

## **Cashiers Guidance Notes – Student Expenses**

The following notes are just some helpful guidance notes and things to remember when completing, submitting and receiving expenses. This list is not exhaustive and is in addition to all other guidance notes and regulations of faculties, services and the University itself.

### **Receiving Expenses**

- Expense claims up to the amount of £250.00 can be claimed in cash at the Cashiers section in the Adelphi Building at Financial Services. Only the claimant can collect the expenses and you will need to provide a valid form of identification when coming to the Cashiers section.
- Expense claims over the amount of £250.00 can be claimed by cheque at the Cashiers section in the Adelphi Building at Financial Services. Only the claimant can collect the cheque and you will need to provide a valid form of identification when coming to the Cashiers section. In certain circumstances a cheque can be collected by a third party but only if this is pre agreed in writing or by email with the Cashiers Manager or the Chief Cashier.

Dependant on the amount being claimed certain levels of authorisation may apply so you may be required to wait to receive your cheque whilst it is authorised at that time or you may be asked to come back at a later time to collect your cheque once it has been authorised. However, dispensation may be given for some claims to be paid outside of the normal procedures.

- Expense forms can be submitted to the Cashiers section for payment in the fortnightly cheque run. A list of submission dates and payment collection dates are available on the Cashiers section under Financial Services on the University website. Where several forms are being claimed at one time this method of payment will be used.
- Electronic methods of payment such as BACS are the preferred method of payment. If bank details are provided by the claimant then where possible, payments will be transferred into recipients' bank accounts.

### **Completion of Claim Forms**

The following must be adhered to or could result in a delay of the claim being processed or the return of the form for re-completion;

- No correction fluid of any sort should be used on any claim form as this will invalidate the form. Any errors should be crossed through once and the correction initialled by the budget holder.
- All forms must have a valid account code and project code in order for the claim to be processed. Any work order(s) or essential text should also be detailed
- Staff or student numbers must be entered on all expense claim forms
- All expense claims must be signed by a current authorised budget holder with the appropriate level of authorisation.
- No photocopies of forms will be accepted under any circumstances.

### **General Queries**

If there are any queries or requests in respect of payment of expenses then these should be submitted to our email address [fcashiers@uclan.ac.uk](mailto:fcashiers@uclan.ac.uk) or you can telephone us on 01772 892184 or 892186 / 892194 / 892195.