

Student expense claims

If you have spent your own money on project work submitted as part of your course you could be entitled to make a claim.

Your course tutor will advise you as to what you may claim for and agree a budget with you. You must always obtain prior approval before incurring any expenditure as otherwise Ravensbourne may refuse your claim.

To make a claim for expenses you need to complete a [student expenses claim](#).

Form guide

A - Your personal details, name, student ID number, mobile phone number and reason for the claim eg, the name of your project

B - Details of the claim, Enter a description for each item you are claiming and number the receipts to correspond to the line number on the form.

If you are making a claim for mileage or petrol please provide full details of the journey. When making a claim for mileage you are only required to enter the number of miles.

Any claim for the reimbursement of petrol must not exceed the number of miles travelled at the current rate per mile.

C - Your bank details, sort code and account number. Payment is made directly into your bank account within 5 working days of receiving your claim.

D - Print and sign the form ensuring that you have read the [declaration](#).

Remember to:

- Attach your receipts to the back of the claim and hand the form to your tutor for authorisation.
- Please hand this form in at the information centre on level 4.