

Expenses claim procedure for MSc and Final Year Undergraduate Projects

Expense claims for self-funded purchases will only be authorised if there is **no suitable alternative** and it is deemed necessary for the project. Before purchasing, you must check with stores whether a [College supplier](#) can provide an equivalent item. Purchasing from **Amazon is not normally allowed**. You must then obtain authorisation from your project supervisor for the purchase. Expenses are typically used for software licenses (e.g. Amazon Web Services) that must be tied to a personal account.

Where claims are allowed the procedure is as follows:

On receipt of a valid authorisation email from your supervisor, send a copy of the email along with this [completed excel form](#) and, in the case of an MSc project, to the relevant [SRGA](#) for processing OR in the case of an undergraduate project the [Education office](#). More information on filling in the expenses claim can be found [here](#).

Notes on completing the Excel Expenses form

- Purpose of claim should be *Final year project or MSc Project work*
- Enter *workshop materials* for the Expenses type
- Leave ICIS Code, Cost Centre and activity for the Finance officer to fill in
- You will need to enter your address and bank details