

## Work Based Learning Student Expense Claims System

Students can claim expenses for approved Work Based Learning modules via a form on MyEssex. The form will appear under the Education Tab in the Study Support Section:

### Study support



- [Albert Sloman Library](#)
- [Moodle](#)
- [FASER](#)
- [Listen again to lectures](#)
- [Improve your study skills](#)
- [Work Based Learning claim form](#)

## Bank details

If the University doesn't hold bank details for the student they will be prompted to enter their details:

We have no record of your UK bank account details on our University Finance system. Please use [this form](#) to complete your bank account details.

### Bank Details Submission

We have no record of your UK bank account details on our University Finance system. Please complete this form to update your information.

Student name:	
Bank account number: * (8 digits)	<input type="text"/>
Sort code: *	<input type="text"/> - <input type="text"/> - <input type="text"/>

\* denotes mandatory fields

[Submit Details](#)

## Expense Claim Form(s)

Clicking on the link will open the expense claim form. Please note that the form will be different depending on whether the expense claim is for mileage or not.

## Non-Mileage Claim Form

Work Based Learning Expenses Claim Form	
Please use this form to submit an expense claim relating to your work based learning module(s). For help please refer to our <a href="#">Frequently Asked Questions</a> page.	
Module:*	BS831-6-FY Research Project in Biomolecular Science ▼
Date:*	01/03/2018
PLEASE NOTE: -Accepted date format: dd/MM/yyyy	
Type of Claim:*	Travel ▼
Mode of Travel:*	Bus Travel ▼
Description:*	Bus from Colchester to Chelmsford as part of my project
PLEASE NOTE: -Maximum 500 characters.	
Amount (£):*	6.50
Upload supporting evidence:*	Choose File pic1.bmp
PLEASE NOTE: -Maximum file size 4MB; -Accepted file types: .png, .jpeg, .jpg, .pdf.	
* denotes mandatory fields	
<input type="button" value="Submit Claim"/>	

## Mileage Claim Form

Work Based Learning Expenses Claim Form	
Please use this form to submit an expense claim relating to your work based learning module(s). For help please refer to our <a href="#">Frequently Asked Questions</a> page.	
Module:*	BS831-6-FY Research Project in Biomolecular Science ▼
Date:*	08/11/2018
PLEASE NOTE: -Accepted date format: dd/MM/yyyy	
Mode of Travel:*	Car and Van Mileage ▼
Description:*	Travel from home in Colchester to Chelmsford as part of my project.
PLEASE NOTE: -Maximum 500 characters.	
Total Mileage:*	25.2
Number Of Student Passengers:	1
Names Of Student Passengers:	Pauline Johnson
Amount (£):*	12.60
If you are going to drive to your placement you need to check that you have got the right insurance cover in place for driving to and from the placement and, if applicable, during the placement. <b>Note:</b> It is likely you will have to extend your insurance to include business use even if only driving to and from the placement. N.B. The University will <u>not</u> pay any extra cost associated with vehicle insurance for 'business use'.	
Please confirm that:	
a. The vehicle is correctly insured for travel to, from and if applicable during the placement. <input checked="" type="checkbox"/> *	
b. The insurance, including bussiness use where applicable will remain in force for the duration of the placement. <input checked="" type="checkbox"/> *	
* denotes mandatory fields	
<input type="button" value="Submit Claim"/>	

Once the claim has been submitted the student will receive an email with the claim ID details. The module approver will also receive an emailing requesting that they process the claim.

## **Approved Claims**

Once the claim is approved the claim will be interfaced overnight into the finance system for payment processing. Payment runs are processed once a week and the student will receive an email from finance when their expense claim has been paid.

## **Rejected Claims**

Should the approver reject the expense claim the student will receive an email with the reason for rejection.