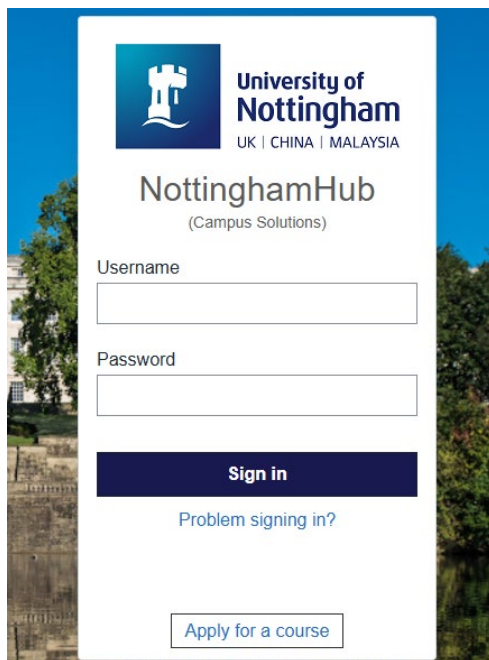


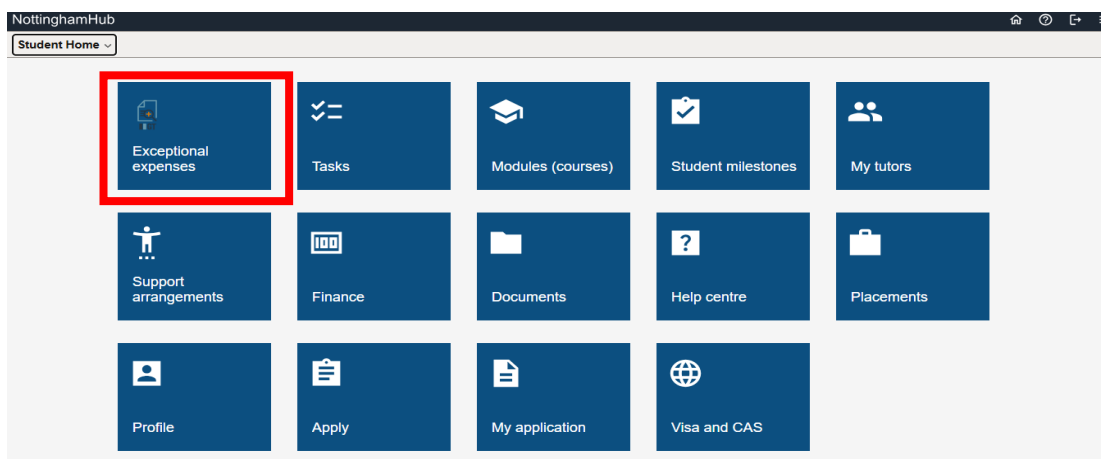
# Accessing the form

The new exceptional student expenses form is accessed through [Nottingham Hub](#).  
Log in using your university username (e.g. *abyab2*) and password:

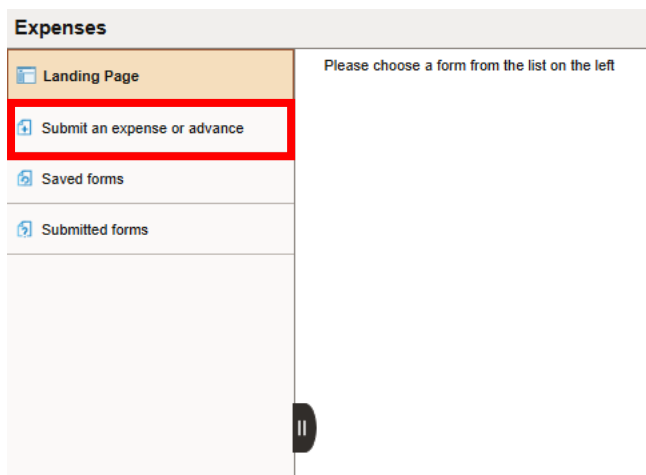


The image shows the NottinghamHub login page. At the top left is the University of Nottingham logo with the text 'UK | CHINA | MALAYSIA'. Below this is the 'NottinghamHub (Campus Solutions)' header. The login section contains a 'Username' field, a 'Password' field, a dark blue 'Sign in' button, a link for 'Problem signing in?', and a link for 'Apply for a course'.

Once you are logged in you can access the form using the “**Exceptional expenses**” tile.



And then selecting “**Submit an expense or advance**”:



The image shows the 'Expenses' sidebar menu. It has a title 'Expenses' and a list of options: 'Landing Page', 'Submit an expense or advance' (highlighted with a red box), 'Saved forms', and 'Submitted forms'. To the right of the sidebar, the main content area says 'Please choose a form from the list on the left'.

# Completing your exceptional expenses form

Before submitting your expenses claim, please ensure that you have read through the guidance provided within the form.

You need to provide information regarding the type of expense claim you are submitting, and you do this under the “**Type**” section within the form:

**Type**

---

Please indicate if you are claiming an expense or requesting an advance

\*Type

\*Reason for expenses

\*Term

\*Cost centre (5-digit numeric value)

Please enter a Purpose code or Project code (not both)

Purpose code (6-digit alphanumeric code)

OR

Project code (7-digit alphanumeric code which starts with a 'P')

Please select that this claim is for an expense using the available drop down – this means that you are claiming an expense already paid for:

\*Type

expenses

Advance

Expense

And confirm the reason for your expenses in the text box available e.g. Travel Reimbursement for SPC:

\*Reason for expenses

Once you have provided this information you need to confirm the term which this expense is for using the drop down available:

\*Type

2020 Academic Year

2021 Academic Year

2022 Academic Year

2023 Academic Year

2024 Academic Year

expenses

\*Term

Lastly you need to provide the Cost centre (5-digit numeric value) and the Purpose code (6-digit alphanumeric code) – these should be provided by your approver.

# Claiming for mileage

Please ignore the “**Mileage**” section. This section defaults to the mileage rate for HMRC and not Medical Students. Instead, please see the guidance in the section “[Claiming for mileage as a Medical Student](#)”.

## Mileage

Please provide details of journey including start and finish point each way.

							1 row
	Date <sup>1</sup>	Vehicle type and rate per mile <sup>1</sup>	Start <sup>1</sup>	Finish <sup>1</sup>	Miles <sup>1</sup>	Amount <sup>1</sup>	
1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	£0.00	<div><div>+</div><div>-</div></div>

# Claiming for mileage as a Medical Student

To claim for mileage as a Medical Student, it needs raising under the “**Other expenses**” section:

## Other expenses

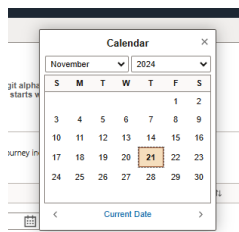
Please use one row for each expense

If you have other expenses in foreign currencies, please provide the currency amount, the exchange rate and the amount in pounds. If you don't know the exchange rate you can [look it up using this tool](#).

If the currency which you are claiming is in GBP, please enter 'GBP' in Currency and '1' in the Exchange Rate fields

Date	Reason	Currency	Currency amount	Exchange rate	GBP amount (inc VAT)
1			0.000000	0.000000	£0.00

Select the date for your expense claim using the calendar selection tool or entering it manually in the DD/MM/YYYY format:



For “Reason”, put “Mileage claim Location a – location b, x miles at y” where location ‘a’ and ‘b’ are your start and end point, ‘x’ is the total miles both ways and ‘y’ is the rate at which you are claiming for. Your ‘y’ rate is the Bursary rates of travel:

- bicycle – 30 pence per mile
- motor vehicles – 42 pence per mile
- passenger miles – 7.5 pence per mile

For example, in the image below it says “Mileage claim University Park - Jubilee Campus, 2.6 miles at 42p”

Date	Reason	Currency	Currency amount	Exchange rate	GBP amount (inc VAT)
1	Mileage claim University P	GBP	1.090000	1.000000	£1.09

If the currency which you are claiming is in GBP, enter 'GBP' in Currency and '1' in the Exchange Rate fields:

Date	Reason	Currency	Currency amount	Exchange rate	GBP amount (inc VAT)
1	Mileage claim University P	GBP	1.090000	1.000000	£1.09

Please provide the currency amount, in the example above, this would be 2.6 miles at 42p = £1.09. The GBP amount (inc VAT) will automatically update based upon the information you provide:

Date	Reason	Currency	Currency amount	Exchange rate	GBP amount (inc VAT)
1	Mileage claim University P	GBP	1.090000	1.000000	£1.09

You need to add a row for each day, and you can do this by selecting the “+” icon:

Date	Reason	Currency	Currency amount	Exchange rate	GBP amount (inc VAT)
1	Mileage claim University P	GBP	1.090000	1.000000	£1.09

Double check the total amount listed under “Other Items” in the “**Summary**” section:

## Summary

Mileage £0.00  
Other Items £1.09  
Total GBP to Reimburse £1.09

# Claiming for other expenses

To claim for other expenses e.g. accommodation/parking, you need to raise this under the “Other expenses” section:

Other expenses

Please use one row for each expense

If you have other expenses in foreign currencies, please provide the currency amount, the exchange rate and the amount in pounds. If you don't know the exchange rate you can [look it up using this tool](#).

If the currency which you are claiming is in GBP, please enter 'GBP' in Currency and '1' in the Exchange Rate fields

Date %	Reason %	Currency %	Currency amount %	Exchange rate %	GBP amount (inc VAT) %
1			0.000000	0.000000	£0.00

Select the date for your expense claim using the calendar selection tool or entering it manually in the DD/MM/YYYY format:

Calendar

November 2024

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Current Date

Provide the reason and currency in the appropriate fields:

Date %	Reason %	Currency %	Currency Amount %	Exchange Rate %	GBP Amount (Inc Vat) %	
1	20/11/2024	Hotel	GBP	56.000000	1.000000	£56.00

If the currency which you are claiming is in GBP, please enter 'GBP' in Currency and '1' in the Exchange Rate fields.

Please provide the currency amount, in the example above, this would be £56.00:

Date %	Reason %	Currency %	Currency Amount %	Exchange Rate %	GBP Amount (Inc Vat) %	
1	20/11/2024	Hotel	GBP	56.000000	1.000000	£56.00

The GBP amount (inc VAT) will automatically update based upon the information you provide:

Date %	Reason %	Currency %	Currency Amount %	Exchange Rate %	GBP Amount (Inc Vat) %	
1	20/11/2024	Hotel	GBP	56.000000	1.000000	£56.00

You need to add a row for each additional expense, and you can do this by selecting the “+” icon:

Date %	Reason %	Currency %	Currency Amount %	Exchange Rate %	GBP Amount (Inc Vat) %	
1	20/11/2024	Hotel	GBP	56.000000	1.000000	£56.00

Double check the total amount listed under the “Summary” section.

Summary

Mileage £1.17

Other Items £56.00

Total GBP to Reimburse £57.17

If the total amount is wrong, update the previous sections of the form to correct this.

# Uploading documents

You must provide your email confirmation of approval from the Placements Team and all receipts for your claim. These can be in any file format and can be uploaded in the **“File attachments”** section using the **“Upload”** button:

File Attachments

Please attach valid authorisation email & receipts here

Attachment Required	Upload	Description ?!	File Name ?!	Delete
1	Upload	Pre-approval		Delete

Add

Find your file for upload using the **“My Device”** button that is on the window that pops up and then select the appropriate file:

File Attachment

Choose From

My Device

Downloads

Search Downloads

Organise New folder

Home Gallery Alex - The Unive Desktop Downloads Documents Pictures Music Videos

Name	Date modified	Type
Today		
Hotel Receipt 20.11.24	21/11/2024 14:55	Adobe Acrot
Confirmation Email	21/11/2024 14:54	Adobe Acrot
Earlier this week		
AmDam Trip	19/11/2024 07:34	File folder
Last week		
Component Interface	15/11/2024 10:44	Microsoft Wi
UN_EXPENSES_INFO_692402058	14/11/2024 16:25	Microsoft Ex
application-for-restriction-on-pgr-thesis-unm	14/11/2024 16:05	Microsoft Wi
application-for-restriction-on-pgr-thesis-unnc	14/11/2024 16:05	Microsoft Wi

File name: Confirmation Email All Files

Open Cancel

And then select the **“Upload”** button:

File Attachment

Choose From

My Device

Upload Clear

Confirmation Email.pdf  
File Size: 15KB

Once you have uploaded your file you can close the window using the “**Done**” button:

The screenshot shows a window titled "File Attachment". At the top right is a red "Done" button. Below the title bar, there's a "Choose From" section with a "My Device" icon. A file "Confirmation Email.pdf" (File Size: 15KB) is shown in a dashed box. At the bottom right, it says "Upload Complete".

If you need to remove the file this can be done using the “**Clear**” button:

This screenshot is similar to the previous one, but the "Clear" button is highlighted with a red box. The "Upload" button is also visible next to it.

And you can replace this file following the above steps after selecting the “**Replace**” button:

The screenshot shows a table titled "File Attachments" with the instruction "Please attach valid authorisation email & receipts here". The table has columns: "Attachment Uploaded", "View", "Description", "File Name", and "Replace". There is one row with a green checkmark in the first column, "Pre-approval" in the second, and "Confirmation\_Email.pdf" in the third. The "Replace" button in the fifth column is highlighted with a red box.

To add each additional receipt, use the “**Add**” button:

This screenshot shows the same table as before, but the "Add" button at the bottom left is highlighted with a red box.

Then select “**Upload**” and repeat the above steps to add your receipt:

The screenshot shows the table with two rows. The first row is the same as before. The second row has an empty "Attachment Uploaded" column, a dropdown menu in the "Description" column, and a "Delete" button in the "Replace" column. The "Upload" button in the second row's "View" column is highlighted with a red box.

Please select the appropriate description from the drop-down menu:

The screenshot shows a drop-down menu with a downward arrow. The menu is open, showing three options: "Others", "Pre-approval", and "Receipt".

You can delete any additional receipts by selecting the “**Delete**” button:

The screenshot shows the table with two rows. The first row is the same. The second row has "Receipt" selected in the "Description" column. The "Delete" button in the "Replace" column of the second row is highlighted with a red box.

# Submitting the form

Please confirm your acknowledgement by updating the toggle to “**Yes**”:

## Form Action Items

Acknowledgement	
1	<div><div>Yes</div><div></div></div> <div>I certify that the expenses have been wholly, exclusively and necessarily incurred in the performance of my studies at the University of Nottingham.</div>

**You cannot submit the form without doing this.**

## Adding additional comments

If you need to add any additional comments to the form you can do so using the “**Comments**” section at the bottom of the form. Select the “**Comments**” header and it will open the comments section:

▼ Comments

## Saving the form

If you need to save and come back to the form this can be done by selecting the “**Save**” button at the bottom of the form, otherwise, at this stage select the ‘Submit’ button to submit your form for processing:

## Comments

Save

Submit

# What happens next?

You will receive a confirmation email confirming submission of your form.

If you do not receive a confirmation email within 24 hours (please check your junk/spam email folder), or cannot see your submitted form after searching (see guidance in ‘[Viewing Submitted Forms](#)’ section), then you will need to submit another expenses claim, and then check the status on NottinghamHub later. If the form is still not showing after a couple of days, contact [BB-FM-Buyers-team@exmail.nottingham.ac.uk](mailto:BB-FM-Buyers-team@exmail.nottingham.ac.uk) for guidance.

Following your form being processed you will then receive either an approval email or a rejected email. Your rejection email will provide information on why it was rejected, and you will need to submit another expenses claim with the corrected information.



# Viewing saved forms

You can access your saved forms to submit them by going to the “**Saved forms**” section:

Expenses

Landing Page

Submit an expense or advance

**Saved forms**

Submitted forms

Search by:

Original Date

is Equal To

Form Type

Begins With

Form Status

is Equal To

Form ID

Begins With

Search

Clear

Save Search

You can search using any or all the fields available and selecting “**Search**”. If you leave the fields blank, it will show you all your available forms. If you only have one form, it will take you straight into it.

# Viewing submitted forms

You can view the status of your submitted forms by going to the “**Submitted forms**” section:

Expenses

Landing Page

Submit an expense or advance

Saved forms

**Submitted forms**

Search by:

Original Date

is Equal To

Form Type

Begins With

Form Status

is Equal To

Form ID

Begins With

Search

Clear

Save Search

You can search using any or all the fields available and selecting “**Search**”. If you leave the fields blank, it will show you all your available forms, select the form you want to review from the list. If you only have one form, it will take you straight into it.

Original Date 1:				Form Type 1:				Form Status 1:				Form ID 1:			
1	2024-11-12			UN_STD_EXP				Executed				106067			
2	2024-11-12			UN_STD_EXP				Executed				106068			
3	2024-11-12			UN_STD_EXP				Executed				106074			
4	2024-11-12			UN_STD_EXP				Executed				106075			
5	2024-11-12			UN_STD_EXP				Executed				106076			
6	2024-11-12			UN_STD_EXP				Executed				106078			
7	2024-11-14			UN_STD_EXP				Executed				106079			
8	2024-11-14			UN_STD_EXP				Pending				106083			
9	2024-11-19			UN_STD_EXP				Pending				106087			

What does my form status mean:

Authorized	Approved
Denied	Rejected claim, review comments and revise
Executed	Approved
In Error	Form has produced an error – please raise this with the support listed below.
Pending	Submitted but not approved
Recycled	Returned to student for further information
Resubmitted	Rejected form resubmitted before approval
Saved	Saved as draft and not yet submitted
Withdrawn	Form withdrawn

# Common Reasons for Form Rejection

To avoid delays in processing your expenses claim, please note the most common reason for form rejection below:

- 1) Mileage claims have been submitted within the 'Mileage' section, and not within the 'Other' section. ALL medical student mileage claims must be submitted within the 'Other' section.
- 2) The evidence uploaded e.g. parking and public transportation receipts, does not match that being claimed. Please ensure you have a receipt for every journey being claimed for. Unfortunately, without a receipt, reimbursement cannot be claimed.
- 3) Email approval from the Placements Team has not been attached. For details on how to attach your email approval please see the ['Uploading Documents'](#) section
- 4) The total reimbursement being claimed on the expenses form does not match the approval email from the Placements team. Double check the total amount listed under the **"Summary"** section matches that on your approval email before pressing submit. If the amounts do not match, you will need to edit your expenses form before submitting.

## Who can I contact for support?

Please contact the Placements team at [ms-medicine-travel@nottingham.ac.uk](mailto:ms-medicine-travel@nottingham.ac.uk) if you require further support with your expenses claim.

If you are experiencing issues or errors with the System, please report these via [Ivanti Self Service](#) so that these are dealt with accordingly.