**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 fill in a Pre-Travel Risk Assessment Form.

In liaison with your supervisor (line manager) you are required to complete a Full Risk Assessment if your travel does not fall within the School generic risk assessments. If it falls within the generic risk assessment you will need to complete a SoSS Pre-Travel Risk Assessment Declaration (<https://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/>)

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). To assist with your bookings please contact a School Travel administrator by emailing [keytravel-soss@manchester.ac.uk](mailto:keytravel-soss@manchester.ac.uk) Your job will be allocated to a member of the team and they will contact you. Airbnb is not permitted.

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

Details of the University Insurance policy can be found here [Insurance Office | StaffNet | The University of Manchester](https://www.staffnet.manchester.ac.uk/insurance/)

**Other expenses**

Other expenses are paid for up front by you and claimed back through fees and expenses.

Send your claim to [Kimberley.Hulme@manchester.ac.uk](mailto:Kimberley.Hulme@manchester.ac.uk)

1.       You submit your claim on the appropriate form.  Depending on your status there are two different forms that you use.  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 online form PR1A by accessing the expense form on My Manchester[https://www.portal.manchester.ac.uk](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.

All claims need to be made within three months of incurring the expense.

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

Keep a copy for your own records.