

PGR Travel Fund Expense Claims

All PPR PG students now have an Agresso account that will allow them to make expense claims electronically.

Finance have created a web page with links to the expense policy and full details for making a claim in Agresso Web.

<http://www.lancaster.ac.uk/depts/finance/systems/studentexpense.s.htm>

The Agresso icon will not appear on your desktop but you will be able to access the system via the web address which is included in the help pages.

You should put the expenses code or the fund that it is to be paid from in the other information box.