

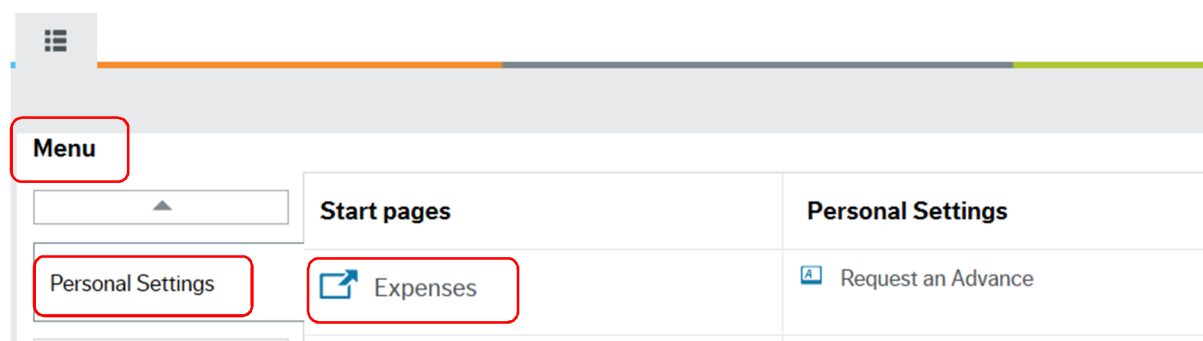
# Claiming expenses as Student

## CHOOSING EXPENSE TYPE

Entering an Expenses claims as Student is for Postgraduate students who would like to be reimbursed for expenses incurred in the course of their study.

In case you are studying and have a job as well the option Staf or Student will depend on the expenses incurred. If the expenses relate to your study than Student option is appropriate if the expenses relate to your work than you need to claim as Staff.

Log into Agresso on the web using your BUCS username and password. From the **Personal Settings** menu, select **Expenses**. Do not use the **Expenses Admin Toolkit** option; this is for proxy expenses entry only.



On the subsequent page, select **Enter an Expense Claim (Student)**

