STUDENT:OCT2026

UNIVERSITY OF DUNDEE

REIMBURSEMENT OF EXPENSES/PAYMENT REQUEST
STUDENT

Claimant - Please return your completed form with itemised receipts combined to your Faculty/Directorate

Faculties/Directorates - please ensure claim contains relevant coding and submit to expenses.ap@dundee.ac.uk

1. From	Department	

2. PAYEE DETAILS - BLOCK CAPITALS	
First Name	Surname
Email Address for Remittance	Dundee University Student Matriculation Number
@dundee.ac.uk	
School/Directorate	

Payment within the UK - Direct Bank Transfer		***** UK BANKS ONLY *****
Name of Bank	Sort Code (6 digit number)	Bank Account Number (maximum 8 digit number)

3 TRAVEL DETAILS - Road travel, please list journeys showing individual dates and mileage		
Travel from - date and time	Travel to	Purpose of Journey

	DETAILS OF CLAIM / EXPENDITURE Please number your receipts according to the listed details below	Mileage	Foreign Currency	Amount
1				
2				
3				
4				
5				
6				
7				
8				

Financial Ledger Code Allocation

Project	Project type	Budget group	Fund source	Budget centre	Nominal	Amount
Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Amount
Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Amount
Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Amount

Total
£ 0.00

Claimant signature	Date