

School of Social Sciences

Equality, Diversity and Inclusion Committee; Social Responsibility Committee

Conference/Training Caregiving Costs Scheme

1. About the scheme

SoSS staff (both academic and PS), Teaching Assistants (TAs) and PGR students are invited to apply (or, if applicable, use your own Research Support Allowance (RSA) or Career Development Allowance (CDA)) for money from the SoSS Caregiving Costs Fund to subsidise childcare or other caregiving, **up to £400**, when an overnight stay is required for attendance at a conference or training event (or similar). How you spend the money (if approved) is up to you; it might be a matter of paying a trusted babysitter to stay overnight in your home while you are away, paying for crèche facilities at a conference venue, etc.

2. 'Work-related training': [HMRC rules](#) and how they apply

Our understanding from the HMRC guidance is that childcare costs can be reimbursed tax and NI-free if they are connected with 'work-related training'. This is defined as any training course or other activity which is designed to impart, instil, improve or reinforce any knowledge, skills or personal qualities which are, or are likely to prove, useful to the employee when performing his/her duties or will better qualify the employee to undertake the employment.

Academic staff (excluding TAs but including fixed-term teaching and/or research staff): We interpret the HMRC guidance to mean that you must be presenting a paper (or something roughly equivalent to that). You are expected to cover caring costs from your RSA or CDA unless you don't expect to have sufficient funds in your RSA or CDA to cover it. However, you still need to follow the application procedure below so that (a) we can ensure that claims are HMRC-compliant and (b) we can monitor how much use is being made of caring cost reimbursement across the School.

Teaching Assistants (TAs) who are not also PGR students are eligible for this scheme; however in order to comply with HMRC rules you must be undertaking 'training' that is related to your employment at Manchester, ie. teaching. Attending or presenting a paper at a conference or workshop that is specifically about pedagogy counts, as does any teaching-related training course; presenting a research paper at a research conference does not.

PGR students: Any activity that enhances your skills or career development (including presenting a research paper) is in principle eligible.

PS staff: You can claim for any conferences, networking and training events that relate to your job.

3. Criteria

In order to ensure that these conditions are met, and to ensure that the School funding stretches as far as possible, the following criteria will apply:-

- All academic staff (including fixed-term contract staff), TAs, PGRs, and PS staff are eligible to apply.
- You will need to get approval from the School Director of Social Responsibility **in advance** (see below), for which you will need to briefly explain how the trip meets the ‘work-related training’ criterion.
- The maximum amount that can be claimed is £400 per trip, with a maximum of two trips per person per academic year (to the **total value of £400**).
- Academic staff only: if you are requesting money from the Caregiving Costs Fund, you will need to confirm that you are expecting to spend your full RSA/CDA and cannot therefore use that to fund the caring costs.
- You may not normally use the money to pay friends or family members or to reimburse their travel expenses incurred in assisting with caring. However, there may be cases where this is the only realistic option (eg. having a partner accompany you to an event so that you can breastfeed); please consult the School Director of Social Responsibility if you’re not sure.
- You must be able to provide **an invoice/receipt** for the costs claimed. If you are using a casual babysitter or equivalent, just ask them to make (or do it yourself) an invoice document that includes their name and address, details of service (date/times, etc.) and amount paid.

4. How to apply

Approval in advance: You must send the School Director of Social Responsibility (claire.fox-2@manchester.ac.uk) an email requesting authorisation, even if you are using your RSA/CDA to reimburse the costs.

This should include:-

- Name
- Academic staff / PS / TA / PGR (delete as appropriate)
- Department (academic/TA/PGR) / office or role (PS)
- Give the name and location of the event you want to attend, and say briefly what you will be doing that satisfies the HMRC definition of ‘work-related training’ (see above).
- Say briefly what the money will be used for and who is being paid/reimbursed, and give an estimate of the amount needed. There is no deadline; funding will be allocated on a first-come-first-served basis until the money runs out.

5. How to claim the money

Don’t forget you will need to provide an invoice/receipt.

If you are claiming from your RSA or CDA, use that specific budget code (you can use the same form as any other expenses you are claiming for the same trip).

If you are claiming direct from the School's Caregiving Costs fund, you will need to enter the account code AA17931.

	<i>Please fill in:</i>	<i>Further notes:</i>
Academic and PS staff	An expenses claim form in the usual way via MyManchester. Submitting a claim Directorate of Human Resources StaffNet The University of Manchester	Select 'Conferences' as the category. In the 'Details' box, add what the cost was for: 'This expense was incurred for the purposes of work related training. Approval from SR Director given on ...', and give the date of approval.
TAs	PR7 'Non-University & external personnel fees & expenses form'	Return completed PR7 form with receipts to sooss.socialresponsibility@manchester.ac.uk
PGR students	PR7 'Non-University & external personnel fees & expenses form'	Return completed PR7 form with receipts to sooss.socialresponsibility@manchester.ac.uk

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