PGR / CDT STUDENT EXPENSE CLAIMS
EXEMPLAR SUBMISSION AND GUIDANCE

Following the implementation of P&M and the closure of the eExpenses system, the School has had to revert to processing PGR Student Expense Claims as a manual, offline process. Manually processing student expense claims is a time consuming administrative process if information is not presented for assessment in a logical and organised way.

The exemplar guidance below is provided to demonstrate how PGR students should organise the presentation of a student expense claim, prior to submission.

Please follow this guidance carefully: the more organised your submission, the quicker it can be reviewed by the relevant Finance Administrator and the quicker the payment will be processed by the central Finance Helpline.

Key things to note:

- All receipts must be included and clearly visible/interpretable - all ineligible costs (e.g. alcohol, personal toiletries etc) should be clearly redacted from the receipts and the claimable amount adjusted accordingly.

- Evidence of the exchange rate and the converted claimable amount must be provided where receipts are not issued in GBP.

In addition to the Student Expense Claim form and the receipts, you must also provide:

- A copy of the Funds Request Form (or equivalent other), which evidences that the funds were pre-approval by the programme director and/or budget holder.

- (if applicable) A copy of the Diversity Travel Invoice document, where travel was booked and paid for via Diversity Travel.

Please note that that incomplete, inaccurate or badly organised expense submissions will be rejected and returned to students for correction and resubmission.

Link to UoE Expenses Policy: https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/expenses-policy
EXEMPLAR SUBMISSION

As per Section 2 of the Student Expense Claim Form:

<table>
<thead>
<tr>
<th>Section 2: Expense details (claimed amounts by common category)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Conference registration fees (Acct code 2644)</td>
</tr>
<tr>
<td>B = Poster printing costs (Acct code 2351)</td>
</tr>
<tr>
<td>C = Travel/transport (air, rail, bus) (Acct code 2688)</td>
</tr>
<tr>
<td>D = Taxi fares (Acct code 2683)</td>
</tr>
<tr>
<td>E = Meals/subsistence (Acct code 2689)</td>
</tr>
<tr>
<td>F = Other Expenses (Acct code various)</td>
</tr>
<tr>
<td><strong>Total claimed:</strong></td>
</tr>
</tbody>
</table>

Payment Currency (i.e. GBP, EUR, USD) GBP

LIST OF RECEIPTS AND DETAILS OF EACH INDIVIDUAL EXPENSE CLAIMED

<table>
<thead>
<tr>
<th>Receipt number</th>
<th>Date of receipt</th>
<th>Description</th>
<th>Amount (state currency)</th>
<th>Conversion rate (if applicable)</th>
<th>Claimable amount in GBP</th>
<th>Expense category (as in claim form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01 Nov 2022</td>
<td>Registration fee for Biological Data Science conference, Cold Spring Harbor Laboratory, 9-12 Nov 2022</td>
<td>$775 USD</td>
<td>1 USD = 0.88 GBP</td>
<td>£682.00</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>08 Nov 2022</td>
<td>Bus to and from UK airport</td>
<td>£4.50 x 2</td>
<td>NA</td>
<td>£9.00</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>13 Nov 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>08 Nov 2022</td>
<td>Taxi from (Non UK) airport (JFK) to Cold Spring Harbor Laboratory</td>
<td>$26.91</td>
<td>1 USD = 0.88 GBP</td>
<td>£23.68</td>
<td>D</td>
</tr>
<tr>
<td>4</td>
<td>12 Nov 2022</td>
<td>Meals (lunch)</td>
<td>$6.18 USD</td>
<td>1 USD = 0.88 GBP</td>
<td>£5.43</td>
<td>E</td>
</tr>
<tr>
<td>5</td>
<td>12 Nov 2022</td>
<td>Meals (dinner)</td>
<td>$27.20 USD</td>
<td>1 USD = 0.88 GBP</td>
<td>£23.94</td>
<td>E</td>
</tr>
<tr>
<td>6</td>
<td>13 Nov 2022</td>
<td>Meals (dinner)</td>
<td>$19.50</td>
<td>1 USD = 0.88 GBP</td>
<td>£17.16</td>
<td>E</td>
</tr>
</tbody>
</table>
Currency Conversion rate

1 USD = 0.88 GBP, on Wed 9 Nov 2022

Latest Currency Exchange Rates on travel date:
Receipt 1 = Email and transaction receipt, 01 Nov 2022, Registration fee for Biological Data Science conference, Cold Spring Harbor Laboratory, 9-12 Nov 2022. $775 USD = £682.00 GBP

From: Joe Bloggs <Joe.Bloggs@ed.ac.uk>
Sent: 14 March 2023 15:51
To: Joe Bloggs <Joe.Bloggs@ed.ac.uk>
Subject: CONIRMATION of Registration fee for Biological Data Science conference, Cold Spring Harbor Laboratory, 9-12 Nov 2022

The 2022 Biological Data Science Conference – Confirmation and receipt

Joe Bloggs  
567 Edinburgh Road  
Edinburgh  
EH1 1XX

Dear Joe,

Thank you for registering for The 2022 Biological Data Science Conference at Cold Spring Harbor Laboratory, 9-12 Nov 2022. We are pleased to confirm that we have received and processed your credit card registration in the amount listed below.

Please print this message as your receipt.

Details

01/11/2022
1 x Student Full Conference – in person $775.00
Joe Bloggs (1234567)
E-Commerce Credit Card payment (Visa) $775.00

Total Purchase: $775.00
Total Payment: $775.00
Total Due: $0.00

Your registrant ID is: 1234567
Your confirmation code is: Y7SR-ENT_POEW-65H-98M

You may go back into your registration form to make adjustments by going to www.datascienceconf/chl/login and type in your email address and registrant number.

Click here for your Invitation Letter.

Please find your Official Invoice here.

Please find cancellation policy here.

Sincerely,  
CHL Conference Administrator
Transaction Receipt

Store #: 01199304
Terminal ID: 00089304

Nov 1, 2022 12:30:33 PM
Electronic Commerce (Internet) Sale

Billing Address

GBR

Card number: 535674...
Brand: Visa
Status: APPROVED
Approval code: 184279
External Transaction ID: 230734
Order Number: 1234567
PO Number:
Invoice Number: JE1234567

Subtotal: 775 USD
Delivery: 0.00
VAT/GST: 0.00
Total: 775 USD

Please retain this copy for statement verification.

01 Nov 2022, 12:30:33 PM

Internet Payment Gateway

Thank you, Your payment was successful.

Payment method:
Visa
Time:
Sunday, 1 November 2022 12:30:33 o'clock GST
Ref. No.:
0931323658078
Order id:
1234567

PRINT

Your Order

Invoice Number
Subtotal
Amount

JE1234567
775 USD
775 USD

This is a secure page which uses SSL/TLS (Secure Sockets Layer/Transport Layer Security) to encrypt and securely transmit your payment data.

magnati
Payments into Possibilities

Version 1_March 2023
Receipt 2 - Bus to and from UK airport, 2 x £4.50 = £9.00 GBP
Receipt 3 – 08 Nov 2022 - Taxi from (Non UK) airport (JFK) to Cold Spring Harbor Laboratory $26.91 = £23.68 GBP

When presenting receipts for taxi journey, please state the departure and destination points.

Please note that the Expense Policy states that “public transport should be used in the first instance”. So we would not expect students to be taking taxi journeys where public transport is available. However, where this is not practical, for safety reasons or complexity of journey, taxis can be used.

UoE Expense Policy
Taxis
May be permitted for short and infrequent journeys.
Receipt 4 – 12 Nov 2022 – Meals (lunch) = $6.18 = £5.43

Receipt 5 – 12 Nov 2022 – Meals (dinner) = $27.20 = £23.94

When presenting receipts for meals, please state if they are breakfast, lunch or dinner receipts. This allows Finance Admins to check spend against the allowable meal limits as permitted by the UoE Expense Policy.

UoE Expense Policy
Meals and Beverages

Food and beverages taken as a meal (breakfast, lunch and dinner) can be claimed while travelling on University business if the meal-time falls within the journey. Costs should not be excessive.

As a guide, reasonable rates in the UK are considered to be:

Breakfast: £10
Lunch: £10
Dinner: £25

This guidance is on a per meal basis and cannot be used cumulatively.

Receipts must also be kept to substantiate claims.

Overseas subsistence rates are based on actual expenditure (i.e. cost of accommodation and meals) and must be evidenced by itemised bills and proof of payment.
When presenting a receipt that includes costs which are not attributable to you...

e.g. a shared food bill where individuals paid their respective costs

...you must clearly annotate the receipt to show the exact expenses that are being claimed and the overall amended total.