



The  
University  
Of  
Sheffield.

## **Department Of Finance.**

### **Expenses: Checkers Charter**

A self-service guide designed to inform Claimants, Checkers, Approvers and central Finance Staff of their responsibilities when processing:

- Non-Staff Expenses Claims
- Online Staff Expense Claims

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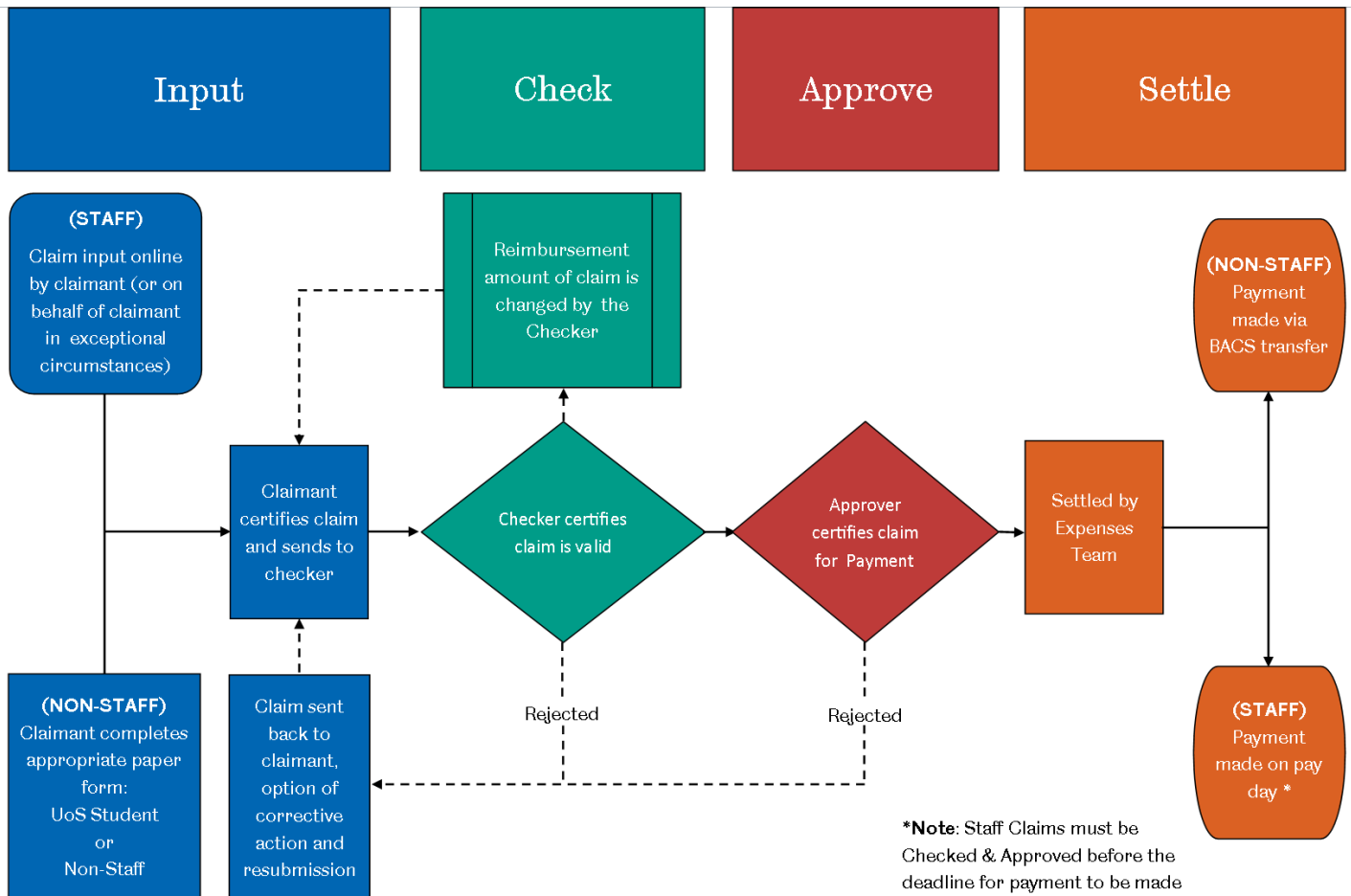
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#### 1. Introduction:

This guide aims to explain the process for claiming Expenses for all people involved. The 4 step process is described in the workflow below. The process for Non-Staff expenses and Online Staff expenses is equivalent apart from the points labelled below. Throughout the guide, rules and process for staff and non-staff expense claims are equivalent, except where explicitly described.



#### 2. Purpose of the Guide:

For the purpose of this guide the member of Staff submitting the expense will be referred to as the 'Claimant', the Departmental Checker as the 'Checker', the Departmental Approver as the 'Approver' and central Finance as the 'Expenses Team'.

This Guide will:

- Set out the responsibilities of the Claimant, Checker, Approver and Expenses Team.
- Provide advice on how the Claimant, Checker, Approver and Expenses team can correctly carry out their responsibilities.
- Provide links to Reference material which can be used by the Claimant, Checker, Approver and Expenses Team when carrying out their responsibilities.

## Claimant - Responsibilities

The Responsibilities of the Claimants are as follows:

- To ensure that any Expense incurred is a valid business Expenses which is compliant with [Financial Regulations](#).
- To ensure that at the time of claim, all Expenses have actually been incurred and a claim has not been made in anticipation of incurring future costs.
- To ensure that all Expenses claimed are for cost incurred solely by the claimant and not by third parties (i.e. family and friends).
- To ensure all Expenses claimed are receipted and itemised, that is that a claimant has provided an itemised VAT receipt which outlines the date the cost was incurred, description of the cost and the value of the cost.
- To ensure all parts of the claim form have been completed in full - incomplete claim forms will be returned for correction.
- To ensure that any business expense has prior approval from the budget holder/holders before the cost is incurred.
- The claimant must certify all claims, even if the submit on behalf of feature is used.

## Claimant - Advice

Advice to ensure the Claimants responsibilities are fulfilled :

- If a contactless payment method is used, please ensure a valid VAT receipt is obtained - you may need to manually request this from the vendor.
- Read our [dates guide](#) to ensure your claim is not future dated and that a claim does not prohibit future claims.
- Read the University's [Financial Regulations](#) and [Staff Fees, Benefits ad Expenses manual](#) to determine what is and is not a valid business Expense.
- Ensure that Financial Advice regarding [alcohol as subsistence](#) and [purchase of accommodation](#) is correctly followed.
- **(Staff Claims)** Any costs incurred with regards to drinks/meals in which some of the cost relates to a non-Staff member should be classed as hospitality. A [full list of all external attendees](#) **must** be supplied with the claim.
- **(Staff Claims)** Please ensure that all receipts are scanned. The receipt scans must be legible, clear, detailed and complete.

- **(Non-Staff Claims)** If the claim is to be made to a foreign bank account, please ensure that the full bank details are provided for an international bank transfer.
- **(Non-Staff Claims)** Make sure that the correct form is used - claims for University of Sheffield students are paid differently to other non-staff claims so must be completed on the appropriate form.

## Claimant - Reference Material

- [Staff Fees, Expenses and Benefits procedures manual](#)
- [Online video guides](#)
- [Guide to making an Online Expense claim](#)
- [Financial Regulations](#)
- [A-Z of Financial Advice Notes \(FAN\)](#)
- [Alcohol as Subsistence](#)
- [Purchase of Accommodation](#)

## Checker - Responsibilities

The Responsibilities of the Checker are as follows:

- To ensure that any Expenses incurred are valid business Expenses which are compliant with [Financial Regulations](#).
- To ensure that any re-imbusement is receipted in the form of a VAT receipt and that the value of the claim is equivalent to value of the receipts provided.
- To ensure that the dates provided on the claim are in conjunction with the dates of the receipts and that the claim is not future dated.
- To ensure that the cost of the claim has been correctly allocated to a valid Cost Centre or WBS Element. The code must be open until after pay day.
- To ensure that all claims use the correct VAT codes.
- To ensure that, unless in exceptional circumstances, all claims must be submitted within **3 months** of the cost being incurred.
- The Expenses Team will only carry out a random 10% check of claims, it is therefore the **responsibility of the checker** to ensure the claim is correct before it is submitted to the Expenses Team for Settlement.

## Checker - Advice

Advice to ensure the Checkers responsibilities are fulfilled :

- Be aware that if the value of the claim is changed by the Checker the claim will go back to the Claimant's myJob inbox for approval. Any other changes will not go back to the Claimant.
- Be aware that some expenses, such as airlines and hotel bookings, are not charged until the date of the expense. A claimant can not make a claim if they have made a booking but have not yet incurred a cost.
- We advise that there are multiple Checkers set-up in your department to ensure that there are Staff members available to continue with the workflow in the event of annual leave, maternity leave, long term sickness and secondments.
- If you are not sure whether a claim is allowed or not, always err on the side of caution and contact the Expenses Team for guidance.

## Checker - Reference Material

- [A complete guide to Checking a Claim](#)
- [Staff Fees, Expenses and Benefits procedures manual](#)
- [Guide to dating my Expense claim](#)
- [Online video guides](#)
- [Financial Regulations](#)
- [VAT Helpdesk](#)
- [A-Z of Financial Advice Notes \(FAN\)](#)

## Approver - Responsibilities

The Responsibilities of the Approver are as follows:

- To ensure that any Expenses incurred are valid business Expenses which are compliant with [Financial Regulations](#).
- To ensure that the cost of the claim has been correctly allocated to a valid Cost Centre or WBS Element and will be open until after pay day.
- To ensure that there are sufficient funds available in the Cost Centre of WBS Element to cover the cost of the claim.
- To ensure the claim is correct at the time of approval.

## Approver - Advice

Advice to ensure the Approvers responsibilities are fulfilled :

- Be aware of any funding codes which may have budgets which are exhausted or be close to exhaustion before approving a trip or expense.
- We advise that there are multiple Approvers set-up in your department to ensure that there are Staff members available to continue with the workflow in the event of annual leave, maternity leave, long term sickness and secondments.
- We advise that the approval role is not given to Heads of Department (“HoDs”) or other senior colleagues unless they are able to regularly fulfil the Approver role, Failure to regularly Approve will lead to claims being held up from payment.
- **(Staff Claims)** Don't allow claims to build up in your myJob inbox. Process them and send them to the Expense Team on a regular basis to ensure they meet the monthly payroll deadline.

## Approver - Reference Material

- [A complete guide to Approving a Claim](#)
- [Staff Fees, Expenses and Benefits procedures manual](#)
- [Guide to dating my Expense claim](#)
- [Online video guides](#)
- [Financial Regulations](#)
- [VAT Helpdesk](#)
- [A-Z of Financial Advice Notes \(FAN\)](#)

## Expenses Team - Responsibilities

The Responsibilities of the Expenses Team are as follows:

- To process and settle all Expense claims which have already been Checked **and** Approved before the deadline in time for Pay day.
- To carry out high level sense check of a random 10% sample of all claims to ensure claims adhere to the University's [Financial Regulations](#).
- To provide a detailed monthly report for the Heads of Departments (“HoDs”) to make them aware of the nature and amount of Expenses being claimed in their Departments and by each Staff member.
- To carry out training with regards to Online Expenses to any Departmental Staff who might require/request it.
- To communicate any changes which take place with regards to Expenses either via E-mail or the [myExpenses](#) web pages.
- To help and assist with any queries which might arise at either a Claimant or Departmental level.

## Expenses Team - Contact Us

Answers to the majority of Expense queries can be found on the [myExpenses](#) web pages. If however you feel that your query is not covered by the web pages then you can [contact the Expenses Team](#).

Post can be sent to the following address:

External:

*Expenses Team  
Department of Finance  
University of Sheffield  
Firth Court  
Western Bank  
Sheffield  
S10 2TN*

Internal:

*Expenses Team  
Department of Finance  
5th Floor, Arts Tower*