

## **Expense365 App – How to claim back for a DSD session?**

If you have run a **Do Something Different activity**, you are entitled to a grant towards the costs of your activity!

On behalf of your student group, you may have used DSD to run a taster session, a training workshop or a fun activity that your student group wanted to provide for your members. Anyone who puts on a DSD activity may be entitled to claim back up to £40 towards their activity.

To find out more about running a DSD session, you can visit the [website here](#) or contact [Chloe Platt](#), our DSD Administrator.

As a club or society member, in order to claim back your funding, you will need to use the expense365 app!.

- Firstly, you must submit your completed DSD attendance register and photos of your event to **Chloe**
  - This must be done within two weeks of the event taking place, otherwise it may not be valid
- Then, raise the claim on the expense365 app, **making sure the claim amount matches the total cost on your receipts.**
  - Make sure the receipts are also uploaded to the claim. You will need photos/screenshots of them to do this.
  - Download the [app guide](#) here if you need support on creating and submitting your claim.
- Your treasurer, president and secretary will then all need to approve it just like any normal claim.
- You will be paid the money from the societies account, and finance will put the Do Something Different funding back into your society account to cover this.