

STUDENT CLAIMANTS: PLEASE EMAIL THIS FORM AND ASSOCIATED RECEIPTS TO THE SCHOOL OFFICE MANAGING YOUR CLAIM.

BSMS STUDENTS: If you are a BSMS student, please email this form and direct any queries to:

- **Accommodation and travel expenses (clinical NHS bursary forms):** placementlogistics@bsms.ac.uk. Note that the student travel expenses policy is available at <https://www.bsms.ac.uk/undergraduate/fees-and-funding/index.aspx>
- **ACF/CL Students bursary expenses:** bsmsfinance@sussex.ac.uk

Section 3: Authorisation - To be completed by the School/Division

- Please add the Account and Subproject Codes in the boxes in Section 3 above, and the Level 2 Budget Approver details in the box below.

Level 2 Budget Approver's Full Name and Name of School

Schools - please raise a Sales Order Student Payment on Unit4 to raise this expense claim directly.

[Guidance for staff on how to raise a student payment can be found here](#)

For any questions or training please contact financeservicedesk@sussex.ac.uk