

DAMTP Expense Claims Policy: FD1A / FD1C Expense Claim Forms

If an individual has incurred personal expense on DAMTP business they can claim reimbursement for these costs by completing an expense claim form. Claims of less than £25 may be reimbursed from petty cash, for any claim over £25 an expense Claim must be submitted.

Monthly maintenance / subsistence allowances are processed via Payroll or the University Payment System (UPS) and never using an FD1A form.

All claims are checked against the criteria for taxable benefits. If the claim meets the criteria then a copy is required for the P11D file (contact the DAMTP Accountant for any queries surrounding taxable claims).

Checking Expense Claim Forms

Each expense claim should be checked for:

1. *Accuracy & Completeness*

- There are receipts / proof of purchase for all items listed (except mileage)
- The amounts on the form match those on the receipts
- Any currency conversions made by the claimant are correct (Check on www.xe.com)
- The total given on the form is correct
- Any mileage has been calculated correctly and justification that private mileage had to be used over public transportation. If not, then the equivalent 2nd class rail fare is to be reimbursed
- Economy class or equivalent to be used for air and rail travel.

2. *Authorisation*

The form has been signed and dated by both the claimant and an authorised signatory senior to the claimant, as follows:

- Researcher > PI
- PI > Accountant or Departmental Administrator
- Head of DAMTP > Accountant or Departmental Administrator
- Amounts over £3K by Head of Department

General Expense Information

- Expenses should be claimed **within three months** of incurring expenditure.
- Claims should be supported by documentary evidence of expenditure e.g. receipts, invoices, bills. If these are not available, claims may be paid for items less than £5 provided there are not a significant number of such items. Otherwise they are not reimbursable except in exceptional circumstances and in that event will be taxable.
- Policies for travel by air, rail or taxi can found here:
<http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-5b-expenses-benefits/travel-university-employees>