

# Research Training and Support Grant

## Oxford finance process for expenses pre-January 2019

### Submitting a request for reimbursement

Supply a covering letter, along with your checklist confirming what was approved, detailing what you are claiming.

- Complete the relevant claim form ensuring you are using the most up-to-date version (your local DTP Office can advise).
- Only original receipts and invoices will be accepted (not scans or photos) and they must show that you incurred the expense for which you are claiming. Where only electronic receipts are issued (e.g. from a website), printouts of these are acceptable to be attached with expenses claim form. Please note that bank statements alone are not sufficient evidence of expenditure and do not qualify as receipts.
- The above includes train and bus tickets so make sure you keep them when travelling.
- Provide supporting evidence, e.g. details of a conference from relevant website, enrolment certificate, completion certificate, etc.
- Ensure that your supervisor has approved the expenditure by the process for your home institution.
- Include print-outs of currency exchange rates using [www.xe.com](http://www.xe.com) for the date you incur any costs in foreign currency (must be completed separately for **all costs** listed on your claim).

The expenses claim process is governed by the University Finance Division, and subject to their requirements. Please ensure you follow the below advice to help process your claim successfully:

- You must use the latest version of the expense claim form – any older forms will be returned to you. The most up-to-date version of the form can be found at: <http://www.admin.ox.ac.uk/finance/epp/forms/expensesandrelocation/>
- Claims should be submitted no later than three months after the expense has been incurred, however under no circumstances will the Finance Office approve reimbursement of expenses that occurred over 12 months previously.
- Ensure that your supervisor signs the claim form or, if they are not in Oxford, sends an email to [granduniondtp@socsci.ox.ac.uk](mailto:granduniondtp@socsci.ox.ac.uk) confirming they are happy with the costs on the claim.
- In the Employee number box on the form, please put 'student'
- Do not fill in the budget/cost coding boxes at the bottom of the claim form
- Note that it will take 2-3 weeks to process a claim where all the required steps have been followed correctly. This will increase if we need to request additional or correct information.
- The Finance Office will only accept hardcopies of the claims form, signed in ink by the student and supervisor (not an electronic version). The form must be printed in portrait layout, not landscape.

- The form, letter and receipts should be mailed to:  
DTP Office, Social Sciences Division  
Hayes House, 75 George Street  
Oxford, OX1 2BQ

## **Guidance per expense type**

While it isn't possible to provide an exhaustive guide for all expense types and eventualities, the following is an overview of the most common types of expenses.

### **Research Survey Costs**

RTSG can support costs related to printing of questionnaires, stationery, telephone calls.

### **Travel and accommodation**

Mileage rates for cars can be claimed - please ensure that you provide a printout of the route taken (*Google or the AA, etc. provide journey planners that could be used to generate the route taken*). Please note that mileage cannot be claimed for hire cars, as the cost of depreciation is factored into the hire car charge - only petrol costs and the cost of hiring the vehicle itself can be claimed.

Keep in mind that you will need to provide details of currency conversion for the date of purchase and provide original receipts. If you have concerns about obtaining receipts, or you have difficulty while overseas, please contact your local DTP Office immediately to discuss if alternative arrangements can be approved with the relevant Finance Office.

### **Equipment**

The DTP may purchase small items of equipment (e.g. cameras, tape recorders, films) required for fieldwork expenses if they are not already available through the Department or local DTP Office. Equipment purchased through RTSG funds will remain in the custody of the DTP following completion of the award, and will normally be purchased through University preferred suppliers. Please check this with your Department before applying as it may affect the estimate of costs.

### **Books**

Students must explain why they need the book and it should be in direct support of their research. They must demonstrate that the book is not available at the University's libraries, e.g. by including a printout from the University system to show that the book in question is not available.