

Student Expenses

Process to be followed:

1. Form needs to be in Excel format as it may have to be edited before submission, you can download this from <https://ueasport.co.uk/clubs/club-documents/> (under 'Club Operations').
2. Make sure there is a copy of the receipt, in PDF format (if you have a picture, you can save onto a Word document and export as a PDF). If you do not have a receipt for travel expenses, you need to attach a copy of the route on AA route planner (in PDF form)
3. Send to your club coordinator/member of staff responsible to request approval from one of our Heads of Department (once approved it can be processed)

Once you have followed this procedure and your claim has been approved, it will be processed as soon as possible, you will be reimbursed within two weeks of the expenses being processed.