Access to Work Claim Submission Checklist

Use this checklist to ensure everything is completed before submitting an Access to Work claim.

☐ Confirm that the item(s) or support service(s) have been purchased or delivered.

☐ Check that the correct claim form(s) have been provided by the Access to Work case manager.

☐ Complete the required claim form(s).

☐ Complete the **DP228JP (New and Amended Details)** form IF this is the first claim against the grant.

☐ Include a clear description of each item or service being claimed.

☐ Include the purchase date(s) or service delivery date(s) and their value.

☐ Print the claim form(s) and obtain the employee’s handwritten signature in the **Customer Declaration** section.

☐ Email **Cashiers@lse.ac.uk** to request bank details and provide:

- Expected reimbursement amount
- Budget code
- Nominal code

☐ Attach all supporting documents:

- Invoices and receipts
- Confirmation of support sessions delivered (where applicable)

☐ Scan or copy the completed claim form(s) and supporting documents for your records.

☐ Send the original signed claim form(s) and supporting documents to the address provided on the claim form.