# Expenses claim procedure for MSc and Final Year Undergraduate Projects

Claims for money from expenses will only be authorised if there is **no other way** to purchase something and it is deemed necessary for the project. You must check with stores whether a College supplier will provide something equivalent (ordering and it is deemed necessary for the project or equipment from **Amazon is not normally allowed**). You must then obtain authorisation from your project supervisor for the expense. Expenses are typically used for software licenses (e.g. Amazon Web Services) that must 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 to the Department Finance Officer for processing. 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