**PR7 Non-University and External Personnel - Expenses/Fee Claim Form**

# Please read the ‘[PR7 Fees/Expenses - Guidelines for claimants](https://documents.manchester.ac.uk/display.aspx?DocID=28615)’ before completing this form

**Please tick the relevant box to state the nature of your claim**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fee Only** |  | **Expenses Only** |  | **Fee and Expenses** |  |  |

**Section 1: Personal details**

|  |  |
| --- | --- |
| **University of Manchester Ref No./ID No. (if known)** |  |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Date of Birth** |  |
| **National Insurance Number** |  |
| **Gender\*** |  |
| **Nationality\*** |  |
| **Address** |  |
| **Contact Telephone Number** |  |
| **Email address** |  |

\* This field is mandatory for HESA (Higher Education Statistics Agency) requirements on Fee payments. The claim is dependent on the information being completed.

**Section 2: Bank Details**

**UK Bank details** (please note all payments are made into a bank account, we no longer make cheque payments)

|  |  |
| --- | --- |
| **Bank** |  |
| **Branch** |  |
| **Sort code (6 digits)** |  |
| **Account number (8 digits)** |  |
| **Building Society reference number** |  |

**Non-UK bank details** (If this space is not adequate, please attach a separate sheet with instruction of how to process a foreign transfer from the UK)

|  |  |
| --- | --- |
| **Bank** |  |
| **Branch** |  |
| **Branch address** |  |
| **IBAN number** |  |
| **Routing, Clearing number** |  |
| **SWIFT number** |  |
| **Specify currency** |  |

**Section 3: Details of fees/expenses claimed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty/Directorate\*** |  | **School/Institute/Dept.\*** |  |

\* These fields are mandatory on all PR7s e.g., FSE E.g., Dept MACE/EEE/CS/CE

**Fees**

Please Note: You will need to complete an HMRC (HM Revenue and Customs) assessment to claim fees. Please use this [link.](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=46166) Please note that all expense claims should be submitted within 3 months (90 days) of incurring the expenditure.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Detail of fee claimed**  (Please attach supporting documentation if available) | |  | | | | |
| **Category of work undertaken (**[**See Guidelines**](https://documents.manchester.ac.uk/display.aspx?DocID=28615)**)** | | |  | | | |
|  |  | |  | |  | |
| **Dates of work undertaken** | |  | | **Total number of hours worked** | |  | |

|  |  |
| --- | --- |
| **Total of fees claimed** | **£** |

**Expenses**

*NB:*Please submit **original** receipts (not copies) for every item of expenditure claimed. Tips are not reclaimable. Credit card statements, booking, registration or application forms, cheque stubs, etc. do not qualify as receipts. If receipts have been lost, please include an explanation and as much detail regarding the expenditure as possible.

|  |  |  |  |
| --- | --- | --- | --- |
| **Private car usage**  Fill in this section to claim back for miles when you have made your own travel for a University related trip. Miles are calculated from either your home or workplace, to the venue and back. It is important that journeys requiring a longer distance than usual are explained in full. | | | |
| From – Full address & postcode |  | | |
| To – Full address & postcode |  | | |
| **How to calculate the mileage and what rate to use**   * 45p per mile for the first 150 miles of a return journey * 25p per mile for all subsequent miles of any return journey | | | |
| No. of miles claimed @ 45p per mile | |  | **£** |
| No. of miles claimed @ 25p per mile | |  | **£** |
| Total Mileage claimed | | | **£** |

Rail/Air Fare and hotels – these should only be used where Key Travel (<https://my.keytravel.com/uk)> has not been used.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rail/Air travel** Unfortunately, the University of Manchester can only process **standard** fare travel on all Rail and Air travel.  You should only purchase your own tickets if you have received prior permission from your Ops team. If not, you risk your claim being rejected. | |  | **Taxi travel**  Please include all taxis/Ubers used. If there are multiple, please number each trip. Taxis/Ubers should only be used when public transport is unavailable. | |
| **From** |  |  | **From** |  |
| **To** |  |  | **To** |  |
| **£** |  |  | **£** |  |

|  |  |
| --- | --- |
| **Hotel and subsistence -** city tax paid at hotels, food, drinks etc. | |
| **Give full details** |  |
| **£** |  |

|  |  |
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| **Other expenses -** this section is for consumables, Visa fees and any other miscellaneous items. Please ensure you have checked eMarketplace and contacted your Ops team before purchasing items for University work. If not, you risk your claim being rejected. | |
| **Give full details** |  |
| **£** |  |

Please submit **original** receipts (not copies) for every item of expenditure claimed

Expenses incurred in a foreign currency will be converted to Sterling at the rate on the date of the original transaction. Where an individual has bona fide proof (an original receipt) clearly showing the exchange rate at the time of purchase, this should be accepted. If such evidence is not available, the Payroll Office will use the exchange rates as published on <https://www.xe.com/> or a similar website. As foreign exchange can be obtained free of commission charges at most UK banks, the Post Office and some supermarkets, the University will not normally reimburse such costs.

|  |  |
| --- | --- |
| **Total of expenses claimed** | **£** |

**Section 4: Authorisation**

If you do not know the finance code, please ask your academic supervisor / line manager. Please note R/P codes require a task code.

A full list of I&E codes can be found here: [I&E and Category Codes (The University of Manchester)](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=26300)

Common I&E codes can be found here: [Common I&E codes.xlsx](https://livemanchesterac.sharepoint.com/:x:/s/UOM-FSE-SoE-CoreOperations/EWr0WuQnrJpErKUIldX1Va4BgJ4hWJK70F6FLucfZaBROg?e=OnFcFy)

If you are claiming for different expenditures, they may have different I&E codes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Finance code** | **I&E code** | **Task code** (if applicable) | **Amounts** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | | |  |

**By signing this form, you are declaring that the fees/expenses being claimed are:**

1. In accordance with the University's Financial Regulations and Procedures
2. In respect of fees/expenses wholly necessarily and exclusively incurred whilst engaged on the business of the University
3. No other claim has been made or will be made to this or any other organisation for the fees/expenses claimed
4. Adequate funds are available from an approved budget

|  |  |
| --- | --- |
| **Signature of claimant** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Budget/Grant Holder signature:** To be completed by BUDGET or GRANT HOLDER, who is not the claimant, against the finance code detailed below. The budget holder may not always be your supervisor. Email approvals are acceptable and must be attached. The names and dates of emails must be inserted into the document.  Please check the budget holder here: <http://app.manchester.ac.uk/authsigs/default.aspx>  Please note, the budget holder is not always the supervisor. | |
| **Please print full name** |  |
| **Signed** |  |
| **Date** |  |

**All PR7s require two different signatures. If the Budget holder is also an AUTHORISED signatory, another authorised signatory within the school must also sign the form.**

|  |  |
| --- | --- |
| **Authorised signature:** To be completed by an officially listed authorised signatory, who is not the claimant, from the school/institute/department detailed in Section 3. Email approvals are acceptable and must be attached. The  names and dates of emails must be inserted into the document.  Please check the authorised signatory here: <http://app.manchester.ac.uk/authsigs/default.aspx>  If the authoriser is your Deputy School Operations Manager (DSOM), please leave this blank and Ops will complete. | |
| **Please print full name** |  |
| **Signed** |  |
| **Date** |  |

|  |
| --- |
| **In exceptional circumstances** **where the authorised signatory is also the budget holder, such as a conference organiser or research grant holder, and there is no second authorised signatory they may sign in both capacities and tick the disclaimer below.** |
| *I am able to confirm from personal knowledge that this claimant and the claim are genuine, and all the expenses claimed are wholly, necessarily and exclusively for bona fide University purposes.* |

**Section 5: Checklist (to be completed by School/Department before sending to** [**feesandexpenses@manchester.ac.uk**](mailto:feesandexpenses@manchester.ac.uk)**)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Has the claimant signed and dated the form?** |  |  |  |
|  | **Has a valid finance code been provided?** |  |  |  |
|  | **Has the claim been signed by the budget holder and a second authorised signatory?** |  |  |  |
|  | **Have valid bank details been provided?** |  |  |  |
|  | **For fees: Has a New Starter Checklist been completed and attached?** |  |  |  |
|  | **For expenses: Are all original receipts attached or has information and an explanation been provided for missing receipts?** |  |  |  |

|  |  |
| --- | --- |
| **Any questions/queries about this PR7 please contact** |  |