**How Do I Claim for Costs from My Thesis or SSM Budget?**

All DClinPsych trainees have been granted dispensation to use the **Requisition for Payment Form**. Although this form is marked for *University personnel only*, it has been agreed to authorise you all to use this whenever you are claiming back **RTSG** or **SSM** costs.

If you want to claim for RTSG and SSM costs these are the options:

         You can claim in advance with an **Advanced Payment Form** – this will take 2-3 weeks to be processed. And you will receive a cheque (delivered to your term-time address) *if* you have not added your BACS details to Banner. You will then have to complete a **Balance Form** once you have completed the training/received the product to assess whether you need more or less money than was initially claimed. Balance Forms must have original receipts or print-outs attached.

         You can have instant payment by visiting the **Buying Team** in building 37 and sitting with them as they pay online (or over the phone via BACS) for the products/services you need. They should not question why you are asking for this, as they have an agreement and understanding that all DClinPsych trainees might need this service. Trainees have already tested this system and it worked perfectly. Ask for Rita if she is in that day, she is very helpful and efficient.

         You can claim retrospectively for goods/services by using the **Requisition for Payment Form**. This can be filled in and submitted via me or faculty finance and should have original receipts or print-outs attached.

This system is agreed at senior faculty level and you can use any of these methods as long as the costs are reasonable and within your finite budgets.

The form should be submitted via Rob Agar (or appropriate Administrative Officer) to be recorded on programme files. It will then be passed to faculty finance. You will have two budget code options:

* If you are claiming for **SSM** costs then you will have to use the DClinPsych programme subproject code, which is – 506233105. Note that each trainee has a capped amount from this singular budget.
* If you are claiming for **thesis** costs this comes from a personal budget code that relates to your own thesis research budget only, this is called your *RTSG* code. These are given to trainees when they enrol, but if you do not have a record of it they can be sent to you by Rob Agar.