

Grand Union DTP – RTSG Expense Claim Process (Oxford only)

Overview

Reimbursement will be based on pre-approved costs, therefore please contact the DTP office if there are any changes to your expenses to confirm if these can be approved. Expenses will be reimbursed via the University expenses claim process, which is governed by the University Finance Division and is subject to their requirements.

The full university expenses claim process and form can be accessed here:
<https://finance.admin.ox.ac.uk/claiming-expenses-departmental-guidance>.

Due to remote working still in place across many University offices, please do not send in any claims by post until further notice; the expense claim and any supporting materials will need submitted to the DTP office via email. Our staff will not be able to access any claims submitted by post until further notice.

Please do not send anything to the University Finance Office directly, as the DTP office will need to first review and approve the claim. We will forward any approved claims on to the finance team directly.

Requests should be submitted **no later than three months** after the expense has been incurred, however please be aware that the University Finance Office will not permit reimbursement of expenses older than 12 months.

The reimbursement process generally takes 2-3 weeks, where all the required steps have been followed. It is important to note that where students fail to follow the instructions provided, the delivery of expenses is often quite delayed, so please be sure to read through the following instructions carefully as you compile an RTSG claim.

We particularly draw your attention to the following requirements to help avoid some common issues:

- You can only claim once you have undertaken the funding activity/attended the conference/completed travel, etc.
- Original receipts for all approved expenses must be submitted - bank statements and invoices do not qualify as receipts on their own. If you lose any receipts, please be advised that the finance team will likely not be able to approve reimbursement except in exceptional circumstances.
- If a name is listed on a receipt, it must be the claimant's name (contact the DTP office if this isn't the case before submitting a form).
- The latest version of the form must be used – do not download and save the form for future use. The current version of the form is dated May-2017 in the lower right-hand corner.
- Expenses in non-UK currency must have supporting documentation for the conversion rate listed e.g. a bank statement or a print-out of the historical currency exchange rates using <https://www.xe.com/currencytables/>.

- Your supervisor will need to send an email to granduniondtp@socsci.ox.ac.uk confirming they are in support of the costs on the claim.
- Don't forget to include confirmation of attendance for conferences and language courses etc. Examples include a completion certificate or email from conference organisers.

Please see the following instructions for this process:

Expense claim form

To be reimbursed for any funds approved through the RTSG scheme, students will need to complete the [University of Oxford expense claim form](#). This will need returned to granduniondtp@socsci.ox.ac.uk, preferably as an Excel form rather than PDF/other.

Due to expense claims being submitted digitally at this time, the finance team will accept a digital/typed signature and date on the Claimant signature line.

Receipts of expenditure

Students claiming reimbursement will need to send copies/scans of **all** relevant receipts showing expenditure to granduniondtp@socsci.ox.ac.uk along with the claim document.

Receipts must be in the Claimant's name, and the finance team will not be able to issue reimbursement for purchases that cannot be connected to the Claimant. If your receipt(s)/proof of purchase do not show connection to your name, you will need to submit supplementary materials, such as a bank or credit card statement in your name showing the funds in question. The DTP office can further advise if you have concerns about this.

Foreign currency requirements

Expenses entered onto the form must be listed in the currency in which they were incurred. If expenses were not incurred directly in GBP, list the foreign currency that the payment was made in and then enter the relevant exchange rate from that currency to GBP **as it was on the date of payment** (*Example: if the conference you have funding for took place on 12th July, but you paid the registration fees on 22nd June, then you need to use the historical exchange rate from the 22nd June*).

Either provide a bank statement showing the exact exchange rate incurred on the payment or see <https://www.xe.com/currencytables/> to find the historical exchange rate for the day of purchase. The evidence of this historical exchange rate(s) will need included with your claim for any lines containing a foreign currency, by taking a screenshot of the applicable [Xe.com](https://www.xe.com) page or submitting a copy of the relevant bank/card statement showing the purchase and exchange rate.

Claimant Disclaimer

As expense claims are being submitted digitally at this time, the finance team is requiring that **all** Claimants complete the following statement with their relevant details:

“I (**claimant name**) can confirm that the claim for reimbursement of (**Total**) whilst on University business during the period (**dates of expense**) is in respect of bona fide business expenses, incurred wholly, exclusively and necessarily on behalf of the University.”

This must be sent to granduniondtp@socsci.ox.ac.uk in a separate email where possible, and we will attach it to the claim when forwarded to the finance team.

Please note that you will need to re-do this statement if anything in your original claim is incorrect that changes the overall total, so we stress the importance of ensuring you complete the form correctly on the first go.

Supervisor authorisation

Your supervisor will need to send an email separately to granduniondtp@socsci.ox.ac.uk confirming they are in support of the costs as listed on the claim.

NOTE: This is a separate statement of support than was included in your original RTSG application and the DTP cannot use the supervisor’s statement of support from the application for the expense claim process. Please therefore request that they send a brief email stating their support/approval of your expenses when you go to submit the expense claim form.

Summary checklist:

1. Have you entered your personal and banking details on the top section of the expense claim form?
2. Have you entered all relevant expenses/purchases on the form? (Extra lines available on Tab 2 if needed)
3. Were any of the purchases made in a foreign currency? If YES, have you included evidence of that exchange rate with you claim materials?
4. Have you signed (digital fine) and dated the form on the Claimant signature line?
5. Has your supervisor emailed their confirmation of approval to the DTP inbox?
6. Have you compiled and included all relevant receipts for the purchases listed on the claim?
7. Are you claiming funds approved for a conference/training course/other event? If YES, have you included the proof of attendance/completion of that activity with your claim materials?
8. Have you completed the Claimant statement and sent it to the DTP in a separate email?
9. Only complete down to the Claimant signature line—the DTP office will fill in the costing/budgeting boxes on the lower half of the form.