### 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:



#### **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:\*
(a digits)

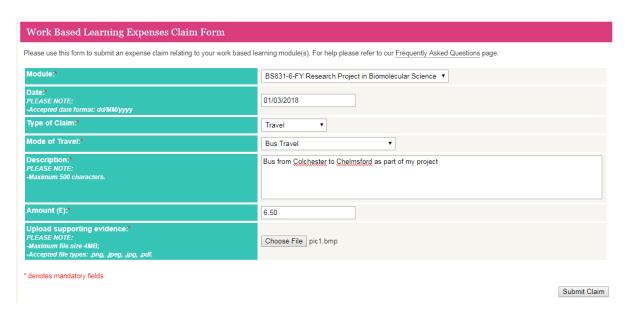
Sort code:

\* denotes mandatory fields

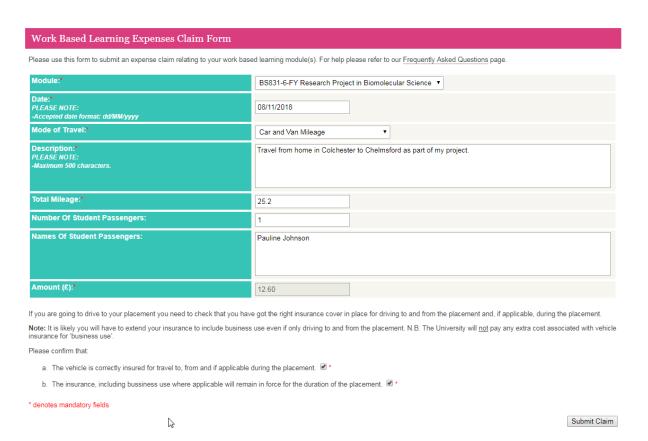
## **Expense Claim Form(s)**

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**



#### **Mileage Claim Form**



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.