



### **ROLES & RESPONSIBILITIES**

**Student:**

<b>Ensure compliance with University's Expenses Policy</b>	<p>Please review the Policy and ensure all expenses being claimed adhere to and are within the University's Student Expenses Policy for approved spend.</p> <p><a href="https://www.gla.ac.uk/media/Media_774082_smxx.pdf">https://www.gla.ac.uk/media/Media_774082_smxx.pdf</a></p> <p>In the event there is a requirement for any expenditure 'outwith' policy, this must be specifically requested, providing clear justification to the Budget Holder, as part of the pre-approval process.</p>
<b>Seek Pre-Approval from budget holder</b>	<p>Contact Budget Holder and request electronic pre-approval of expenses to be reimbursed. The following information must be provided to the Budget Holder:</p> <ul style="list-style-type: none"><li>-Reason for expense;</li><li>-Breakdown of all expenditure;</li><li>-Total cost to be reimbursed;</li><li>-Declaration for any lost receipts and approval this expense can be reimbursed;</li><li>-For any expenses outwith policy, full justification on why this expense was incurred.</li></ul>
<b>Submitting expenses claim</b>	<p>Ensure all documentation is available and valid for attaching to electronic claim:</p> <ul style="list-style-type: none"><li>-Pre-approval from budget holder (should contain pre-approval for full amount of claim, sub-project details, approval for any lost receipts and additional approval note for any spend outwith policy);</li><li>-Correct Bank details are selected/on-hand to provide for reimbursement of payment;</li><li>-Clear and valid receipts for all expenditure being claimed (this includes copy of route planner when reclaiming for mileage)</li></ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"><li>* Credit card receipts in isolation are not a valid proof of purchase and will be rejected. Please refer to Student Expenses Policy appendix to validate acceptable receipts;</li><li>* The use of Airbnb is prohibited by the University;</li><li>* You must ensure you have sufficient driving insurance in place <b>prior</b> to undertaking any travel.</li></ul>
<b>Action required for Rejected Claims</b>	<p>Notification by e-mail will be given for any claims that are rejected, citing reasons for the rejection. Claims should be re-assessed within Student Centre, make necessary adjustments (where required) as per rejection information provided and claim re-submitted for approval.</p>
<b>Ensure adherence to Travel Insurance/Guidance for Expenses Claims</b>	<p>Please refer and ensure adherence to the University's Travel Insurance/Guidance information.</p> <p><a href="#">University of Glasgow - MyGlasgow - Finance: Insurance</a></p>

**Budget Holder:**

<b>Ensure compliance with University's Expenses Policy</b>	Please review the Policy and ensure expenses being claimed adhere to and are within the University's Student Expenses Policy for approved spend.  <a href="https://www.gla.ac.uk/media/Media_774082_smxx.pdf">https://www.gla.ac.uk/media/Media_774082_smxx.pdf</a>
<b>Provide pre-approval to student on expense claims</b>	Confirm pre-approval with the student electronically on expenses being claimed. Please confirm the following information within the pre-approval confirmation: -Confirmation expenses being claimed are within policy (see next section for costs outwith policy); -Total cost being approved for payment; -Sub-project (and name) to be debited with costs; -If claims are to be split across multiple sub-projects, please ensure clear guidance on which spend is against which sub-project.
<b>Provide additional approval for expenses using 'Other' Category (outwith Policy)</b>	Confirm that the student has provided justification for any expenses required to make which are 'outwith' policy (if this hasn't been provided, please seek this from the student prior to giving approval sign-off).  Please make an <b>additional</b> approval note within confirmation back to the student that this spend has been justified sufficiently and approved for payment.  Administrative support staff who review and accept the claims in the MyCampus system must have visibility of the pre-approved expenditure.

**College Admin Staff:**

<b>Accept claims for processing</b>	Review submitted claims and 'accept' claims for processing.
<b>Pre-Approval from Budget Holder</b>	Review pre-approval evidence provided by the Budget Holder. The following information should be provided: -Confirmation expenses being claimed are within policy; -Additional approval/justification for any costs outwith policy; -Total cost being approved for payment; -Sub-project (and name) to be debited with costs; -If claims are to be split across multiple sub-projects, please ensure clear guidance on which spend is against which sub-project. <i>(If the pre-approval evidence does not contain all of the details above the claim should be rejected back to the student).</i>
<b>Review of Expenditure</b>	Review each line of expenditure, ensuring that all necessary documentation attached is valid and correct.

	Review total cost of claim is within the agreed approved spend noted within the pre-approval evidence.
<b>Entering Sub-Project details</b>	Enter/select sub-project details against each line of expenditure being claimed, as per details provided within pre-approval evidence.
<b>Approve/Reject claim</b>	<p>Based on the review of the claim, approve the claim for payment or reject the claim back to the student citing relevant reason claim has been rejected.</p> <p>Where claims have been accepted and approved in error and payment has thereafter been disbursed to the student via the weekly BACS process, it is the responsibility of Administrative Staff to liaise with the student and the University's Finance Office to have the funds reimbursed to the University.</p>
<b>Ensure adherence to Travel Insurance/Guidance for Expenses Claims</b>	<p>Please ensure expenses claims adhere to the University's Travel Insurance/Guidance information.</p> <p><a href="#">University of Glasgow - MyGlasgow - Finance: Insurance</a></p> <p>When approving claims, Admin staff are required to confirm:</p> <ol style="list-style-type: none"> <li>1. That you have considered whether a Travel Insurance Claim should be made in respect of the Expenses Claim, by reviewing the information in the link noted above;</li> <li>2. If required, that you have submitted the Travel Insurance claim to the Insurance Team at: <a href="mailto:finance-insurance@glasgow.ac.uk">finance-insurance@glasgow.ac.uk</a>; <i>If the answer to Q2 is Yes, then see Q3 below</i></li> <li>3. You acknowledge that the decision to pay an Insurance Claim is at the discretion of the insurer, and so the School/College may not be reimbursed.</li> </ol>

#### Central Finance:

<b>Weekly Payment Run</b>	<p>Assess weekly Pre-Audit payment report for all approved expenses due to be processed via MyCampus BACS process.</p> <p>[Where claims have been processed in error, it is the responsibility of Administrative staff in the Colleges to liaise with the student and thereafter Central Finance to have the funds reimbursed to the University.]</p>
<b>Monthly Reporting</b>	Assess monthly MyCampus Compliance report on spend against 'Other' expense category and disseminate information to Colleges for review/clarification where required.