



PURCHASING AND EXPENSES PROCEDURES FOR PhD STUDENTS

SCHOOL POLICY:

(1) The standard allocation for PhD student travel/conference/consumables expenses is £500 per year for 3 years only (for full-time students, pro-rated for part-time/split-site students).

Money not used in previous year(s) roll into the subsequent year(s).

(2) PhD students must get Supervisor(s)/ Postgraduate Research Tutor (PGRT) written approval ****before**** any expenditure is made.

PhD students should email both their Supervisor/PGRT with basic information giving details about the conference, travel and accommodation arrangements, the level of involvement (participation/poster/oral talk -- with a title) and a realistic estimate of all costs including a registration fee. They should ask their Supervisor/PGRT to email them back to confirm if they approve this requested expenditure.

The emails of approval from both Supervisor/PGRT must be attached to the Travel and Subsistence Expenses form to reclaim their expenses (with original receipts for all payments made).

The student is expected to also seek additional (partial) funding, e.g. from the conference organisers (sometimes a fee waiver and/or travel/accommodation grants may be available for PhD students and younger participants).

(3) The School will not reimburse any expenses not pre-authorised by the Supervisor(s) and Departmental Postgraduate Research Tutor.

PROCEDURES:

(1) Identify what you want to purchase or where you want to go and what the cost will be

(2) Email the information to your Supervisor asking them to email you back, to give their permission to incur the expense

(3) Forward your Supervisor's email supporting your request to your PGRT (or Head of Department if not available)

(4) Wait for an email from your PGRT approving your request

(5) Get the Cost Object (account number) to use from the Postgraduate Research Office email: maths-phd@leeds.ac.uk

Then either

(6a) Complete a SIPR request form with full details of what you want to purchase (or in the case of travel or conferences, flight details and dates, hotel name and contact information and/or a completed conference registration form)

Or

(6b) Using your own money, buy whatever has been approved and/or pay for conference registration/accommodation.

Then complete and sign the correct expenses form, detailing all expenses incurred, entering the Cost Object (account number) provided by the PhD Secretary and attaching original receipts for all amounts claimed

(7) SIPR and Travel Expenses and Authority for Payment forms are in General Office (top of large grey cabinet opposite back door)

(8) Take your completed SIPR request or Expenses form (with Supervisor /PGRT approval emails and original receipts) to Paula Talbot in the General Office for processing

The School will not reimburse any expenses not pre-authorised by both the Supervisor(s) and Departmental Postgraduate Research Tutor (PGRT)

Guidance on completing Travel Expenses Form School of Mathematics PhD students

We will pay standard class rail fare for one person (advance purchase preferable). Car mileage at 25p per mile, up to a maximum of £60.

Please Note: You must provide original receipts for any claim, other than mileage claims.

Unfortunately, Visa Debit receipts will not be accepted by our Finance Department.

Acceptable forms of receipt are:

- Original train ticket(s) (*outward* or *outward and return*)
- Original bus ticket
- Online booking print-out

Payment will be made by BACS transfer into a UK Bank Account (Travel Expenses Forms submitted before middle of the month will be paid at end of that month; forms submitted after middle of the month will be paid at end of next month ie in approx six weeks)

When completing the claim form for travel expenses, please ensure that you fill in your name, address, bank details and sign and date the form.

The PhD Secretary can advise the Cost Object (account number).

For current PhD students: Please get authorised signatory to sign your form (the PhD Secretary can confirm who is able to sign this section).

Please hand the form in to: School of Mathematics Reception, University of Leeds LS2 9JT

In case there are any queries, please add your telephone number to the top of the form. Thank you

UNIVERSITY OF LEEDS UKTS
 University of Leeds
 Finance
 Leeds
 LS2 9JT

TRAVEL AND SUBSISTENCE EXPENSES FORM - UK CLAIMS ONLY
 (Overseas travel to be claimed on the separate form - OSTS proforma)
 Please refer to the University's financial policies and guidelines for clarification www.leeds.ac.uk/finance/policies/expenses

Name _____ Department (Or address) _____
 (Block Capitals)

Personal No./ Student ID No. or Visitor (PhD Secretary) _____

Bank Sort-Code _____ Bank Account Number _____

JOURNALS OF CLAIM					MILEAGE CLAIM		
Starting Point	Destination	Purpose of Trip	Date & Time From	Date & Time To	Car Mileage	Rate	Amount
Total mileage Allowance claimed							

Total mileage claimed on this form

Item	Debit	Credit
Air Fares	Debit 5000	5000
Rail Fares	Debit 5000	5000
Accommodation	Debit 5000	5000
Meals	Debit 5000	5000
Conferences Fees & Expenses	Debit 5000	5000
Other Travel Expenses	Debit 5000	5000
ADD Advance required	Debit 5000	5000
Deduct advance Previously returned	Credit 5000	5000
Total claimed / (repaid)		

Cost Object: _____

Signature and Date: _____

Total Claimed: _____