not Complete

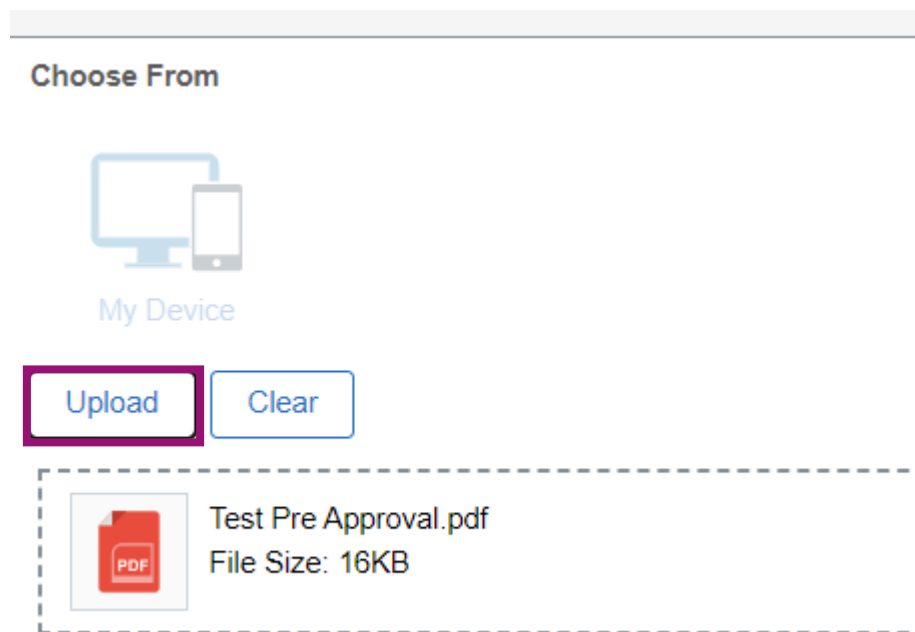
[Student Expenses Roles and Responsibilities](#)

- As per Student Expenses Policy, pre-approval from Budget Holder/Budget Approver is required.
- Required detail is in the Student Expenses Roles and Responsibilities document.
- Upload pre-approval documentation using the 'Upload Document' button:
 - You can drag/drop files or use the My Device option to locate files from your device.
 - Maximum file name length within the system for uploaded documents is 24 characters (which includes the dot and filetype).
 - Once documents uploaded, select 'Confirm'.

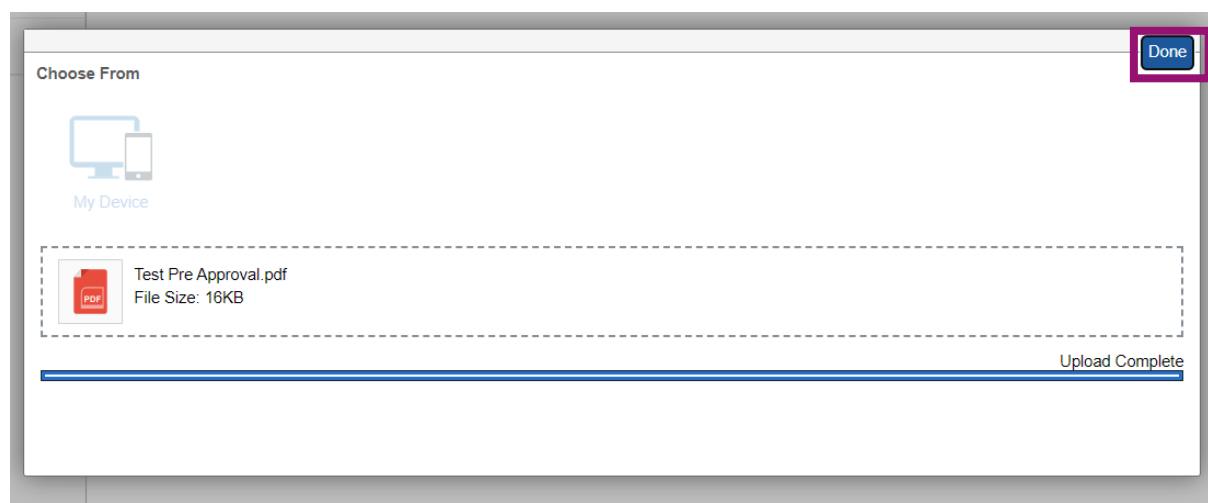
[Upload Document](#)

For any claim to be successful, it is vital that you have pre-approval documentation from your budget holder, this will normally be an email or pdf. Again, for more details of what information is required in the pre-approval, refer to the Student Expenses Roles and Responsibilities document.

To upload evidence of your pre-approval, use the Upload Document button. Use the My Device button to navigate to select your document and press Upload. Uploading documents can be done both by 'drag and drop' or by navigating to the document and uploading.



When your document has successfully uploaded, press Done to return to the pre-approval page. Don't forget this final step, otherwise the document will not be captured!



You can upload more than one document if required and can delete documents if you've made an error (using the Delete document button). You must have at least one document uploaded in order to be able to mark this section as complete.

The system will accept all file types for upload, but note that the maximum file name length the system can accept is 24 characters (which includes the dot and filetype).

ID: 2061995 Test Student A

CONFIRM

Pre-Approval of Claim

Student Expenses Roles and Responsibilities

- As per Student Expenses Policy, pre-approval from Budget Holder/Budget Approver is required.
- Required detail is in the Student Expenses Roles and Responsibilities document.
- Upload pre-approval documentation using the 'Upload Document' button:
 - You can drag/drop files or use the My Device option to locate files from your device.
 - Maximum file name length within the system for uploaded documents is 24 characters (which includes the dot and filetype).
 - Once documents uploaded, select 'Confirm'.

Document(s)	Delete Document
Test_Pre_Approval.pdf	Delete Document

Upload Document

If you are happy that you've completed the section, press Confirm. This will mark the page as having been completed.

The screenshot shows the 'Student Claim Form' interface. At the top, there is a navigation bar with 'Student Expenses' and 'Student Claim Form'. Below this, the 'Pre-Approval of Claim' section is highlighted with a green box and labeled 'Completed'. To the left, a sidebar menu shows 'Personal Details' as 'Not Complete', 'Bank Account' as 'Not Complete', 'Claim Details' as 'Not Complete', and 'Terms and Conditions' as 'Not Complete'. The main content area for 'Pre-Approval of Claim' includes the same instructions and document upload table as shown in the previous image. A 'CONFIRM' button is visible in the top right corner of the form area.

Personal Details Page

This page will automatically populate details from your student record and it is important that this is accurate. If anything is incorrect, please raise a helpdesk request to have your record updated.

If you are happy that the details are correct, press Confirm and this will complete the Personal Details section.

Student Expenses Student Claim Form

ID: 2499983 Test Student L

Pre-Approval of Claim
Completed

Personal Details
Not Complete

Bank Account
Not Complete

Claim Details
Not Complete

Terms and Conditions
Not Complete

Personal Details

- All communication regarding your claims will be to your University email address on your Student Record.
- Your details below are from your Student Record:
 - If correct, select 'Confirm'.
 - If not accurate, please contact your School.

EMPLID: 2499983
 NAME: Test Student L
 CAREER: Postgraduate Taught
 PLAN: Tropical Medicine & Hygiene
 EMAIL:

CONFIRM

The page should now be marked as having been completed.

Student Expenses Student Claim Form

ID: 2499983 Test Student L

Pre-Approval of Claim
Completed

Personal Details
Completed

Bank Account
Not Complete

Claim Details
Not Complete

Terms and Conditions
Not Complete

Personal Details

- All communication regarding your claims will be to your University email address on your Student Record.
- Your details below are from your Student Record:
 - If correct, select 'Confirm'.
 - If not accurate, please contact your School.

EMPLID: 2499983
 NAME: Test Student L
 CAREER: Postgraduate Taught
 PLAN: Tropical Medicine & Hygiene
 EMAIL:

CONFIRM

Bank Account Page

This page allows you to select which bank account you want your expense claim to be reimbursed to once its been approved. If you already have a bank account attached to your record, it will be shown here.

If you don't have a bank account already attached to your student record, you can either add account details directly through the bank account page on the expense claim form (using the Add an Account button) or you can add using the option in the Finances homepage tile/Bank Account section (this then automatically updates bank account information on any saved or new claims created in the Student Expenses tile).

No Bank Account Information Held

If you don't already have a bank account attached, you can add an account using the Add an Account button.

Student Claim Form

ID: 2499983 Test Student L

Bank Account

- Below is the list of bank accounts on your Student Record - where no Bank Accounts are listed, please 'Add an Account'.
 - FA - for Financial Aid payments due to you.
 - Refund - for any overpayments due back to you, as per Refunds Policy.
 - Student Expenses - for expenses claims, as per Student Expenses Policy.
- To view the detail of a bank account, click anywhere on the bank account line.
- For your expense claim you must:
 - Select the Bank Account you wish to use.
 - Add a new Bank Account to be used.

[Add an Account](#)

Add in the relevant details in the pop up page and press Save when you're done.

ID: 2499983 Test Student L

Bank Account

New Bank Account

***Account Reference**

***Account Name**

***Bank/Building Society Name**

***Sort Code**

***Account Number**

International Bank Account Nbr

In order to set up a Direct Debit you must confirm that you are the account holder for this account and that you are the only person required to authorise debits from this account. No

The system requires you to have at least one bank account designated for Financial Aid (FA) and Refunds so if you enter a bank account for the first time, all three uses (FA, Refund and Expenses) will be selected for this account.

Account Reference	Bank/Building Society Name	Account Number	FA	Refund	Expenses
Student Expenses	Bank of Test	XXXXXXXXXX	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>

Your Finances tile in the home page will also be updated with the same bank account information

Student Financials

ID: 2499983 Test Student L

Below is a list of your bank accounts and how we will use them. To view the details of each account, please click on the account.

How will we use your Accounts?:

- FA – to pay Financial Aid Awards due to you.
- Refund – to pay any overpayments
- DD (Direct Debit) – to collect monies for all Fees you sign up to pay by Direct Debit. Note once set up, this account cannot be made inactive

To add a new Account, select 'Add an Account'

To no longer use an account, 'Select Inactivate'

Account Reference	Bank/Building Society Name	Account Number	Own Account	FA	Refund	Expenses	DD
Student Expenses	Bank of Test	vv vv vv	No	Yes	Yes	Yes	No

Add an Account

You are not currently active in any Direct Debits.

Existing Bank Account Information Held

If you already have an account attached to your record but you haven't chosen an account for expense claim reimbursement yet, you can choose this account pressing the No button under Expenses to change to a Yes

Student Financials

ID: 2072360 Test Student Z

Below is a list of your bank accounts and how we will use them. To view the details of each account, please click on the account.

How will we use your Accounts?:

- FA – to pay Financial Aid Awards due to you.
- Refund – to pay any overpayments
- DD (Direct Debit) – to collect monies for all Fees you sign up to pay by Direct Debit. Note once set up, this account cannot be made inactive

To add a new Account, select 'Add an Account'

To no longer use an account, 'Select Inactivate'

Account Reference	Bank/Building Society Name	Account Number	Own Account	FA	Refund	Expenses	DD
vv vv	Lloyds	vv vv vv	Yes	Yes	Yes	No	Yes

Add an Account

Or you can enter into the detail of the account by clicking anywhere on the line (or on the arrow at the end of the line indicated) to open up the details page and use the toggle button next to Expenses to change to Yes.

Student Financials

ID: 2072360 Test Student Z

Below is a list of your bank accounts and how we will use them. To view the details of each account, please click on the account.

How will we use your Accounts?:

- FA – to pay Financial Aid Awards due to you.
- Refund – to pay any overpayments
- DD (Direct Debit) – to collect monies for all Fees you sign up to pay by Direct Debit. Note once set up, this account cannot be made inactive

To add a new Account, select 'Add an Account'

To no longer use an account, 'Select Inactivate'

Account Reference	Bank/Building Society Name	Account Number	Own Account	FA	Refund	Expenses	DD
vv vv	Lloyds	vv vv vv	Yes	Yes	Yes	No	Yes

Add an Account

Cancel

Existing Bank Account

Save

To see how we will use your account, please refer to the following codes:

FA - The account we will use to deposit any monies due to you as a result of a Financial Aid Award.

Refund - The account we will use to deposit any monies due to you as a result of an overpayment.


DD - Any accounts which currently have a Direct debit Instruction. Please note - You are not permitted to make a Direct Debit Account inactive. You must cancel any Direct debits in writing to your bank with a copy to the University.

FA Yes

Refund Yes

Expense No


DD No

*Account Reference 

*Account Name 

*Bank/Building Society Name 

*Sort Code 

*Account Number 

International Bank Account Nbr 

Please select to confirm that you are the account holder and that you are the only person required to authorise Debits on this account.

If you are not the account holder or if this is a business account and more than one person is required to authorise debits on this account, a paper Direct Debit Instruction will need to be completed and sent to the Accounts Receivable team in the Finance Office. Please select Print Direct Debit Form.

No

If you want your expenses to be reimbursed to a new account, you can add a new account using the Add an Account button and then select that account using the above process.

Student Claim Form

ID: 2253382 Test Student X

Bank Account

- Below is the list of bank accounts on your Student Record - where no Bank Accounts are listed, please 'Add an Account'.
 - FA - for Financial Aid payments due to you.
 - Refund - for any overpayments due back to you, as per Refunds Policy.
 - Student Expenses - for expenses claims, as per Student Expenses Policy.
- To view the detail of a bank account, click anywhere on the bank account line.
- For your expense claim you must:
 - Select the Bank Account you wish to use.
 - Add a new Bank Account to be used.

Account Reference	Bank/Building Society Name	Account Number	FA	Refund	Expenses
Expenses	Bank of Test	0000000	<input type="button" value="No"/>	<input type="button" value="No"/>	<input type="button" value="No"/> <input type="button" value="Inactivate"/> >
Personal	Clydesdale Bank	vvvvvvvv	<input checked="" type="button" value="Yes"/>	<input checked="" type="button" value="Yes"/>	<input type="button" value="No"/> >

If you have more than one account noted on the bank account page, and chose to have all types of reimbursement to the one bank account (FA, Refund and Expenses), you will have an option to 'Inactivate' the bank account line not being used. If you choose to inactivate an account, this will again update within the Finances Tile/Bank Account section.

Once you're happy with your bank account selection, press Confirm and the page will be marked as having been completed.

Student Claim Form

ID: 2499983 Test Student L

Bank Account

- Below is the list of bank accounts on your Student Record - where no Bank Accounts are listed, please 'Add an Account'.
 - FA - for Financial Aid payments due to you.
 - Refund - for any overpayments due back to you, as per Refunds Policy.
 - Student Expenses - for expenses claims, as per Student Expenses Policy.
- To view the detail of a bank account, click anywhere on the bank account line.
- For your expense claim you must:
 - Select the Bank Account you wish to use.
 - Add a new Bank Account to be used.

Account Reference	Bank/Building Society Name	Account Number	FA	Refund	Expenses
Student Expenses	Bank of Test	vvvvvvvv	<input checked="" type="button" value="Yes"/>	<input checked="" type="button" value="Yes"/>	<input checked="" type="button" value="Yes"/> >

[Claim Details Page](#)

This page is where you'll add details and supporting receipts of all the items you're claiming reimbursement for. Please ensure you read all information on this page before starting the process of entering expense claim lines.

Student Expenses Student Claim Form

ID: 2499983 Test Student L

Pre-Approval of Claim Completed

Personal Details Completed

Bank Account Completed

Claim Details Not Complete

Terms and Conditions Not Complete

Claim Details

- Each expense item must be claimed individually.
- Each individual expense item must have a corresponding receipt.
- To do this, select the "Add Claim" button, enter the claim details, upload the receipt and save.
 - One document or receipt per expense item claimed.
 - You are not permitted to claim for the use of Airbnb.
 - The system will accept all file types for your receipt (.jpg, .PDF, .doc, etc.) but please note that file names have a maximum length of 24 characters including the filetype.
- To claim for more than 1 expense item, please follow step 3 above until all expense items are entered and saved.
- You must complete all fields before you can submit your claim.
- iBubbles are available at each step.

Add Claim

To add an expense item, use the Add Claim button. You'll be presented with a pop up page as follows:

Cancel Expense Detail

- Please enter details of the expense item and upload the corresponding receipt.
- All fields are mandatory.
- iBubbles provide additional information.

*Category

Description

Reason for Expense

Receipt Date

Note that the reason for expense is pre-populated for you based on what you entered as the Expense Description when you started the claim (if required, this be changed/amended once you have selected your Category of expense, which allows for all other fields to be populated).

The only field that you can edit initially is the Category. Select the drop down arrow to the right to see the categories that you can claim an expense against.

Cancel **Expense Detail**

- Please enter details of the expense item and upload the corresponding receipt.
- All fields are mandatory.
- iBubbles provide additional information.

*Category ⓘ

Description

Reason for Expense

Receipt Date

- Air Travel NonUK
- Air Travel UK
- Books
- Car Hire NonUK
- Car Hire UK
- Comp software/licence
- Computer equipment
- Conf & Research Grants
- Conference/Course/Meet
- Hotel & Accom NonUK
- Hotel & Accom UK
- Insurance costs
- Mail courier services
- Meals/Subs NonUK
- Meals/Subs UK
- Mileage (own vehicle)
- Other

Once your category has been selected, you will be able to add information to the remaining fields and you can upload your receipt using the Upload your Receipt button.

For the receipt date field, please note:

- *You cannot submit a line of expense with a receipt date that is future-dated;
- *You cannot enter a receipt date that is older than 93 days in the past – this adheres to the University’s Student Expenses policy that expenses must be claimed within a 3-month period. If a date is selected that is over 93 days, you will be advised via a pop-up window message that this date cannot be chosen.

Claim Details

1. Each expense...
2. Each individual...
3. To do this, see...
4. To claim for...
5. You must con...
6. iBubbles are...

Add Claim

Cancel **Expense Detail** Save

- Please enter details of the expense item and upload the corresponding receipt.
- All fields are mandatory.
- iBubbles provide additional information.

*Category Rail UK ⓘ

Description Avanti return ticket Glasgow to Euston ⓘ

Reason for Expense Conference London May 24 ⓘ

Cost (£) 65.00 ⓘ

Receipt Date 30/04/2024 ⓘ

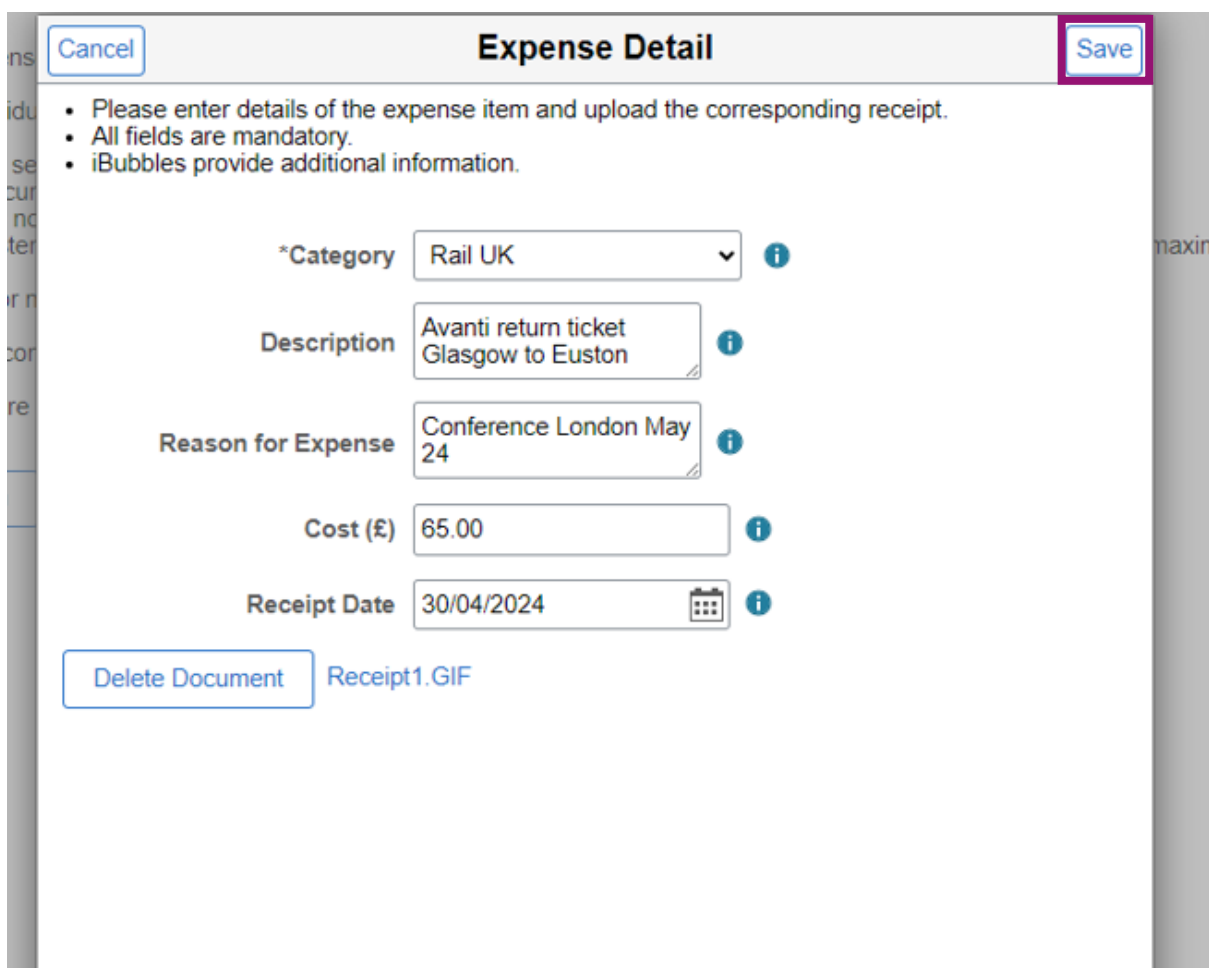
Upload your Receipt

maximum leng

Ensure you make your Description as helpful as possible for approvers to be able to quickly identify what your expense is for.

The Upload your Receipt function works exactly the same as the Upload functionality used within the Pre-Approval section (selected from file location/drag and drop file into pop-up window). Please note that only one file can be uploaded per individual line of expense (if you have multiple receipts related to the one expense line, these will need to be collated into one document/upload).

The system will accept all file types for upload, but note that the maximum file name length the system can accept is 24 characters (which includes the dot and filetype).



The image shows a screenshot of an 'Expense Detail' form. At the top, there are 'Cancel' and 'Save' buttons. Below the title, there are three bullet points: 'Please enter details of the expense item and upload the corresponding receipt.', 'All fields are mandatory.', and 'iBubbles provide additional information.' The form contains several fields: '*Category' (Rail UK), 'Description' (Avanti return ticket Glasgow to Euston), 'Reason for Expense' (Conference London May 24), 'Cost (£)' (65.00), and 'Receipt Date' (30/04/2024). Each field has an information icon (i) to its right. At the bottom left, there is a 'Delete Document' button and the filename 'Receipt1.GIF'.

Once you've completed everything including adding your receipt, press the Save button to save and exit. You'll land back at the Claim Details page where you can then continue to add any other expense claim items using the Add Claim button again.

Student Claim Form

ID: 2499983 Test Student L

CLAIM DETAILS

- Each expense item must be claimed individually.
- Each individual expense item must have a corresponding receipt.
- To do this, select the "Add Claim" button, enter the claim details, upload the receipt and save.
 - One document or receipt per expense item claimed.
 - You are not permitted to claim for the use of Airbnb.
 - The system will accept all file types for your receipt (.jpg, .PDF, .doc, etc.) but please note that file names have a maximum length of 24 characters including the filetype.
- To claim for more than 1 expense item, please follow step 3 above until all expense items are entered and saved.
- You must complete all fields before you can submit your claim.
- iBubbles are available at each step.

Category	Description	Cost (£)	Receipt Date	Delete
Rail UK	Avanti return ticket Glasgow to Euston	65.00	30/04/2024	Delete
		Total Cost of Claim (£) 65.00		

Add Claim

CONFIRM

You will notice that once a line of expense is added, a running total of your claim cost is visible on this page. This field/cost will update as and when further expense lines are added to the claim.

You can go back and edit any of the details within the individual claim lines by clicking anywhere on the row or using the arrow on the right of each line.

If you want to delete a claim line, press the Delete button. You'll be asked to confirm you want to delete.

To claim for more than 1 expense item, please follow step 3 above until all expense items are entered and saved.

You must complete all fields before you can submit your claim.

iBubbles are available at each step.

Claim Delete warning.

If you delete this Claim, you will then delete all uploaded documentation and data that has been entered.

Do you want to continue?

Yes No

Category	Description	Cost (£)	Receipt Date
Rail UK	Avanti return ticket Glasgow to Euston	65.00	30/04/2024
Public Transport UK	...	7.00	30/04/2024
		Total Cost of Claim (£) 72.00	

If you confirm you want to delete the claim line, you will then return to the claim details page where the item will have been removed.

Category	Description	Cost (£)	Receipt Date	Delete
Rail UK	Avanti return ticket Glasgow to Euston	65.00	30/04/2024	Delete >
Public Transport UK	Daily ticket for tube	7.00	30/04/2024	Delete >
	CLAIM DELETED			>

Total Cost of Claim (£) 72.00

Add Claim

If you have finished adding everything you wish to claim for, press the Confirm button and the page will be marked as having been completed.

< Student Expenses
Student Claim Form
⌂ 🔔 ⋮

Pre-Approval of Claim
Completed

Personal Details
Completed

Bank Account
Completed

Claim Details
Completed

Terms and Conditions
Not Complete

ID: 2499983 Test Student L

CONFIRM

Claim Details

- Each expense item must be claimed individually.
- Each individual expense item must have a corresponding receipt.
- To do this, select the "Add Claim" button, enter the claim details, upload the receipt and save.
 - One document or receipt per expense item claimed.
 - You are not permitted to claim for the use of Airbnb.
 - The system will accept all file types for your receipt (.jpg, .PDF, .doc, etc.) but please note that file names have a maximum length of 24 characters including the filetype.
- To claim for more than 1 expense item, please follow step 3 above until all expense items are entered and saved.
- You must complete all fields before you can submit your claim.
- iBubbles are available at each step.

Category	Description	Cost (£)	Receipt Date	Delete
Rail UK	Avanti return ticket Glasgow to Euston	65.00	30/04/2024	Delete >
Public Transport UK	Daily ticket for tube	7.00	30/04/2024	Delete >
Mileage (own vehicle)	Mileage home to train station as no trains at	5.40	30/04/2024	Delete >

Total Cost of Claim (£) 77.40

Add Claim

If you haven't completed any of the claim lines properly e.g. have forgotten to attach a receipt or haven't added a receipt date, you'll get a message telling you which claim line has missing information.

Student Expenses Student Claim Form

Not all your Expense claims are complete. Please check Line 2

Personal Details Completed	Claim Details 1. Each expense item must be claimed individually. 2. Each individual expense item must have a corresponding receipt. 3. To do this, select the "Add Claim" button, enter the claim details, upload the receipt and save. <ul style="list-style-type: none"> One document or receipt per expense item claimed. You are not permitted to claim for the use of Airbnb. The system will accept all file types for your receipt (.jpg, .PDF, .doc, etc.) but please note that file names have a maximum length of 24 characters including the filetype. 4. To claim for more than 1 expense item, please follow step 3 above until all expense items are entered and saved. 5. You must complete all fields before you can submit your claim. 6. iBubbles are available at each step.
Bank Account Completed	
Claim Details Not Complete	
Terms and Conditions Not Complete	

Category	Description	Cost (£)	Receipt Date	Delete
Rail UK	Avanti return ticket Glasgow to Euston	65.00	30/04/2024	Delete >

You can only complete the page once all fields have been completed for each claim line.

Note: Mileage Category

If you're claiming for mileage for a vehicle type of car/van or motorbike, you'll need to confirm that you are fully insured and have a licence to drive in the UK. You'll also need to upload a route planner to support your mileage claim.

When you select your vehicle type, you will be asked to enter the number of miles you are claiming for – when the miles are entered, this will automatically calculate the cost of mileage on this line of expense for you (this cost field cannot be amended). Cost/rates of mileage have been built into MyCampus according to mileage rates published by HMRC:

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

Cancel

Expense Detail

Save

- Please enter details of the expense item and upload the corresponding receipt.
- All fields are mandatory.
- iBubbles provide additional information.

*Category i

Vehicle Type i

I have a full driving licence and am able to drive in the UK. I am also fully insured to use my vehicle for the purposes of University business. Please confirm.

Confirm Insurance & Licence Yes i

Description i

Reason for Expense i

Miles i

Please note that this is an estimated value. The final value for the payment of your mileage is dependant on the number of miles you have claimed within the HMRC tax period.

The rate and amount will be updated on approval of your claim.

Cost (£) i

Receipt Date i

Delete Route Planner [RoutePlan.GIF](#)

[Terms and Conditions Page/ Submitting a Claim](#)

You will only be able complete the Terms and Conditions page when you have completed all four previous sections.

Student Claim Form

ID: 2499983 Test Student L

Terms and Conditions

Please complete all steps of your expenses claim, before returning to accept the Terms and Conditions.

Progress: Pre-Approval of Claim **Completed**, Personal Details **Completed**, Bank Account **Completed**, Claim Details **Not Complete**, Terms and Conditions **Not Complete**.

Once all four sections have been completed, you will see the Terms and Conditions certification page.

Student Claim Form

ID: 2499983 Test Student L

Terms and Conditions

I certify this claim:

(a) is to reimburse expenditure incurred by me on University business;
 (b) has not & will not be met by any other source;
 (c) should be paid to the bank account selected.

I confirm No

I have fully read, understood, and adhere to the guidance supplied within the University of Glasgow's Student Expenses Policy:

[View Student Expenses Policy](#)

I confirm No

Progress: Pre-Approval of Claim **Completed**, Personal Details **Completed**, Bank Account **Completed**, Claim Details **Completed**, Terms and Conditions **Not Complete**.

You will only be able to confirm the page as complete and move onto submitting the claim after you've confirmed yes to both attestations – by pressing the toggle button to Yes. Once done, press Confirm.

Student Claim Form

ID: 2499983 Test Student L

Terms and Conditions

I certify this claim:

(a) is to reimburse expenditure incurred by me on University business;
 (b) has not & will not be met by any other source;
 (c) should be paid to the bank account selected.

I confirm Yes

I have fully read, understood, and adhere to the guidance supplied within the University of Glasgow's Student Expenses Policy:

[View Student Expenses Policy](#)

I confirm Yes

CONFIRM

Progress: Pre-Approval of Claim **Completed**, Personal Details **Completed**, Bank Account **Completed**, Claim Details **Completed**, Terms and Conditions **Not Complete**.

You can then submit the claim which will then be routed to the relevant approver in your School for review.

Student Claim Form

ID: 2499983 Test Student L

Pre-Approval of Claim **Completed**

Personal Details **Completed**

Bank Account **Completed**

Claim Details **Completed**

Terms and Conditions **Not Complete**

Terms and Conditions

If your claim includes mileage, the rate of payment of your mileage is dependant on the number of miles you have claimed within the HMRC tax period. The rate and amount will be updated on approval of your claim.

Date of Claim	Claim Value
10/05/2024	£ 84.90

SUBMIT

- Claim Confirmation
- Your Expense Claim has been submitted for approval.
 - Once approved, claim status will update to 'Approved - Pending Payment' and be forwarded for payment.
 - Payment runs are on a weekly basis, paid each Friday.
 - Once paid, your claim status will update to 'Approved - Refund Processed'.

You should also get a confirmation email to your University email address confirming successful submission of the claim.

Update/Delete Saved Claims Section

This section will show any claims that have been started/saved, but not yet submitted for review. Any claims that have been reviewed by staff and rejected back to you for correction and re-submission will also show in this section (you will see the reasons the claim has been rejected):

Student Expenses

ID: 2061995 Test Student A

Create New Claim

Update/Delete Saved Claims **1**

Submitted Claims **0**

View All Previous Claims **2**

View, Update or Delete previously Saved Claims

- Saved Claims are:
 - Claims started and not yet submitted for approval.
 - Claims rejected by the School - reason for rejection and action required will be provided by the School.
- Saved Claim Options:
 - Delete - to remove the claim.
 - View/Update - to amend and submit your claim.

Claim ID	Claim Date	Claim Value (£)	Expense Description	Reject Reason (if applicable)	View/Update	Delete
3	07/05/2024	100.00	Aberdeen Conference May 2024	Receipt missing/receipt issue - Receipt illegible	View/Update	Delete

You can access previously saved claims or rejected claims for re-submission by pressing the 'View/Update' button. Or, if you wish to delete any claims, you can do this by pressing the 'Delete' button.

Submitted Claims Section

You can check on the status of your submitted claims at any time by navigating to the Submitted Claims page. You can't edit a claim once its been submitted – you can assess a read-only version of your claim by pressing the 'View' button.

Student Expenses

ID: 2499983 Test Student L

View the Status of Submitted Claims

- Below are your submitted claims.
- Submitted claims can be viewed, but no amendments can be made.
- Expense Status shows current stage in the approval and payment process.

Claim ID	Claim Date	Claim Value	Expense Description	Expense Status	View
1	10/05/2024	84.90	Conference London May 24	Submitted - Pending Approval	View

Viewing All Previous Claims

You can go back and check on your historical claims using the View All Previous Claims page. Claims will show here if they've been approved or rejected outright (i.e. there isn't an option to update and resubmit). You can't edit any claims in this section – you can assess a read-only version by pressing the 'View' button.

Student Expenses

ID: 2061995 Test Student A

View all Previous Claims

Here are all of your previous claims that have a status of 'Approved - Awaiting Payment, Approved - Refund Processed, or Rejected'. You can't make any amendments to these claims.

Claim ID	Claim Date	Claim Value	Expense Description	Expense Status	Reject Reason (if applicable)	View
1	30/04/2024	369.00	Trip to NASA	Rejected	Claim Not Valid - Unauthorised Expense	View
2	30/04/2024	780.00	New Laptop	Approved - Refund Processed		View

Breakdown of Expense Claims by Status

Status	Percentage
Saved Claim	33%
Rejected	33%
Approved - Refund Processed	33%