How do I make a claim? Completing the form - Car and Bicycle mileage.

Before you make your first claim ever you must have registered on the scheme using the Registration Form available on UniHub.

1. Select the clickable link ‘click here for the mileage claim form’ located below this information. Select Open when a dialogue box appears.
2. Type in your student ID. Name and Term time address.
3. Use the drop down menus that appear when you select the cell next to the relevant heading to select your Programme, Year of study and Base Campus.
4. Input the number on miles between your home and your base campus.
5. Use the drop down menus to select the Month and Year for which you are claiming. You need to complete one form for each calendar month.
6. On the main grid use the drop down menus to select the day of the month you are claiming for. For each day for which you are claiming show all journeys on the grid. Type in the placement or lecture address. Select the Travel Reason from the drop down list.
7. Select your Type of Vehicle from the drop down menu provided.
8. Input the number of miles travelled during on the journey. Use the Inter Campus Mileage Chart to obtain information regarding distances between campuses. The claim amount for the journey will calculate automatically based on the rates determined by the NHS.
9. When you have completed all journeys for the month concerned print the form. It must be signed and dated. The form should then be handed into a Cash Office or Archway Student Office or posted to: Middlesex University, Receivables Team – Financial Services, The Burroughs, London, NW4 4BT. Alternatively you may e-mail the form to [Fin\_income@mdx.ac.uk](mailto:Fin_income@mdx.ac.uk) from your university e mail account on myUniHub (no other e-mail address can be used to the submit the claim).
10. If the form is received by Financial Services by the 15th of the month payment will be made into your bank account on the 24th of the same month.