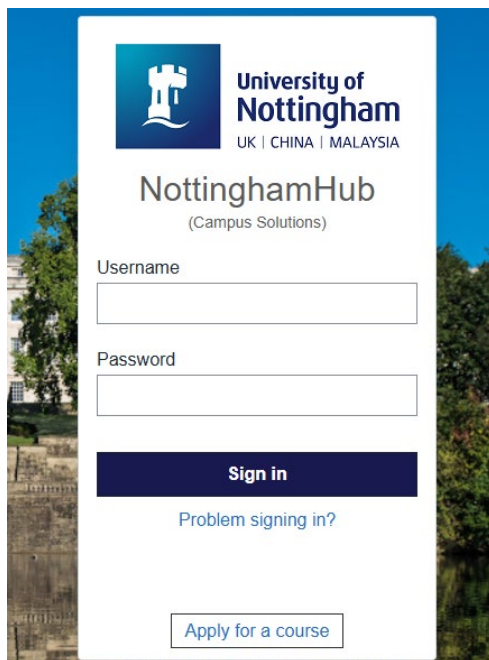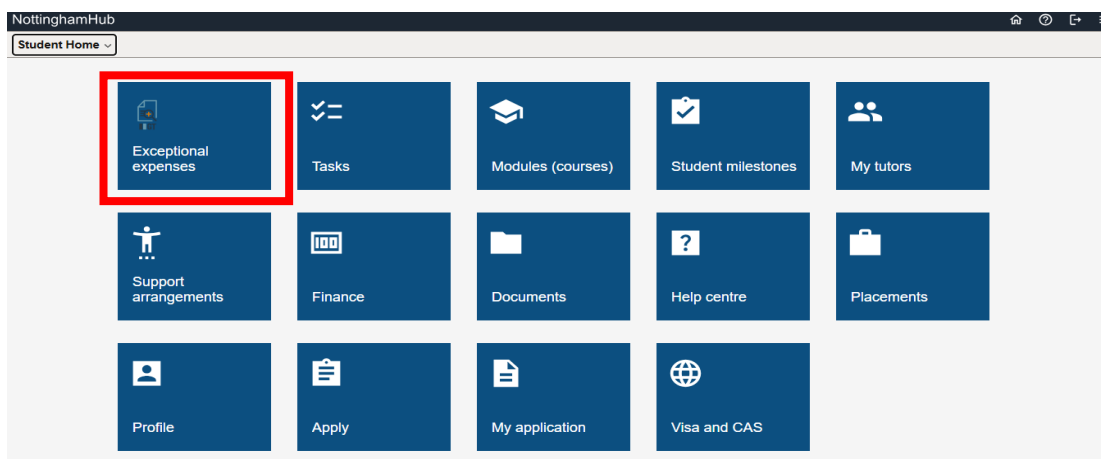# Accessing the form

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

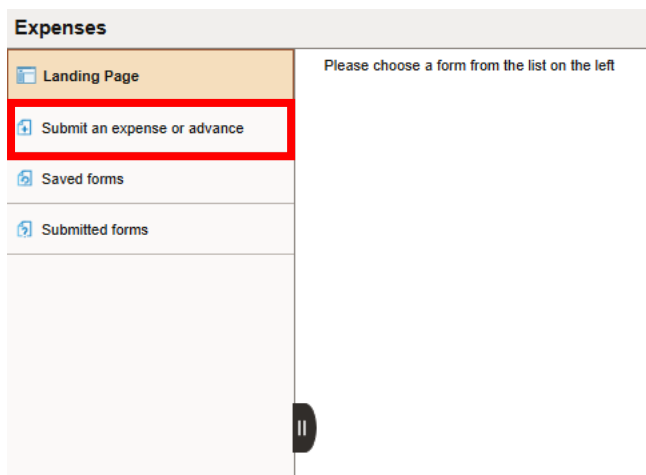Once you are logged in you can access the form using the "**Exceptional expenses**" tile.

And then selecting "**Submit an expense or advance**":

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:

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:

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

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

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 ↑↓	Vehicle type and rate per mile ↑↓	Start ↑↓	Finish ↑↓	Miles ↑↓	Amount ↑↓
1					£0.00

Claiming for mileage as a Medical Student

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

Select the date for your expense claim using the calendar selection tool or entering it manually in the DD/MM/YYY 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"

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

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:

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

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

Claiming for other expenses

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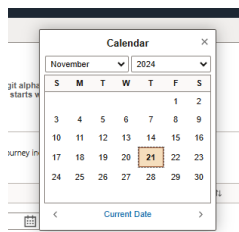
Other expenses

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/YYY format:

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:

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

And then select the "**Upload**" button:

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

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

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

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

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

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

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

Submitting the form

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

Form Action Items

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

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 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:

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:

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.

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 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.