GUIDANCE NOTE - RESEARCH EXPENSES CLAIM FORM (REX1)

Important Information
The purpose of this form is to separate research project expenditure and general ledger (school) expenditure. One claim form must be used per project unless the expenditure relates to multiple projects and is being evenly split and claimed against multiple projects. For example, two research project meetings being claimed for in the same week that relate to two separate projects must be claimed on two separate claim forms.

The form can also be used to account for advances against research projects instead of the University’s advance reimbursement claim form.

All original receipts must be attached to the claim form including evidence of any applicable exchange rates being used before claims are passed to Research Services.

Completing the Form

- University staff are not required to provide their bank details. All non-University staff must complete the full bank account details section (proof of bank details required for claims over £1,000).

- **DATE OF CLAIM:** This should be the date that the claim form is being completed.

- **“If you are not an employee, please can you detail your relationship to the University”:** This should be a clear description for audit purposes, for example, “research project partner/collaborator” etc.

- If the currency that expenses are to be reimbursed in is not GBP (pounds sterling), please clearly state the currency for reimbursement.
• **EXPENDITURE DETAILS**: please refer to research project announcements for the correct allocation of account codes to use. For example, if a project has separate budgets for travel costs and subsistence, these expenditure types should be clearly separated. For example, travel costs to account code "3940" (UK Travel) and subsistence costs to account code "3955" (UK subsistence).

• **EXPENDITURE DATE**: This should be the date that expenditure occurred. If for example a claim is being submitted for multiple parking costs whilst conducting research interviews please include the range of dates in this box "02-06/05/16". The parking tickets can then be claimed on one consolidated line, **we do not need each individual parking ticket to be reported on individual lines.** All similar occurrences can be reported on this basis providing all original receipts are attached.

• **SCHOOL FINANCE USE ONLY**: claimants **should not** complete this section unless reporting mileage (e.g. 50 miles @ 0.45p Canterbury to Cambridge). For large amounts of mileage claims please refer to the "detailed expense claim form" below. School finance/administration staff should complete this section **before passing to Research Services** to ensure meaningful descriptions are posted to Agresso for audit purposes.

• **JUSTIFICATION OF EXPENSE CLAIMS**: Claimants should provide an explanation as to the purpose of the expense claim for audit purposes. “Train to London” for example will not be satisfactory. “Train to London to meet with project partners to discuss project progress” for example, will be satisfactory. This section is integral in order for research funder auditors to understand the purpose of the trip, which should reduce the number of queries that claimants are asked about their trip at later dates.

Please note that each item of expenditure does not have to be individually justified here, only the reason for the trip and how it relates to the research project being claimed against.
**Accounting for detailed research trips - long absences/large volume of expenses**

In order to account and claim for large quantities of expenses for long research trips and/or multiple mileage claims (for example trips overseas for 2 weeks etc) the “detailed research expense claim form” can be used. Individual items of expenditure should be listed against the relevant project account codes (as per research project announcement) in numerical order, which should match the original receipts attached to this form also in numerical order. The expense amounts recorded should be in the currency which they were incurred. If the claim is to be reimbursed/reported in sterling, proof of exchange rate is required.

Please complete the **detailed sheet** as follows:

- Please enter your 3 digit school cost centre number (cell F1)
- Please enter your 5 digit Agresso project number (cell J1). These numbers should both be visible at the top right hand corner of your research project announcement
- Enter the period being covered (line 2)
- Please enter any mileage details first (please see example saved on the "detailed" sheet, row 5). The mileage rate per hour should reflect the number of passengers. All mileage should automatically populate to column H (mileage only)
- Please fully delete any mileage rows not being used
- All other non-mileage expenditure items should then be listed, as per the example given on the "detailed" sheet (row 19). Please do not use column H.
- Please fully delete any other rows not being used
- Please delete cell text "enter budget account code" for any columns (row 4) not being used (do not delete columns, please simply clear the text for any cells not being used on this row)
Once the "detailed" sheet has been fully completed as above, this information should automatically populate to the expenditure details part of the "research expense claim form". The remainder of the expense claim form will need completing as per the above guidance.

**Why are we being asked to use this form, what is the background?**

A research finance network group was created in June 2015 to share knowledge and best practice of running the post award financial management of research projects. The group was made aware of feedback from recent project audits (RCUK, EC etc) that often expense claims were confusing and related to multiple events and projects resulting in a high volume of queries surrounding their justification and relevance to project activities. The issue of the new form is designed to satisfy future audit obligations and to ensure that appropriate justifications and descriptions are collected and posted to Agresso, the university's finance system whilst minimising any follow on queries.

**Who should I contact with any queries about the forms?**

Please contact your relevant research accounts team officer who looks after your school, if this is unknown please contact Jon King J.King@kent.ac.uk, (827938) Deputy Research Accounts Manager. For more information about how the university’s expense policy applies to research projects, please refer to Guidance Note - Application of Expenses Policy to Research & Innovation Projects also available under the Managing your Award/Research Expenses tab on Research Service’s website.