

Instructions for PR7 Claimants

Contents

Introduction	1
Claiming Fees.....	1
Claiming Expenses	2

Introduction

To claim your fee and/or expenses from the University, you must complete the attached form: [Fees Claim Form \(PR7\) - Non-University & External Personnel](#). Please ensure that you read the following guidance before completing the form: [Guidelines for Claimants](#).

It is important that claims are submitted in a timely fashion as claims over 3 months old may be declined.

Claiming Fees

- Please complete a [New Starter Checklist](#) if you are claiming a fee, to ensure we put you on the correct tax code.
 - All fees are subject to Tax/NI deductions in accordance with HMRC rules.
 - Claims submitted without a New Starter Checklist will be subject to full, default tax and NI deductions.
 - Ensure to answer the **Employment Start Date** question in the Starter Checklist with the same **Dates of Work** in the PR7 form (if the work took place over multiple dates, just the first date is needed for the Starter Checklist).
- **If you are self-employed**, we suggest you do not claim fees with a PR7, as this can cause you to be taxed twice. Guidelines in relation to this can be found here: [Guidelines for self-employed](#).
- Fees are usually paid at the end of a given month. If a claim is submitted for processing after a cut-off date, it will be paid at the end of the following month. Therefore the SLA for a Fee claim can be approx. 4-8 weeks. Please email **SALC FEC**

salcfeesandexpenseclaims@manchester.ac.uk for questions or to check the status of your claim.

Claiming Expenses

- Please submit original receipts for every item of expenditure claimed.
 - Credit card statements, booking, registration or application forms, credit or debit card stubs, and cheque stubs do not qualify.
- 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.
- Expenses typically take 4-6 weeks to process, but are paid weekly.

If you have any questions, or are waiting longer than expected for a payment, please do not hesitate to contact **SALC FEC** salcfeesandexpenses@manchester.ac.uk, where we will endeavour to answer your query.