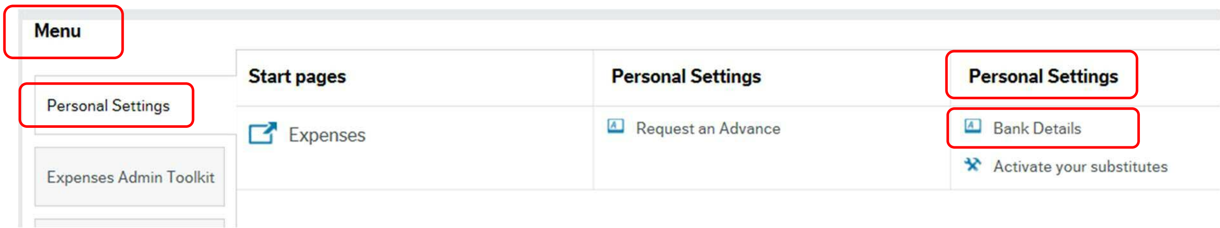
Adding Bank Details for the Expenses Claims Reimbursment

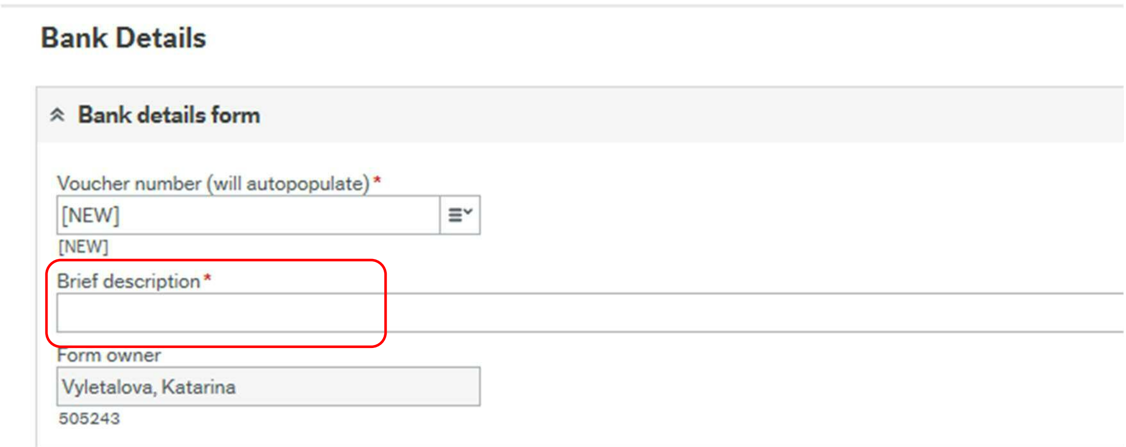
Please use this form for adding or changing bank details for advances and expense claims ONLY. For payroll bank details, please contact the Payroll office.

If the Bank details are left blank you will be contacted by Payments office to provide them.

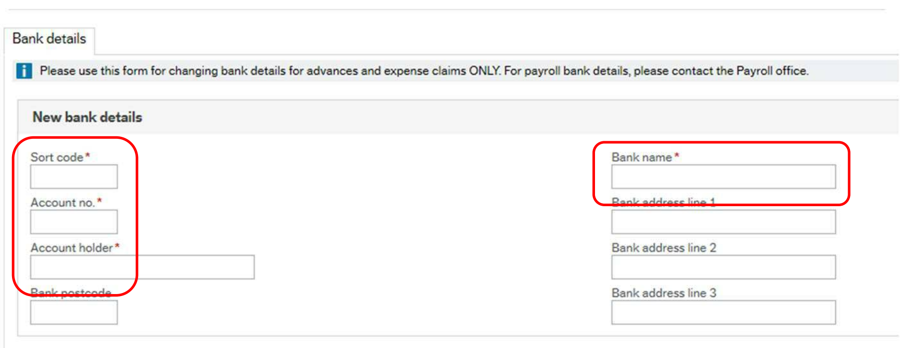
Log in to the Web Agresso. In Menu choose Personal setting. In personal Setting column click on **Bank Details**.



Voucher Number will auto populate once the form is saved. In brief **Description** write **Bank details for Expenses**.



Fill in the new Bank Details: Sort code, Account no, Account Holder and Bank names are the mandatory fields.



Once you are happy **Submit form**.