

Student Experience and Recruitment Budget

Guidance for Students for claiming against allocations from this fund

Travel

Please note before any travel can be booked you will need to complete a Travel Risk Assessment Form. Follow the guidance at the below link to determine which risk assessment is required:

[Travel risk assessment flowchart | Compliance and Risk | StaffNet | The University of Manchester](#)

Travel should be undertaken using the most economical method possible and you are expected to use 'Key Travel' for your travel needs (i.e. Flights/Trains/Accommodation). Create an account and an itinerary to determine the cost of your requirements and share the itinerary with your School Operations team by emailing soss-pgr@manchester.ac.uk. Your request will be allocated to a member of the team and they will contact you. Booking with Airbnb is not permitted.

For local travel, bus tickets, taxis and other expenses, you can still claim these using the PR7 claim route. Travel by taxi, when necessary, should be validated by a receipt from the driver. Personal mileage can be reclaimed at a rate of 45p per mile for the first 150 miles of a return journey, and 25p per mile thereafter. Please provide the start and end postcodes for your journey and the mileage will be calculated using the AA Mileage Calculator.

PR7 expense claims must be completed and submitted within 3 months of the expense being incurred. Failure to comply with this process may result in a claim being refused.

Details of the University Insurance policy can be found here [Insurance Office | StaffNet | The University of Manchester](#)

Send your claim to hums.doctoralacademy.funding@manchester.ac.uk

Please ensure you submit your claim on the appropriate form. What form do I use?

If you are a student only

If you are a Graduate Teaching Assistant who has a contract

You use form PR7

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8287>

You use the online form by accessing My Manchester at this link.

<https://www.portal.manchester.ac.uk>. The Online system will keep a record of claims made and you'll be able to keep track of your expense payments on MyView.

Finance Code for SERB claims
AA12567

Notes: **If you have recently had a GTA contract** which has now ended or you have another type of contract of employment with the University you should confirm with Fees and Expenses team what form you should use.

To avoid delays with the payment of your claim, please ensure you put SERB claim in the subject heading when you email your claim to hums.doctoralacademy.funding@manchester.ac.uk.

Keep a copy of your claim and submission emails for your own records.