

# FINANCE

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OCDEM

Factsheet No.9

Each RDM Division has its local financial administration team who can support you with ordering goods and services, claiming back travel expenses, applying for grant funding, management of research awards and any financial queries you may have.

## Ordering of Goods

The University uses R12 Marketplace, an electronic purchasing solution that is part of the University's Oracle Financials system and the iProcurement module. Selected University approved suppliers have catalogues which are available for users to purchase goods and supplies at University-wide negotiated prices. Please contact your local finance administration for advice on being set up on the system, training, local purchasing procedures etc.

## Petty Cash

Small items purchased by cash, cheque or debit card can be reimbursed from petty cash, providing that the sum is less than £30 (please note, credit card transactions **cannot** be reimbursed via petty cash). A receipt is required in all cases. For items greater than £30, please use the departmental ordering system. Alternatively, a request can be made for reimbursement via the expenses claim form.



A list of allowable expenditure to be reimbursed via petty cash can be found here:

<http://www.admin.ox.ac.uk/finance/expenses/guide/appendix3pettycashependiture/>

## Expenses and Benefits Manual

The expenses and benefits manual forms part of the Financial Procedures documentation of the University. As such, compliance by all staff is mandatory and non-compliance may lead to disciplinary action. Claims submitted by non-employees which do not conform to these instructions will not be paid. All staff and claimants should be fully aware of the contents of the Expenses and benefits manual, available on-line at <http://www.admin.ox.ac.uk/finance/expenses/guide/>

You are strongly advised to acquaint yourself with the manual.

In the event of queries, please ask the admin team in advance of incurring the expenditure.

## Reimbursement of Travel and Other Expenses

Employees will be reimbursed the actual cost of expenses incurred wholly, necessarily and exclusively in the performance of the duties of their employment. Reimbursement will be made only on production of original receipts or invoices.

Expenses incurred on behalf of the University should be claimed on the Claim for Reimbursement of Allowable Expenses form. The most recent version of the expenses form can always be found here:

<http://www.admin.ox.ac.uk/finance/forms/expensesand relocation/>

The claim should be made **within two months of the expense being incurred** and should be authorised by your supervisor before being submitted to your local team for processing. If in doubt about whether expenses can be reclaimed, please contact your local finance team **before** the expense is incurred.

Where expenses are incurred in foreign currencies, the amounts so incurred should be shown, in the currency in question, on the form, with a conversion to sterling stating the method used (e.g. xe.com), the

**All employees of the University must ensure they comply with the Financial Regulations and Procedures.**

The regulations are available at:

[http://www.admin.ox.ac.uk/finance/finregs\\_08.shtml](http://www.admin.ox.ac.uk/finance/finregs_08.shtml)

## Oxford Centre for Diabetes, Endocrinology and Metabolism

exchange rate, and the date. Reimbursement will be made in sterling. In addition to the general policy and principles relating to business travel, individuals travelling by public transport should use the most economic means and class of travel. Usually this will be second class, economy / APEX class, or equivalent but, depending upon the journey, the best rate may be achieved through a combination of different ticket types.

For further guidance on allowable travel costs please go to: <http://www.admin.ox.ac.uk/finance/expenses/guide/72travelbypublictransport/>

Staff who use their own private vehicles for University business mileage must ensure that their insurance cover extends to business use; the Department will require staff to complete a work related road safety form to ensure such cover is in place **BEFORE** a claim is processed. The form can be downloaded at <http://www.ocdem.ox.ac.uk/personnel-forms> and returned to the HR Officer. The mileage allowance paid for each journey claimed takes the cost of the additional insurance cover required into account. Thus, the University does not meet the additional cost of the insurance.

For subsistence, actual expenditure should be claimed, with the appropriate receipts/ invoices paid.

For more details on allowable subsistence please go to: <http://www.admin.ox.ac.uk/finance/expenses/guide/hotels/>

For general information, see the expenses and benefits manual, <http://www.admin.ox.ac.uk/finance/expenses/guide/>

### Travel Insurance

To obtain travel insurance for University business please advise your local team of the destination and dates before travel by completing a relevant form that can be downloaded from [www.admin.ox.ac.uk/finance/insurance/travel.shtml](http://www.admin.ox.ac.uk/finance/insurance/travel.shtml) and should be sent to [Nicola.allinson@ocdem.ox.ac.uk](mailto:Nicola.allinson@ocdem.ox.ac.uk) upon completion.

Information about travel insurance, documents to take with you, and emergency contact numbers visit: [www.admin.ox.ac.uk/finance/insurance/travel.shtml](http://www.admin.ox.ac.uk/finance/insurance/travel.shtml).



For country-specific travel information visit the UK Foreign & Commonwealth Office website. Any country carrying a travel warning may invalidate the University's block travel policy for you, so contact your local team.

If you intend to travel to such a country see: [www.fco.gov.uk/en/](http://www.fco.gov.uk/en/).

### Insurance Cover Equipment and Computers

The University arranges insurance protection for departmental equipment including computers, furniture, money, stores and items on loan, against fire, explosion, malicious and accidental damage, wet perils and theft (excluding theft from unattended vehicle). Cover extends worldwide for any item being taken abroad for business purposes and which will remain in the custody and control of the University. Cover is arranged on a reinstatement basis subject to an excess of £2,000 payable by the department. In the event of a claim, please contact your local administration.



## For More Information Contact

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