**Guidance for PR7 Requests**

**Our SharePoint site** [Fees and Expenses (sharepoint.com)](https://livemanchesterac.sharepoint.com/sites/UOM-FSE-SNS/SitePages/SoNS-Ops-FeesExpenses.aspx#submitting-a-pr7-claim)

You should always contact your Ops team before making a purchase yourself. Conferences and travel should be booked via your Ops team.

To claim an expenses or fee, you will need to complete the attached PR7 form – you must specify whether this is an expenses claim, a fee claim or both.

**Section 1**

Please complete Section 1 fully; ID number is staff/student number

**Section 2**

Please complete section 2 fully

**Section 3**

Faculty: FSE

School: SoE/(Dept)

Please fully complete the section on fees, expenses or both depending on your claim:

**Fees**

This is for work where a PR5 is not appropriate – information to be included:

Explanation of work undertaken to include hours worked and agreed hourly pay rate;

Category of work explanation: <https://documents.manchester.ac.uk/display.aspx?DocID=28615>

Please Note: You will need to complete an HMRC assessment to claim fees. Please find attached the link: <https://www.gov.uk/guidance/check-employment-status-for-tax>

**Expenses**

Car usage – complete all sections and calculate mileage:

Motor Vehicle

* 45 pence for the first 150 miles of a return journey.
* 25 pence for subsequent miles.

Motor Bike

* 22.5 pence per mile (50% of car allowance), no limitation for number of miles.

Car Share Mileage Rate

* + Staff are able to claim a car share mileage rate of 5 pence per passenger for private car business mileage in addition to the standard car mileage allowance.

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

Other – complete reasons for the purchases and amount.

**Please note: If you have multiple receipts, please use the spreadsheet below section 5.**

**Section 4**

This section is for you to sign and then obtain the budget holder and approval signature.

If you are unsure of your finance code please seek guidance from you supervisor or line manager.

**Please note: you will need a task code for any P and R codes used. Task codes do not apply when using an AA code.**

Before obtaining budget holder & approver signatures you need to insert the charge code, I&E Code [I&E and Category Codes (The University of Manchester)](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=26300) and any task code (If applicable) along with value into the finance section at the bottom of the page.

If you do not know who the budget holder is for the charge code please access: <http://app.manchester.ac.uk/authsigs/default.aspx>

It is not necessary to have inserted e-signatures, it is also acceptable to have email confirmations from the budget holder & approver that they’re happy to approve the claim. The names and dates of emails must be inserted into the document.

Once fully completed you can send along with receipts/email approvals to your departmental operations for review and advise on any changes (if any) prior to sending into [feesandexpenses@manchester.ac.uk](mailto:feesamdexpenses@manchester.ac.uk)

**Please note: If you have any missing receipts you will need to provide justification why this is the case.**



