Claiming Expenses via SGSAH – Illustrated Guide

Ver: Sept 2025

This guide is intended for individuals who <u>do not</u> attend The University of Glasgow.

University of Glasgow students should send expense claims via MyCampus as described in the guide on the page found here: [link](#)

Please Note:
Expense Claims will <u>NOT</u> be processed if submitted more than 3 months after the event has occurred.

*(i.e. Costs related to an event held on the 1st January would not be able to be expensed if submitted **after** 30th March, for example)*

How to Claim Expenses:

To claim your expenses, you will need to send us 3 things:

- A completed sundry expense form
- A copy of your receipts and/or tickets
- A copy of your banking information

Sundry Expense Form

This form can be found on the SGSAH website here.

Below you'll see a blank version of the expense form. The fields of this form change depending on selected blue drop down options. The **only thing** you need to select is the County of Bank.

University of Glasgow Sundry Payment Form (INTERNAL USE ONLY)

| Payment Type: | PLEASE SELECT FROM DROP DOWN | Code: | 0 |

Instructions:
1. Complete all sections in **Blue** and **Orange**. Blue sections have a drop down option. Note:
   A. Form must be typed - handwritten forms will not be processed
   B. Incomplete forms, with any blank Orange cells, will not be processed
   C. This form is for Internal Use only, and should not be distributed to external parties for completion or submission

2. Add new tabs to excel and insert following backup:
   WILL POPULATE WHEN PAYMENT TYPE SELECTED

3. Save Sundry Form tab & Backup tabs as a single **PDF**. Refer to FAQs on Sundry Webpage for guidance on converting an excel to PDF.
4. Review PDF to confirm all backup documentation is clearly visible.
5. Send PDF file to finance-accountspayable@glasgow.ac.uk. **Payment terms are 30 days from receipt of a complete form with appropriate backup**

Form Completed By:

Name	
Department	
Email Address	
Completion Date	

Payment Details:

Beneficiary Account Name (CAPITALS)	
Beneficiary Address line 1	
City/Town/Village	
Post Code/State/Zip Code	
Country of Beneficiary	

Beneficiary Bank Name	
Country of Bank	PLEASE SELECT FROM DROP DOWN
Bank Address line 1	
City/Town/Village	
Post Code/State/Zip Code	
Bank detail requirement 1	
Bank detail requirement 2	
Bank detail requirement 3	
Bank detail requirement 4	

Intermediary/Correspondent Bank Details (if required)

Account/IBAN Number	
SWIFT/BIC code	

Currency

PLEASE SELECT FROM DROP DOWN - you must ensure the beneficiary bank accepts the currency selected

Expense Coding Details

Agresso Account	Agresso Subproject	VAT Code	Amount In Figures
	-	SELECT FROM DROP DOWN	, . (Net)
	-		, .
	-		, .

Please Refer to: VAT GUIDANCE

Total   , . (Gross)

Payment Description - (max 30 characters)

*Appears in the text field on the Finance System and will be used as a reference on payment if required. Please be appropriately descriptive and quote invoice number/student number if applicable

Category - Only if Payment Type is Supplier Payment (Self Employed Individual) - OTHERWISE USE N/A

PLEASE SELECT FROM DROP DOWN

Final Certification

All backup per Instruction point 2 has been attached	
Payment request is not for a Sanctioned Country/Individual/Entity	Please note, the University cannot make payments to sanctioned countries, individuals or entities;
This is a one off payment	refer to FAQ - Sanctioned Countries for more detail

FOR AP USE ONLY - FINANCE SYSTEM DESCRIPTION

0 -

End of Form

Once a Country of Bank is selected, the form should automatically update to show what information is required. For UK banks, this will be the account number and sort code. Your name should be written the same as it appears on your banking information.

The form will look different for non-UK banks; however, the same basic instructions should be followed along with the additional information requested.

Please only fill in the highlighted portion of the form (see below), the rest of the form is for SGSAH to complete.

3. Save Sundry Form tab & Backup tabs as a single **PDF**. Refer to FAQs on Sundry Webpage for guidance on converting an excel to PDF.
4. Review PDF to confirm all backup documentation is clearly visible.
5. Send PDF file to finance-accountspayable@glasgow.ac.uk. **Payment terms are 30 days from receipt of a complete form with appropriate backup**

Form Completed By:	
Name	
Department	
Email Address	
Completion Date	

Payment Details:	
Beneficiary Account Name (CAPITALS)	
Beneficiary Address line 1	
City/Town/Village	
Post Code/State/Zip Code	
Country of Beneficiary	
Beneficiary Bank Name	
Country of Bank	United Kingdom
Account Number	
Sort Code (No Dashes)	

| Currency	
PLEASE SELECT FROM DROP DOWN - you must ensure the beneficiary bank accepts the currency selected	

Expense Coding Details			
Agresso Account	**Agresso Subproject**	**VAT Code**	**Amount In Figures**
	-	SELECT FROM DROP DOWN	. . (Net)

Example of how the completed section should look:

| Payment Details:	
Beneficiary Account Name (CAPITALS)	JOE BLOGGS
Beneficiary Address line 1	123 Town Street
City/Town/Village	Perth
Post Code/State/Zip Code	PH1 PH1
Country of Beneficiary	United Kingdom
Beneficiary Bank Name	Nationwide
Country of Bank	United Kingdom
Account Number	12341234
Sort Code (No Dashes)	123432

Receipts

There are multiple forms of acceptable receipts and it will vary based on your purchase. Some sites or apps such as Trainline allow you to see 'expense receipts' for travel purchases, and these are ideal, however a clear image of a ticket also is acceptable. We should be able to see a **price** and ideally a **date** on your receipt. As long as those are there, then it should be acceptable as long as the purchase is something we can reimburse. You can add as many receipts as you need to your claim.
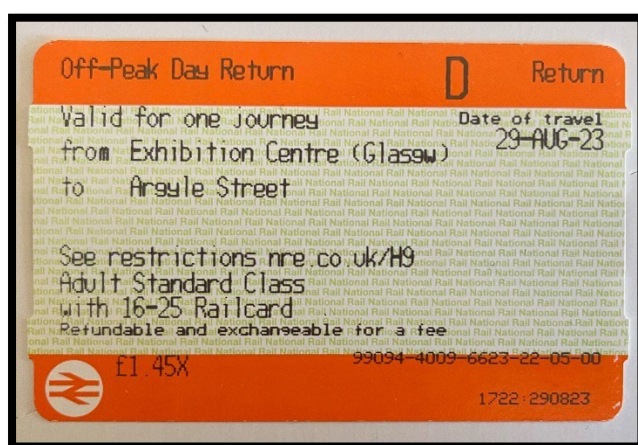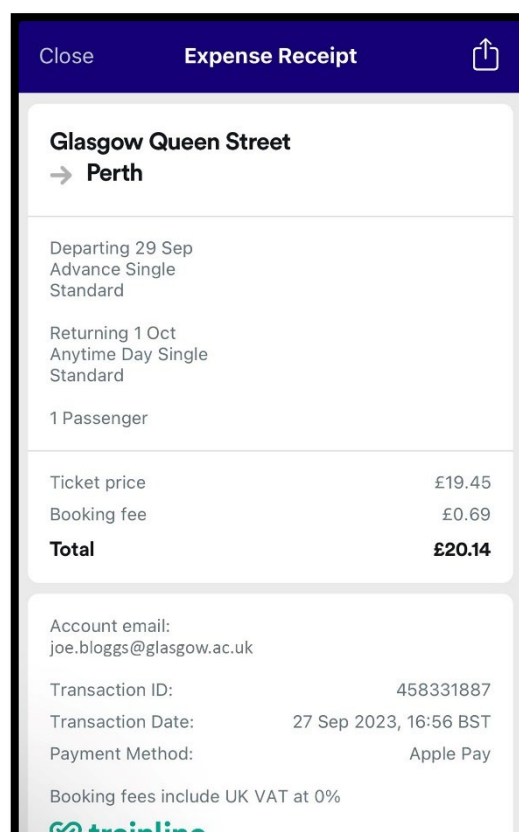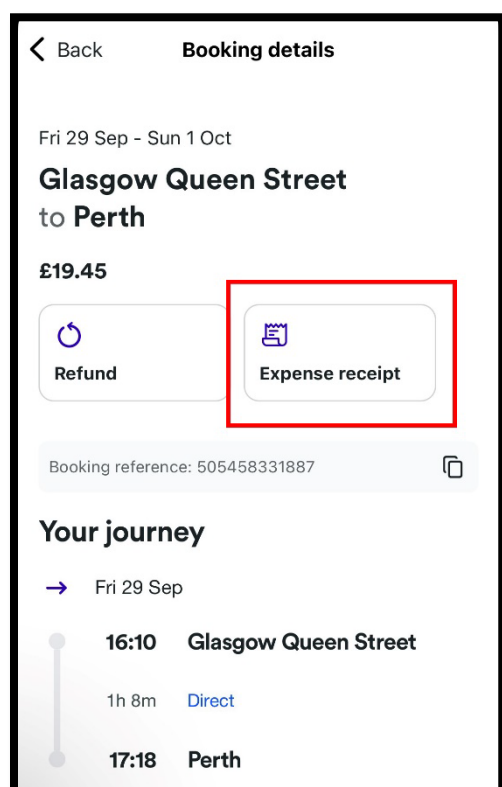
Both of these examples would be acceptable as they clearly show prices, destinations and dates.

Booking confirmations and clear photos of physical receipts are also acceptable. If you do take photos of physical receipts or tickets then multiple photos of single items are preferable to one image that includes every ticket or receipt – for clarity reasons.
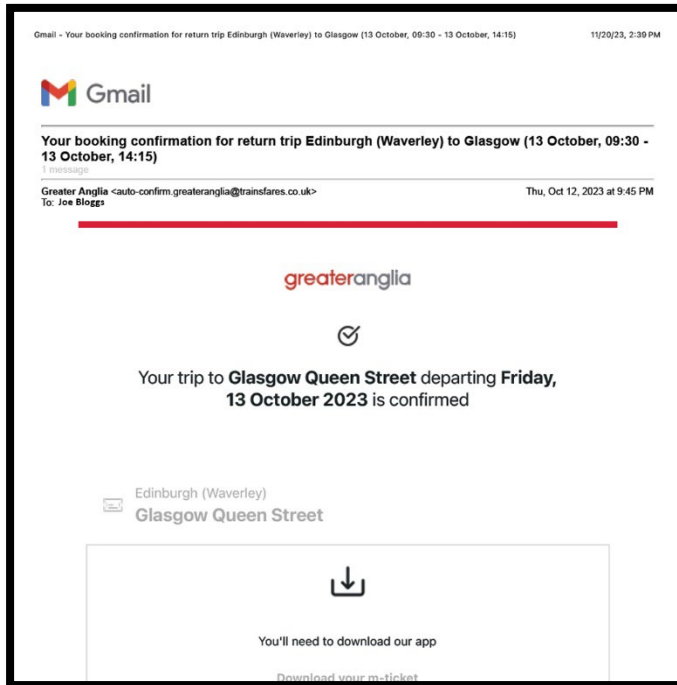

Unacceptable Forms of Receipt:

Banking transactions do not constitute a receipt and they cannot be used as a form of proof. We will always encourage you to get physical or digital receipts whenever possible and to take photos of them in case you lose them.
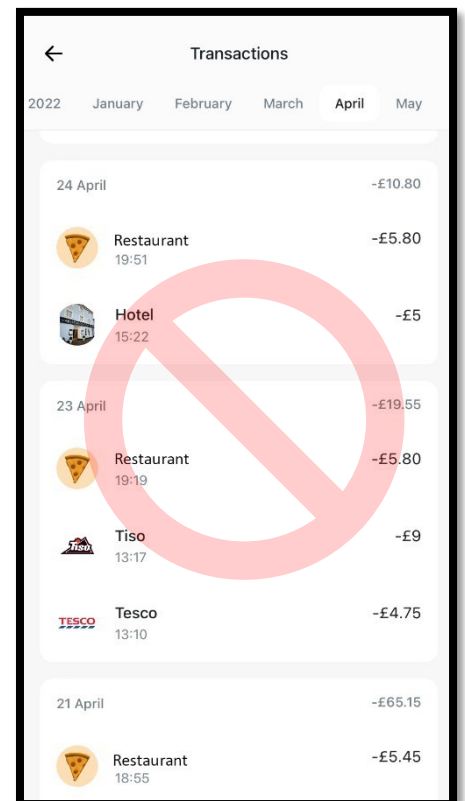
Banking Details

We require an image that displays: your **name**, your **bank's name or logo**, your **sort-code** and your **account number**. These account details should match the sort-code and account number you added to the form. We understand that sharing your banking details might worry some people but you may redact anything else you don't wish us to see.
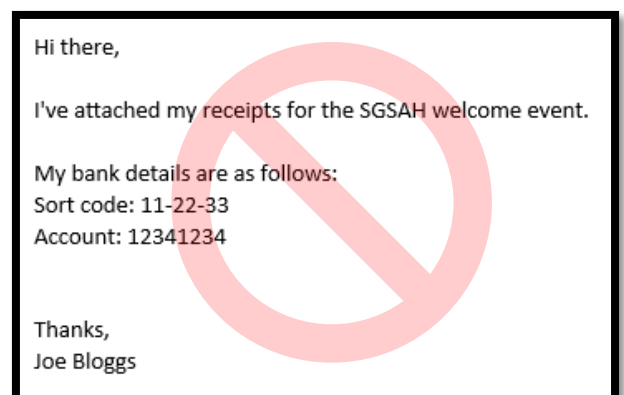
Below you'll see various forms of examples of acceptable images you can send. Anything from the landing page on your banking app, to the header of a bank statement can be acceptable as long as it contains the four bits of information we ask for, however **we recommend the header of a bank statement.**
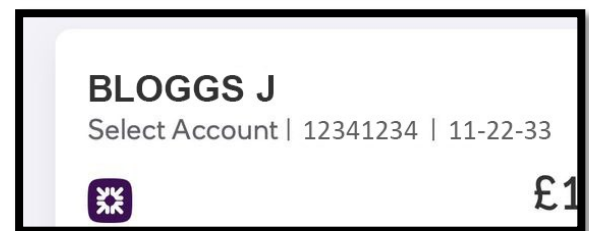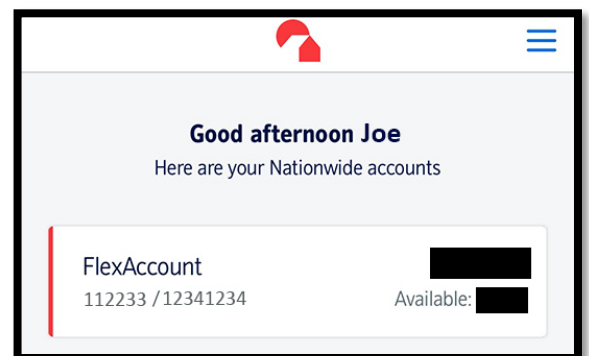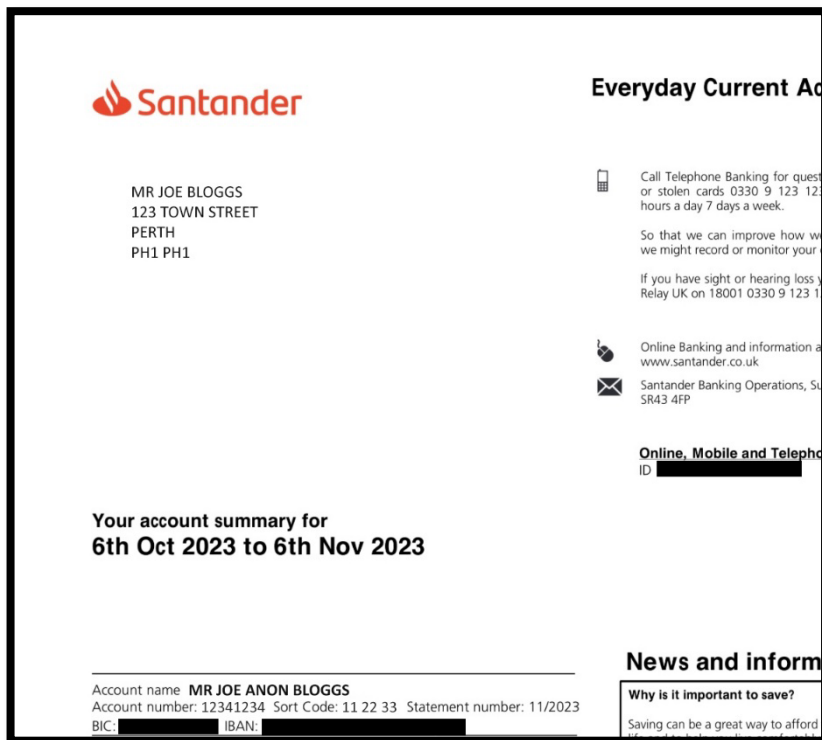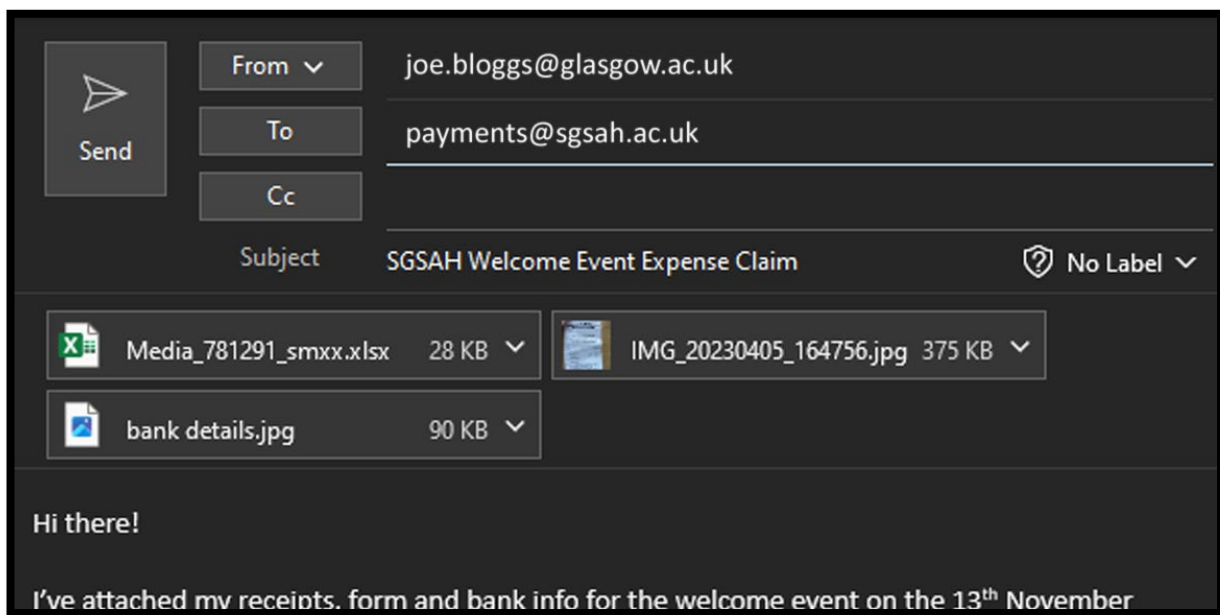

Unacceptable Banking Details:

You cannot simply tell us this information in your email, or write it down somewhere. We need an image taken from an official source such as a banking app or website or a paper bank statement.

We also do not retain this information after we have sent your claim to University of Glasgow's finance department so you will need to include it each time.

With those three parts finished, your email attachments should look something like this:

Please make it clear what event(s) you are claiming back for in your email as we may not be able to reimburse without this information.

Send your completed claim to: **payments@sgsah.ac.uk**

FAQ's

How do I claim expenses for driving to an event?

We are unable to reimburse things such as receipts for petrol purchases, but instead we require you to clearly tell us your postcode of origin, the postcode of your destination and whether or not it was a return trip. From this we calculate your mileage and reimburse you based on that outcome.

Hi there!

I've attached my form and bank details for the Welcome Event on the 13th November, I drove to the event from PH1 PH1 to EH1 1JF, and it was a return trip.

Many thanks

What if I don't have receipts?

Always keep (and take photos of) your receipts/tickets when travelling to and from SGSAH events!

If you do not have receipts, it may be unlikely that we'll be able to reimburse you but please email us at payments@sgsah.ac.uk and we'll see if we can help.

How long does it take to be reimbursed?

It usually takes 3-4 weeks from when we submit your claim to the University of Glasgow, however we are a small team so please understand this may not happen immediately, especially after large events with many claims to process.

I paid for my own accommodation, can I reimburse it?

Due to the University's policies, we can only reimburse a set amount relating to accommodation. We would strongly encourage you to contact us in advance of any events in which you believe you will require accommodation, as we can organise it on your behalf without requiring any payment from you.

Do I need to convert my form and attachments into a PDF before submitting it?

No, this is something that SGSAH have to do before we send the form to University of Glasgow finance. It's often easier for us to edit your form to add our information when it's an Microsoft Excel file, and on occasion, students who have converted their form into a PDF have formatted it incorrectly and the time it takes to correct these errors may add to the wait for your reimbursement.

If you have any other questions relating to expenses feel free to email: **payments@sgsah.ac.uk**