

To be completed by claimant			To be completed by School/Division	
Date of transaction	Please give a full description of your expense and state how this relates to official University business	Amount	Account code	Subproject code
		Total		

Section 4: 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.
- If the claim is for a visitor who attended an interview, please add the post reference into the expense description field in Section 3 above.
- Only one claim should be submitted per claimant.

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

Claimants - please email this form and associated receipts to the School office/Division managing your claim

School Office/ Department - Please send a PDF copy of the form (with all finance coding and authorization completed) and receipts as one attachment to FinanceServiceDesk@sussex.ac.uk. Please ensure that the document is under 5MB in size.