

## Hart, Katrina

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**From:** Burgess, Rachel  
**Sent:** 23 April 2024 09:23  
**To:** Hart, Katrina  
**Cc:** Gilmour, Heike  
**Subject:** RE: Prolific claim - Approval requested for late expense claim

Hi

As you know our [expenses policy](#) states that claims for reimbursement should be made on a timely basis and not later than eight weeks after the expenditure has been incurred.

As acting CFO I will approve these claims on the understanding that:

- 1) This is an exception and all future claims will be submitted within 8 weeks
- 2) The reasons for the delay were that grant funds have become available
- 3) There are no funder rules that prohibit late claim of expenses

Please attach this email to the claim as proof of CFO approval as an exception.

Kind regards  
Rachel

Rachel Burgess  
Deputy Director of Finance - Operations  
Royal Holloway, University of London  
Email: [Rachel.Burgess@rhul.ac.uk](mailto:Rachel.Burgess@rhul.ac.uk)



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**From:** Hart, Katrina <Katrina.Hart@rhul.ac.uk>  
**Sent:** Friday, April 19, 2024 3:56 PM  
**To:** Burgess, Rachel <Rachel.Burgess@rhul.ac.uk>  
**Cc:** Gilmour, Heike <Heike.Gilmour@rhul.ac.uk>  
**Subject:** Prolific claim - Approval requested for late expense claim

Hi Rachel

I hope you are well.

We have received the email below from Nick and seek your approval please for him to submit an expense claim outside the 8 week window based on his explanation below please?

Thanks very much,  
Katrina

Katrina Hart

**School Administration Officer**

School of Life Sciences and the Environment,

Wolfson Building, Room 118

Royal Holloway University of London, Egham Hill, Egham, Surrey TW20 0EX

01784 276296

Tuesday – Friday: 9am – 5pm

She/her

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**From:** Furl, Nicholas <[Nicholas.Furl@rhul.ac.uk](mailto:Nicholas.Furl@rhul.ac.uk)>

**Sent:** 19 April 2024 10:15

**To:** Hart, Katrina <[Katrina.Hart@rhul.ac.uk](mailto:Katrina.Hart@rhul.ac.uk)>; Gilmour, Heike <[Heike.Gilmour@rhul.ac.uk](mailto:Heike.Gilmour@rhul.ac.uk)>

**Subject:** Prolific claim

Hi Katrina & Heike,

I just wanted to give you a heads up. Hope this is ok. Last summer, I spent quite a bit on some Prolific participants for a study (using my Prolific account / credits in my name). £1015.60 in fact. I thought I was just going to have to eat this cost out of pocket. But Ryan recently offered to absorb this study into his NOMIS grant and invited me to submit a claim for it to R11485-10. I thought I'd send a heads up, since the claim will be so dated and also it'll be me submitting Prolific documentation in my name to one of Ryan's codes. Please let me know if this poses a problem, at least on School level.

I hope all is going well finance wise? I'll be back in the Finance Director seat in about a month's time when leave is up ....

Best,

Nick

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