**BUDGET HOLDER/SUPERVISOR APPROVAL TEMPLATE FOR STUDENT EXPENSES**

Dear Student

I refer to your request for pre-approval of your Student Expenses claim.   
  
As Budget Holder, I confirm the following in respect of the claim submitted:  
  
1.Spend being claimed adheres to the University’s Student Expenses Policy;  
  
2. I am happy to pre-approve spend up to the amount of £\*\*\*;  
  
3.The costs related to this claim are to be charged to sub-project \*\*\*\*\*\*-01, Description: ‘\*\*\*\*\*\*’;  
**(Note: where the claim value is to be split between multiple sub-projects, please use 3.1 to confirm split of costings)**

3.1The costs related to this claim are to be split between the following sub-projects, as detailed:\*\*\*\*\*\*-01, Description ‘\*\*\*\*\*\*\*’, Value: £\*\*\*\*\*\*\*\*\*-01, Description ‘\*\*\*\*\*\*\*’, Value: £\*\*\*

\*\*\*\*\*\*-01, Description ‘\*\*\*\*\*\*\*’, Value: £\*\*\*

**In the event that a student has asked to claim an expense that is outside of Policy, additional information is required to validate this as an exceptional claim item.  
  
\* Approval of all exceptions must be included in the pre-approval confirmation to students;  
\* Please indicate the below in your pre-approval notification:**

I note that this claim includes expenditure relating to XXXXXXXXXX which is outwith Policy.  As an exception, I confirm that I am content this expenditure has been justified sufficiently and approve for reimbursement.  
  
  
Many thanks