

Claiming Expenses via SGSAH – Illustrated Guide

To claim your expenses, you will need to send us 3 things:

- A completed expense form
- A copy of your receipts or tickets
- A copy of your banking information

Expense Forms:

Please see examples of correctly completed expense forms below, with the fields you need to fill marked in **red**. Please do not fill out other parts of the form, they are for us.

1. Sundry Payment Form – UK Bank Account

This is the form you will fill if you **do not** attend The University of Glasgow.

2. University of Glasgow Student Form – UK Bank Account*

This is the form you will use if you are a University of Glasgow student with a UK bank account.

*This form is bundled with the form for UofG students with a foreign bank account and can be found on the second sheet of the excel file

Claim Form-Non UK Bank Account

Claim Form-UK Bank Account

Both of these forms can be found on the SGSAH website [here](#).

If you do not have a UK bank account, you should use the first sheet of the University of Glasgow form or if you belong to another HEI, download the applicable Foreign Sundry Form available on the University of Glasgow website [here](#).

1) Sundry Payment Form – UK Bank Account

University of Glasgow - Sundry Payment Form 30 Day Terms

Please note the following when completing this Sundry Payment Form:

- Please complete all relevant sections. This form must be typed - handwritten forms will be returned.
- Use the checklist tab, to ensure all information is accurately completed
- This form is for Internal Use only, and should not be distributed to external parties for completion
- Please ensure accuracy when completing all input fields
- Please ensure all relevant back up is attached (e.g invoice, conference registration form, receipts, travel tickets, bank details etc....)

Internal Use Only - Department must complete	
Department Name	
Contact name :	
Email Address:	
Date Completed	

Once the form is completed, please send form and accompanying back up in one PDF file to:

finance-accountspayable@glasgow.ac.uk

(please note any Forms sent via post, will be rejected)

SUNDRY CHECK LIST - MUST BE COMPLETED BEFORE SENDING THIS FORM

- 1 Beneficiary details completed
- 2 Bank Details attached (see options for back-up in instructions)
- 3 Beneficiary name matches name on bank account
- 4 Account and Sub-Project coding added
- 5 Back-up required eg receipts attached

Date of Claim 23.11.23

Beneficiary's Account Name	Joe Bloggs
Beneficiary Address (Home address which was used at time of opening account)	123 Town Street Perth PH1 PH1
Country	United Kingdom
Beneficiary Bank's Name	Nationwide
Beneficiary Sort Code	12-34-56
Beneficiary Account Number	12341234

FINANCE OFFICE CODING DETAILS * MUST BE COMPLETED BY DEPARTMENT*

ACCT	SUB PROJECT	VAT Code	AMOUNT IN FIGURES
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total			<input type="text"/>

Description - (max 30 characters)

Joe Bloggs - Year 1 Welcome Event - 13/11/23
This will appear in the monthly printouts description field

2) University of Glasgow Student Form – UK Bank Account

Student Expense Claim Form - GBP to be paid into a UK Bank Account

RECEIPTS MUST BE PROVIDED OR CLAIM WILL BE REJECTED BY THE FINANCE OFFICE

(Please TYPE in BLOCK CAPITALS)

This Form must be sent to Finance from within the College/School/Subject/Department and NOT received directly from the Student

GUID Number	1 2 3 4 5 6 7
Beneficiary Account Name	Joe Bloggs
Beneficiary Address	123 Town St, Glasgow, G1 000
Beneficiary Bank Name	Santander
Beneficiary Bank Address	2 Triton Square, Regent's Place, London, NW1 3AN
Country	UK
Bank Account	1 2 3 4 1 2 3 4
Sort Code	1 1 2 2 3 3

Please confirm Bank Account back up is attached with an "X" in the box (screenshot of students bank statement is required clearly showing Student Name, Sort Code and Account No, or form will be returned - see tab acceptable bank details)

Name of Student

Email Address where Remittance is to be sent

Date of Claim

Claim Period
 From To

Amount of Claim (GBP only)

- Please ensure you add in decimal points to claim
- Enter GBP value in £s and p's (ie 115.35)

Description of Expense Incurred	£.pp	Account Code	Sub-Project Code	Tax Code	TAX code options to be used:
Train Tickets to Welcome Event in Dundee	20.99				AO 0% - Outwith the Scope of VAT
CLAIM TOTAL	20.99				

This section must be completed by the Student

I certify that this claim:

- a) is to reimburse expenditure incurred by me on behalf of the University of Glasgow
- b) has not & will not be met by any other outside source
- c) should be paid to the bank details quoted above

Signature of Student	<u>Joe Bloggs</u>	Date	<u>20/11/23</u>	(email submission and certification should be part of the back up documentation)
PRINT NAME - Block Capitals	<u>JOE BLOGGS</u>			
Signature of Authoriser	_____	Date	_____	(email approval should be part of the back up documentation)
(E-mail Submission as approval)				
PRINT NAME of Authoriser	_____			

Insurance Related Questions (this section must be completed by UoG Approver)

1. I have considered whether a Travel Insurance Claim should be made in respect of the above Expenses Claim, by reviewing the information in the below link:
<https://www.gla.ac.uk/myglasgow/insuranceandrisk/travelinsurance/howtomakeatravelinsuranceclaim/>

YES / NO

2. I have submitted the Claim, as appropriate, to the Insurance Team at the below address:
finance-insurance@glasgow.ac.uk

YES / NO

If the answer to 2. is yes, then please answer 3. below

3. I acknowledge that the decision to pay an Insurance Claim is at the discretion of the insurer, and so the School / College may not be reimbursed for the above Expenses

YES / NO

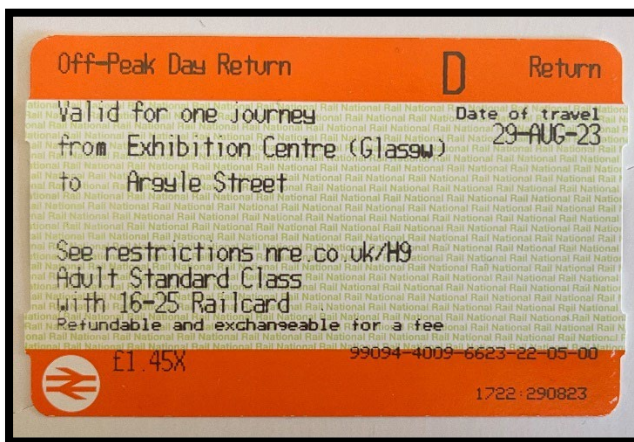
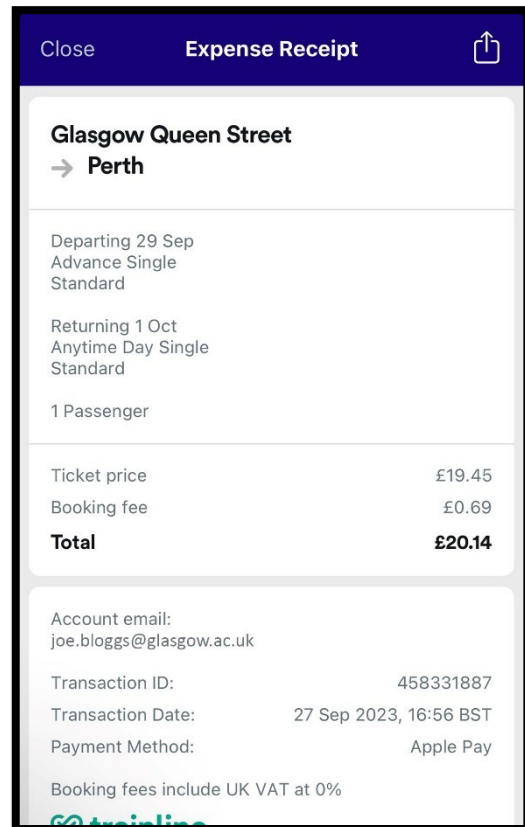
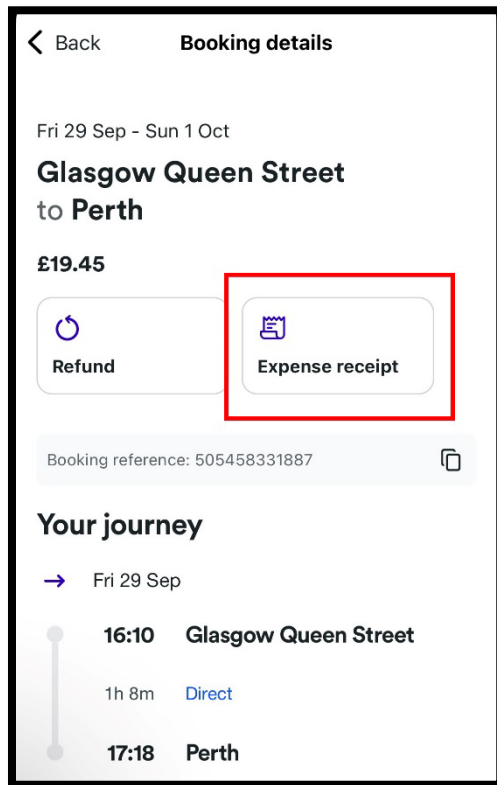
This Claim Form, Receipts and supporting documents must be scanned and sent together in one document by email to the Accounts Payable Section inbox detailed below:

finance-accountspayable@glasgow.ac.uk

Please read the instruction guides on the other Tabs within this Form that support the Student Expense Process

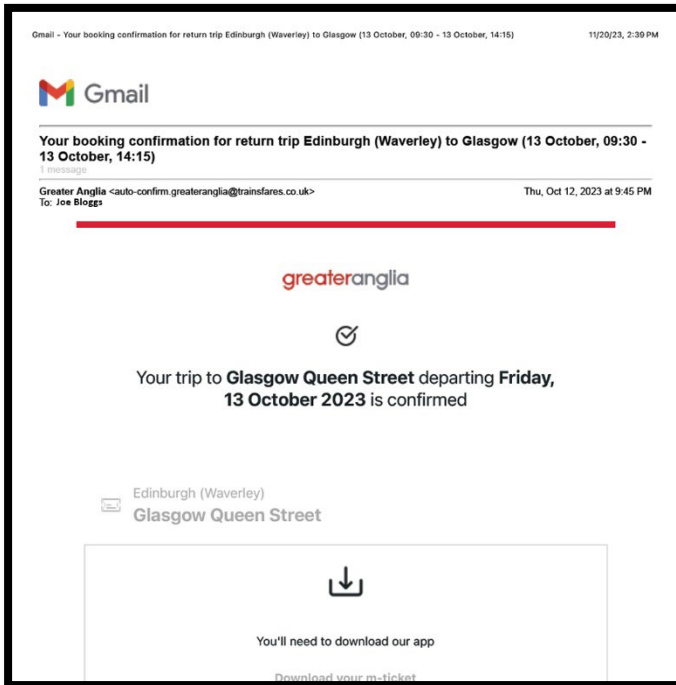
Receipts

There are multiple forms of acceptable receipts and it will vary based on your purchase. Some sites or apps such as Trainline allow you to see 'expense receipts' for travel purchases, and these are ideal, however a clear image of a ticket also is acceptable. We should be able to see a **price** and ideally a **date** on your receipt. As long as those are there, then it should be acceptable as long as the purchase is something we can reimburse. You can add as many receipts as you need to your claim.



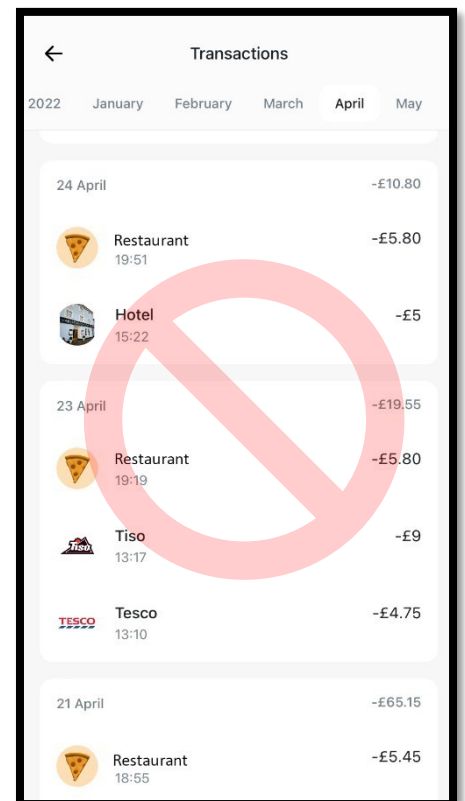
Both of these examples would be acceptable as they clearly show prices, destinations and dates.

Booking confirmations and clear photos of physical receipts are also acceptable. If you do take photos of physical receipts or tickets then multiple photos of single items are preferable to one image that includes every ticket or receipt – for clarity reasons.



Unacceptable Forms of Receipt:

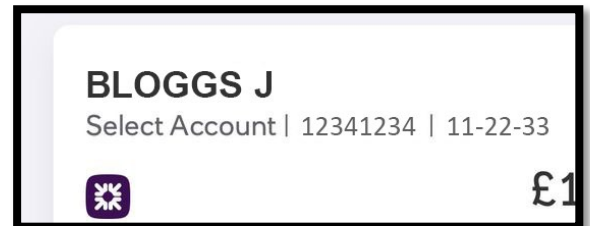
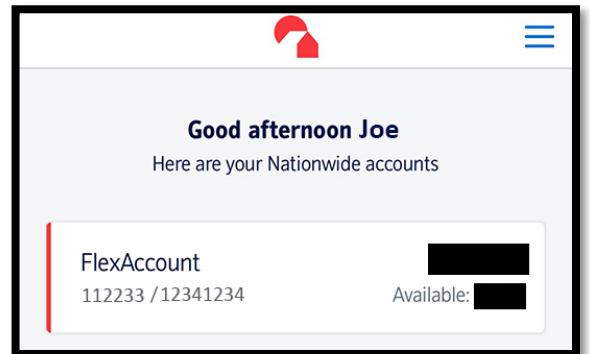
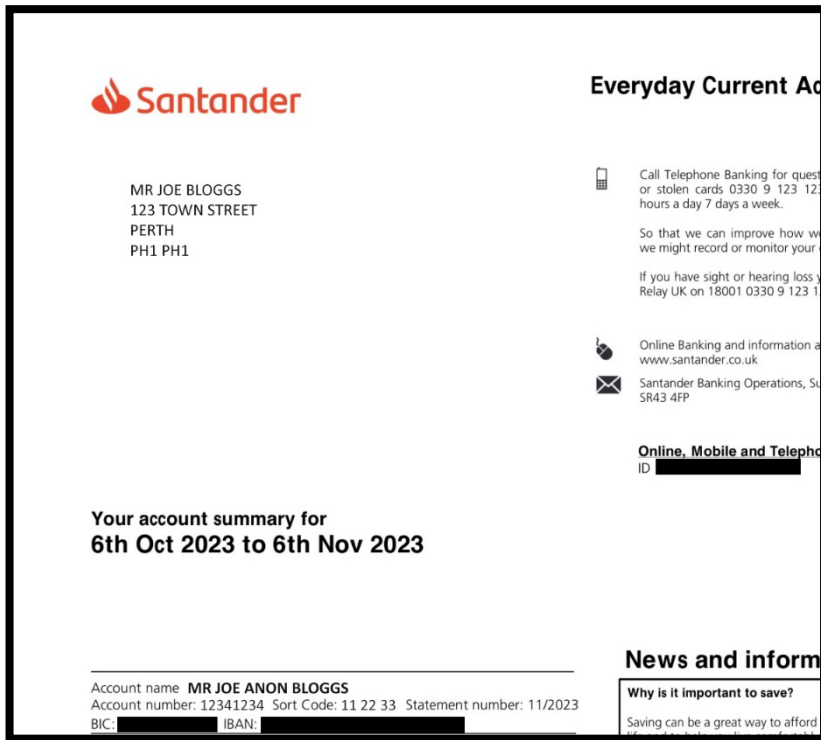
Banking transactions do not constitute a receipt and they cannot be used as a form of proof. We will always encourage you to get physical or digital receipts whenever possible and to take photos of them in case you lose them.



Banking Details

We require an image that displays: your **name**, your **bank's name or logo**, your **sort-code** and your **account number**. These account details should match the sort-code and account number you added to the form. We understand that sharing your banking details might worry some people but you may redact anything else you don't wish us to see.

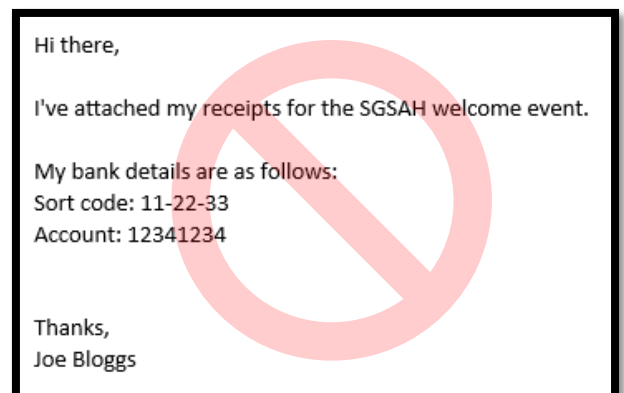
Below you'll see various forms of examples of acceptable images you can send. Anything from the landing page on your banking app, to the header of a bank statement can be acceptable as long as it contains the four bits of information we ask for.



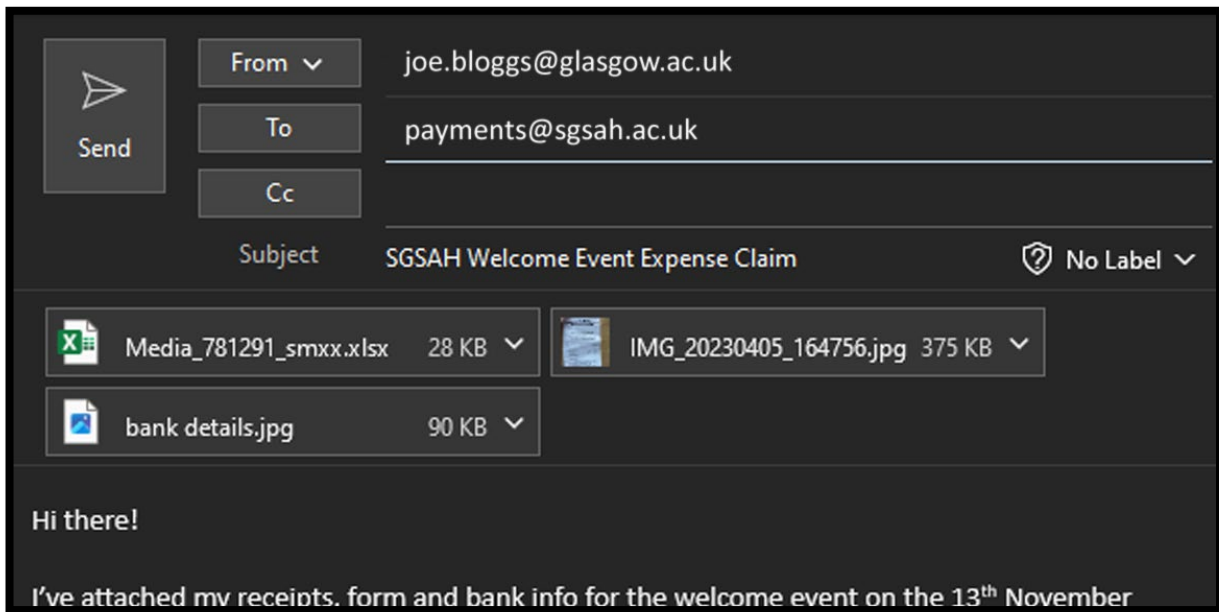
Unacceptable Banking Details:

You cannot simply tell us this information in your email, or write it down somewhere. We need an image taken from an official source such as a banking app or website or a paper bank statement.

We also do not retain this information after we have sent your claim to University of Glasgow's finance department so you will need to include it each time.



With those three parts finished, your email attachments should look something like this:



Send your completed claim to: **payments@sgsah.ac.uk**

FAQ's

How do I claim expenses for driving to an event?

We are unable to reimburse things such as receipts for petrol purchases, but instead we require you to clearly tell us your postcode of origin, the postcode of your destination and whether or not it was a return trip. From this we calculate your mileage and reimburse you based on that outcome.

Hi there!

I've attached my form and bank details for the Welcome Event on the 13th November, I drove to the event from PH1 PH1 to EH1 1JF, and it was a return trip.

Many thanks

What if I don't have receipts?

Always keep (and take photos of) your receipts/tickets when travelling to and from SGSAH events!

If you do not have receipts, it may be unlikely that we'll be able to reimburse you but please email us at payments@sgsah.ac.uk and we'll see if we can help.

How long does it take to be reimbursed?

It usually takes 3-4 weeks from when we submit your claim to the University of Glasgow, however we are a small team so please understand this may not happen immediately, especially after large events with many claims to process.

I paid for my own accommodation, can I reimburse it?

Due to the University's policies, we can only reimburse a set amount relating to accommodation. We would strongly encourage you to contact us in advance of any events in which you believe you will require accommodation, as we can organise it on your behalf without requiring any payment from you.

Do I need to convert my form and attachments into a PDF before submitting it?

No, this is something that SGSAH have to do before we send the form to University of Glasgow finance. It's often easier for us to edit your form to add our information when it's an Microsoft Excel file, and on occasion, students who have converted their form into a PDF have formatted it incorrectly and the time it takes to correct these errors may add to the wait for your reimbursement.

If you have any other questions relating to expenses feel free to email: payments@sgsah.ac.uk