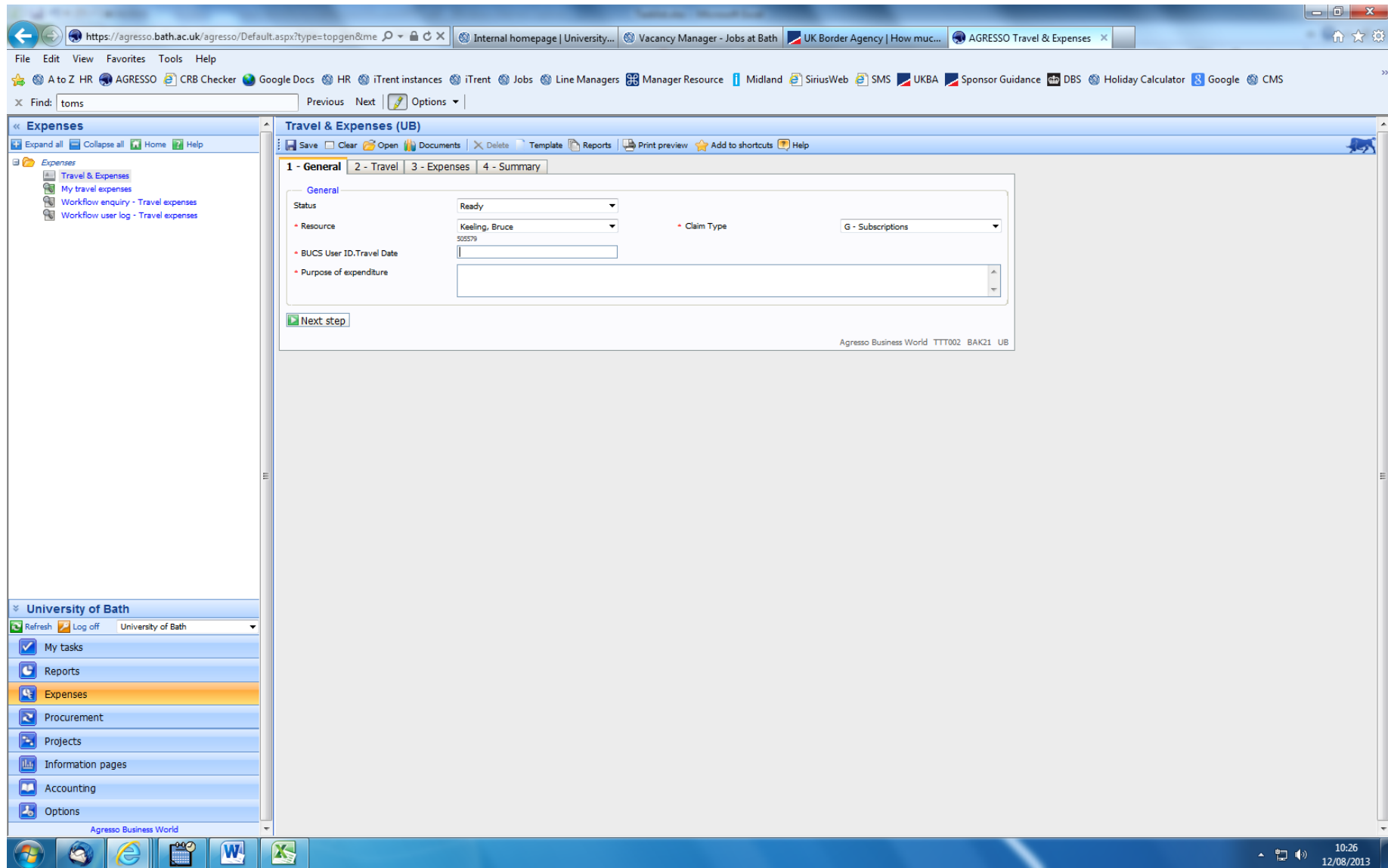# DBS Fee Claims

Once you have incurred the expense, you may submit a claim for reimbursement via Agresso.

Login to Agresso

Select the option for Travel & Expenses within the Expenses folder. Select claim type Subscriptions,

BUCS User ID. Travel Date, Purpose of Expenditure: This could be **DBS Basic Check** OR **Update Service Fee**

On the Expenses tab

Enter the Project Code for your Department (You may need to contact your department's Finance Administrator for this code)

Add a line

Select Subscriptions - Individual

Update the description, with the reason for the expenditure

Click Save