

## FINANCE TEAM GUIDANCE – STAFF EXPENSE CLAIMS

All staff on UK payroll should now be familiar with using SAP Concur to submit expense claims. New starters should automatically be set up once they have a payroll number, however please contact the [Finance Team](#) if you have any problems.

The Expenses Hub has guidance on using SAP Concur, the link to the portal and useful guidance on travel (Raven login required)

<https://www.expenses.admin.cam.ac.uk/>

### General Guidance on acceptable claims:

Claims should be in line with the University Employee Expenses policy and Funder guidelines/requirements. The Expenses policy was updated -1 October 2023.

Claims for travel & subsistence should follow the 5 key principles:

1. Value for money in terms of time, cost and environment
2. Business purposes only (claimant neither gains nor loses financially)
3. Only actual and evidenced costs are reclaimed
4. Avoid costs that an outsider might regard as unnecessary or excessive
5. Unavoidable – not possible/practical for the University to pay directly

There is more detailed information on specific expense types here:

[Annex - How to apply the expenses policy | Finance Division](#)

### Points to note:

**Claim** should be submitted within 3 months of the expenditure date.

**Airbnb/unregulated accommodation suppliers** – these are discouraged as they may not undergo sufficient safety checks. If used, they must be included on the risk assessment.

**Mileage claims in private vehicles** – drivers must have business insurance included on their policy (please ensure an up-to-date copy is sent to [finance@dpmms.cam.ac.uk](mailto:finance@dpmms.cam.ac.uk))

**Subsistence can be claimed for** - Meals where an employee is working away from either home or their normal place of work and should be within the approved rates. Check the rates here:

<https://www.expenses.admin.cam.ac.uk/expense-rates/subsistence-rates>

**Hospitality** – where multiple individuals are dining together. Must be for the benefit of the University, such as:

- Meal for an external speaker, following seminar
- Potential sponsors of research or donors
- Representatives of other institutions or bodies who are engaged in or contemplating collaborative work with the University

- Current sponsors in the course of reporting progress against their project

**Wine/Alcohol accompanying meals** – should be a modest amount (1 large glass) and not excessive in price (House Wine). Certain funders will not accept alcohol - note UKRI has recently updated its policy and no alcohol is allowable expenditure.

**Seminar Speakers** – please see separate guidance document.

**Classification of Entertaining:**

- **Business Entertaining** – provision of hospitality to non-employees including students
- **Staff Entertaining** – provision of hospitality to employees

**It is very important to specify the details regarding the hospitality as this has taxable benefit implications.**

- Total number of attendees – use the allocation on SAP Concur
- Attendee status (employee/student/business guest)
- Location (on/off site)
- Reason for the hospitality in your claim (seminar/workshop/meeting details and dates)

#### **Things you can do to help us process your claim**

Please upload copies of original **itemised** receipts, invoices or bills with your claim in SAP Concur. Bank transaction screen shots/statements alone **are not** sufficient as they only show the amount paid and not what was purchased.

Please indicate where the expense should be charged to using the GL code (format LEXX.XXXX) or grant code (LEAG/XXX; LEAH/XXX) if possible.

**Staff not on UK Payroll or TES** - Are not able to use SAP Concur. Please complete an FD1C expense form and send it to the DPMMS Finance team with your itemised receipts and approval.

**Visitor Expense Claims** - To be reimbursed please ask your visitor to complete an FD1A expense form and send it to us with the original receipts and a redacted bank statement.

**Student Expense Claims** - -Please refer to the 'Time Away from the Department' information on the Post Graduate webpage

<https://www.maths.cam.ac.uk/postgrad/current/information-current-phd-students/time-away->