

Non-University and External Personnel – Expenses /Fee Claim Form PR7 Guidelines for claimants

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| General information | The University, as a recipient of public funding, is required by its auditors to comply with certain procedures and to apply appropriate standards of economy. External claimants are respectfully requested to bear this in mind when making a claim. |
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Self-employment

If you are self-employed you may not be required to complete this form

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| Self-Employed Status | If you are self-employed and claiming a fee, you may be eligible to be paid via the ES1 process. Guidelines in relation to this can be found on StaffNet. Please see link below: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11011 Employment / Supplier Status - Guidance for Managers (The University of Manchester) |
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Completing the form

PLEASE ENSURE THAT ALL SECTIONS ARE COMPLETED TO PREVENT ANY DELAYS IN PAYMENT

The form can be completed electronically or by hand but must be printed prior to signature. Complete sections 1 to 3 of the form and sign and date section 4. Return the form to the school/directorate you were engaged with for completion.

Section 1: Personal details

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| University of Manchester Ref No./ID No. | The university uses the SPOT (Single Point Of Truth) system to assign ID numbers and to ensure one continuous record within the university. If you have previously been engaged with the university as a member of staff/a student/external personnel you will have been assigned a SPOT number and this is your University of Manchester Ref No./ID No. |
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| Gender/Nationality | This information is required for the HESA return |
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Section 2: Bank details

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| UK Bank account | UK sort codes are 6 digits and account numbers are 8 digits. Building society accounts should have an additional reference number. |
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| None UK Bank account | The university is able to make payments into foreign bank accounts. Please provide as much information as possible to enable us to make the transfer successfully. Payment will be sent by the university but we cannot guarantee the date the amount will credit to your account. |
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Section 3: Details of fees/expenses claimed

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| Faculty/Directorate School/Institute | This information is required on all PR7s (Fees only, Expenses only, Fees and Expenses) to enable HR Services to confirm the validity of the claim and to confirm budget holder and authorised signatory information |
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Fees

Fees are for work undertaken and are paid via the university payroll and as such are subject to payroll deductions (Income Tax and NI contributions). Fees are paid once a month on the penultimate working day of the month. The monthly payroll cut-off date for fees submission is the 13th of each month i.e. the form must reach HR Services by the 13th of the month at the latest. Claims received after the cut-off date will be processed in the payroll of the following month.

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| Type of work undertaken | The category of work undertaken is required for the HESA return. Examples: Academic teaching/research, Computing/IT, Admin/Clerical, Nursing/Medicine, Technical, Other |
| Tax/National Insurance deductions | All fees are subject to Tax/NI deductions in accordance with HMRC rules. Please complete a New Starter Checklist if you are claiming a fee to ensure we put you on the correct tax code. https://www.gov.uk/government/publications/payee-starter-checklist Claims submitted without a New Starter Checklist will be subject to full, default tax and NI deductions. |

Expenses

Like all employers, the University is obliged by law to follow the rules imposed by HM Revenue and Customs (HMRC). These include a requirement that all expenses payments are "wholly, necessarily and exclusively" for work purposes. If this is not the case, expenses may be paid only at the discretion of the University, and income tax and National Insurance Contributions (NIC's) must be deducted from the payment.

HMRC also require that original receipts are provided with all claims. This gives the necessary proof that the expenditure was incurred and was for bona fide University business.

The University's Financial Regulations and Financial Procedures include further rules on expenses. These can be found at: <http://www.finance.manchester.ac.uk/compliance/>

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| Receipts | Please submit original receipts for every item of expenditure claimed. Credit card statements, booking, registration or application forms, credit or debit card stubs, cheque stubs and photocopies of receipts do not qualify. Tips are not reclaimable. If receipts have been accidentally lost or destroyed, or it was impossible to obtain them, a full explanation must be provided. Such claims may be refused, or paid only after deduction of income tax. Receipts in foreign languages and alphabets should be annotated at the time of purchase so it is known which transaction they relate to. Restaurant receipts must be fully itemised and state the number of diners and list all meals and drinks bought. HMRC will not accept a vague summary such as "meals", especially if the total bill is for a significant amount. |
| Mileage rates/journey details | Information regarding mileage rates can be found on the University website. All details must be included to allow proper and complete checking of your journey on our approved software package. It is important to provide information such as organisation visited, area, town and post code. Any journeys claimed that are greater than the amount specified on our package are adjusted accordingly. It is, therefore, important that journeys taking a longer distance for unusual circumstances, such as road works, must be explained in full. |

HR services politely request that receipts are presented in the following format:

The individual receipts and/or invoices should be secured onto a piece of A4 paper in a way that the receipts can be seen, i.e. laid out side to side rather than stapled on top of each other. The A4 sheet(s) should then be attached to the PR7 along with any A4 sized invoices or receipts.

This is to enable us to process, record and file your claim efficiently. This will also make the authorisation process easier for the budget holder and Head of Department as appropriate. Additionally it will facilitate subsequent extraction of information from the form e.g. in respect of Research Project returns.

Section 4: Authorisation

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| Signature of claimant | The signature of the claimant is required on all claims. By signing this form, you are declaring that the fees and expenses are being claimed are wholly necessarily and exclusively incurred whilst engaged on the business of the University and that no other claim has been made or will be made to this or any other organisation for the fees/expenses claimed |
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The remainder of Section 4 and the whole of Section 5 are for office use only and not to be completed by the claimant.

The PR7 form contains sensitive personal information which is covered by Data Protection legislation. To comply with the requirements of the legislation claimants are reminded of the necessity of keeping these forms, and the information contained within secure.