

Paying out money (reimbursing members)

For any members who buy something or pay for something on behalf of your student group, they will need to claim this money back via the **expense365** app.

Firstly, they will need to ensure they download the app, which is free on Android and iOS, and register for the app using the university email login details.

All members of a society or club can claim back their money using the app. However, each claim must be approved by the President, Secretary and Treasurer before it is processed by finance.

A couple of important points to remember about the app:

- Only receipts from the current academic year will be approved
 - There is a cut-off date at the end of every academic year – therefore the Finance team will not accept any claims from the previous academic year
- The payment run in the Finance team is completed every Wednesday
 - Any claim approved by early Wednesday morning will be processed, paid and visible in the claimants account by that Friday
 - Any claim approved after Wednesday morning will not be process, paid and visible in the claimants account until the next Friday
- You can see our full guide on how to use the app [here!](#)