

DRAFT DOCUMENT: AUGUST 2015, for amendment and updating

Getting Paid

A GUIDE TO CLAIMING PAYMENTS FROM THE UNIVERSITY OF
BRISTOL

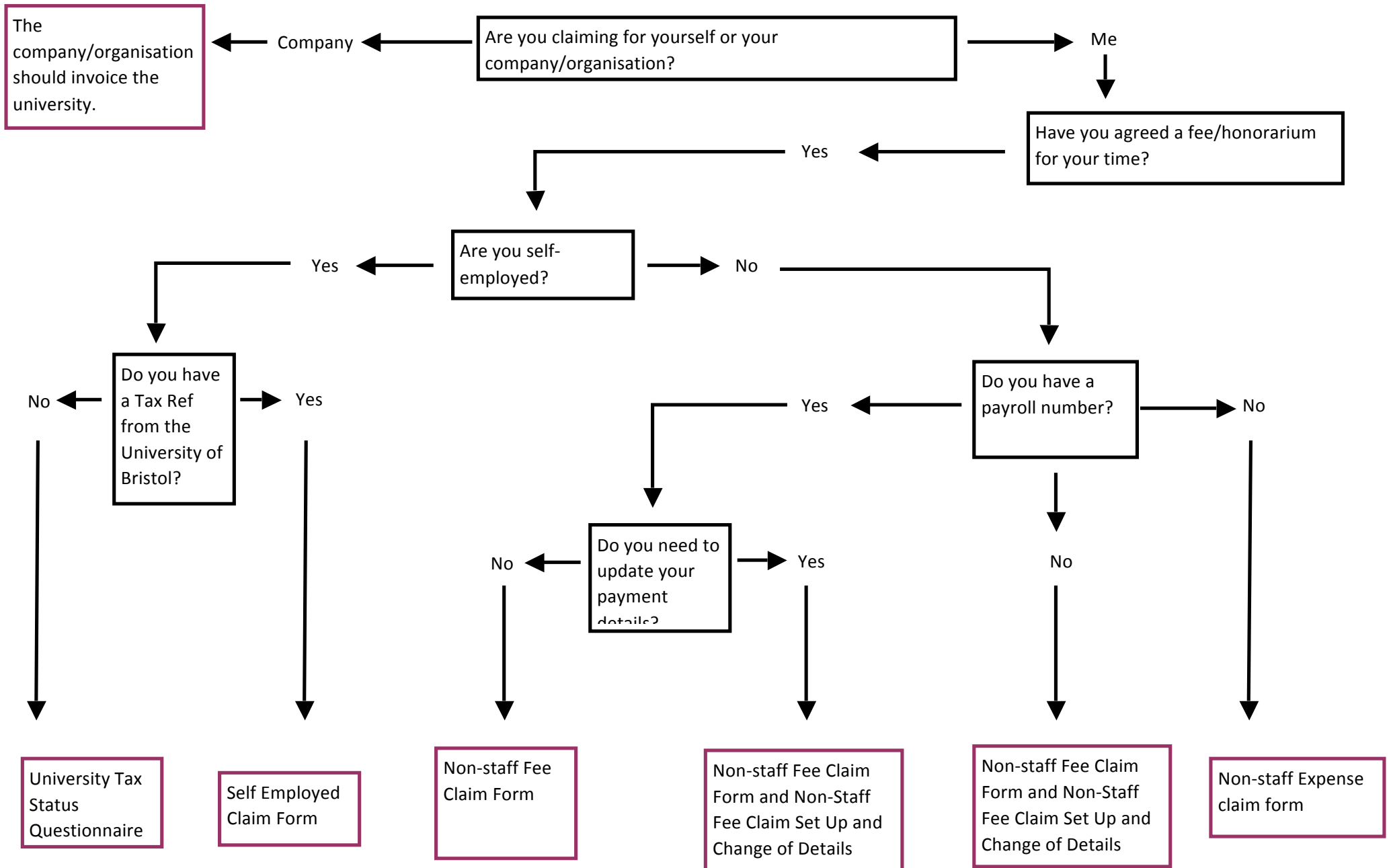
How will I be paid?

The University of Bristol has a large financial system that has to work with a lot of different departments so it can seem confusing at first. Whilst you are working with the university you will most likely need one or both of two types of payment; expenses (claiming back money you have spent while working with the university, for example travel to the university to go to a meeting) and fees (a payment for your time like an hourly wage for a job). The university staff will agree with you at the beginning of any work what you will be able to claim for and they will give you a contact to speak to if you have any problems or questions with regard to payments. There are several ways for people to get paid by the university depending on the type of work and their circumstances. They can broadly be defined like this:

- Expenses only claims – for people who are not being paid a fee but need to claim back money for travel or purchases.
- Fee claims – for people who need to be paid for their time and may also have expenses.
- Self-employed claims – for people who need to be paid for their time and may also have expenses but they are responsible for paying their own tax and insurance.
- Organisation claims – for organisations and businesses who have paid for the time and/or expense of one of their employees to work with the university and need to claim that money back.

The next few pages will explain each of these processes in more detail and help you to decide which process you need to follow.

What type of form do I need?



Forms

All of the forms used for claiming expenses or fees can be printed from this website: <http://www.bristol.ac.uk/finance/receive-payments/fee-and-expense-claims/> or members of university staff can give them to you. You should send them to your contact on the research team as soon as possible after you have done the work so that they can authorise them and send them to the processing clerks in the university's finance office.

It is best to be as clear and precise as possible when filling in the forms and you can continue on a separate sheet of paper if necessary. Here are some details you may need to give to support the information on your form:

- If you are claiming for travel expenses always make sure the start point and end destination is either on the receipt or written on your form.
- If you are claiming for the petrol used in your car always give the postcodes of the start point and destination for your journey.
- If you have included more than one receipt with your claim write numbers on them and then list them on the form or a separate piece of paper.

Payments: Right to work documentation

The Home Office requires that we check that everyone we pay a fee to has the right to work in the UK. To do this we need to see some documentation - for most UK/EU residents, a passport is best. Please note that driving licenses and utility bills will not be valid. If you do not have an EU/UK Passport see, Appendix..., at the end of this document, to see what you could use instead.

The procedure is simple:

1. Show your passport/documents to an event organiser before the work is undertaken (for example, at the beginning of the event).
2. The event organiser will check the validity of the documents while you are there.
3. A copy will be taken and the date recorded.

Unfortunately, the university is unable to make a payment to individuals if these steps are not followed.

If you are claiming expenses only you do not need to do this.

Companies/organisations paid by invoice are expected to have their own procedures in place that comply with the rules.

Payment Processes

Payment of Fees (with expenses)

If you have agreed to be paid either an hourly or daily rate for your work on the project you will need to be registered with the university payroll team so that they can pay you each month. At the beginning of each month you will need to send a form that shows how many hours you have worked. Usually the deadline for getting this form processed is the 8th of the month so you should make sure it is sent in plenty of time before that date. If you claim expenses too they can go on the same form but you must send the receipts for the payments you have made. This diagram explains the process:

Work and hourly rate agreed—a contract may be set up by the university



Set-up form completed by claimant and eligibility to work in the UK must be checked in person according to Home Office guidelines. A copy kept of ID



Non-staff fee claim form completed by claimant. Expenses can also be added to form with original receipts



Administrator fills in budget codes and budget holder checks and signs both forms



Both forms sent to *processing clerks* in the finance department



Forms must be submitted early in month (usually 8th) for payment on 26th. Paid by BACS directly into a bank account.

Payment to a company

If your time and/or expenses have been paid for by an organisation other than the university they will need to ask for the money to be sent directly to them. They need to be registered with the university as a *supplier* to do this. The following diagram explains how the payment process will work:

Work and payment agreed—a contract may be set up with the university



University sends a *purchase order* to company



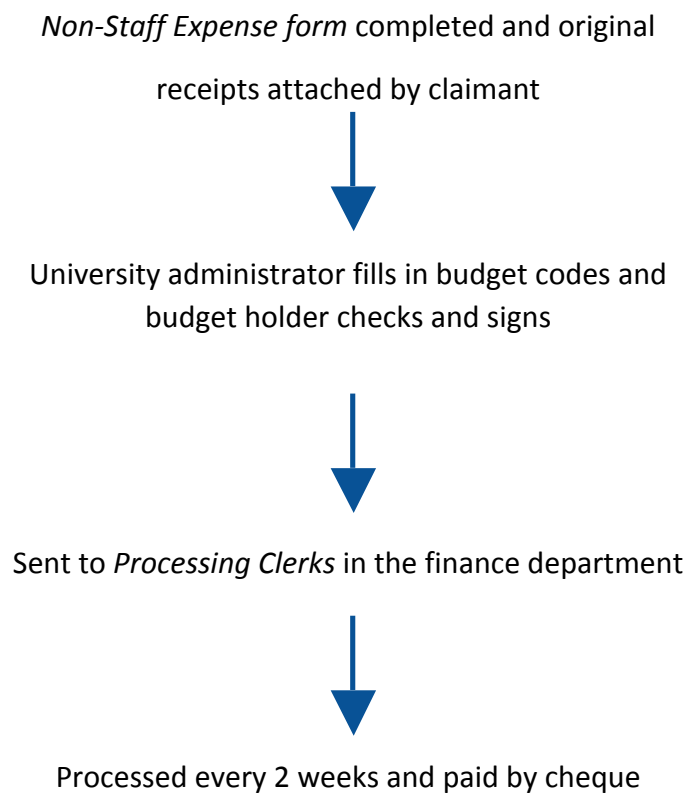
Work completed and/or goods delivered. Company submits an invoice to the university (at this email address: purchasing-invoices@bristol.ac.uk) quoting the *purchase order number*



Payment made by BACS directly into a bank account once the invoice is accepted and matched to the *purchase order* on the university finance system

Payment of Expenses

If you only have expenses for travel or purchases to claim from the university you need to send a form with the receipts to the university. Payments are made by cheque and are posted every two weeks. This diagram explains the process:



Payments to Self-Employed People

If you are self-employed you will need to first notify the university so they can give you a VAT reference number to put on the other forms you fill in. You can claim for both fees and expenses. This diagram explains the process:

Work and rate agreed, a contract may be set up by the university



Claimant completes *Self-employed Questionnaire* and send to the VAT office



If accepted as self-employed claimant is given a tax reference. If not must claim through the standard process(see page ... for details)



Claimant completes *Self-employed Fee Claim Form* with fees and expenses (original receipts required) and Proof of eligibility to work in the UK must be checked in person in accordance with Home Office guidelines. Copy of ID kept.



Administrator completes budget codes and budget holder checks and signs



Form sent to *processing clerks* in finance department and paid by BACS directly into bank account

Contracts

Depending on the work you and/or your organisation are doing with the university you may be asked to sign a contract. These contracts are designed to make it clear what everyone is expected to do and how much should be paid and when. It will not always be necessary to have a contract and your contact will be able to advise you on the situation with your work but if you are asked to sign a contract you should always read it carefully and ask for help if there is anything you don't understand. Make sure you always return the contract or speak to your university contact about it to make sure there are no delays in payments.

FAQs

Who should I speak to about payments?

When you first agree to work with the university the lead academic on the project should provide you with a named contact who will be responsible for answering your queries and helping you with payments. They should be your first point of contact if you have any problems.

Expenses

How do I claim expenses?

To claim expenses you will need to fill out a non-staff expense claim form and provide receipts for your expense. You should contact the Principal Investigator of the project you're associated with to find out what you need.

Can I get expenses in advance for travel?

Expenses cannot be paid in advance of travel, however, it is often possible for pre-paid tickets to be provided for train travel and flights. Please speak to your contact at the university for advice.

Can I claim expenses for subsistence?

Reasonable 'out of pocket' expenses for meals can be claimed up to a maximum of £25 (£35 for major cities)

What sort of receipts will be required?

You should keep itemised receipts for anything you intend to claim back from the university. Please note credit card receipts that show the amount spent but do not give details of the purchase won't be accepted. Travel receipts or tickets should show the starting point and destination of the journey.

Are electronic copies of receipts acceptable when claiming expenses?

Please send the original receipts with your claim form.

How will I be paid?

Claims for expenses only are usually paid by cheque sent to the address provided on the form.

How long should I expect to wait for payment after submitting a claims form?

The central finance department processes expense only claims every 2 weeks.

How can I ensure payment of expenses is made to my organisation rather than me individually?

If you work for an organisation that has paid for the expenses they should invoice the university. Please contact the University Finance Office for information.

If booking our own accommodation or travel are there guidelines we must use?

The university has a policy that outlines what it considers to be reasonable expenses called the 'Travel, Subsistence and Expenses Policy'. It says:

Travel – should not be first or business class, should be the most cost-effective and most environmentally friendly method possible.

Hotels – a maximum of £180 per night can be spent in large cities, a maximum of £100 a night can be spent everywhere else.

When should I claim?

Expenses should be claimed within 1 month.

Fees

How do I claim fees?

In order to claim fees you will need to get set up on the university finance system..

How can I ensure payment of fees is made to my organisation rather than me individually?

If you work for an organisation that needs to be reimbursed for your time they should invoice the university. Please contact the University Finance Office for information.

How will I be paid?

Fee claims and associated expenses are paid directly into your bank account.

How long should I expect to wait for payment after submitting a claims form?

Fee claims and associated expenses are paid through the staff payroll system on the 26th of each month. The month you are paid in depends on when your claim is authorised and reaches the payroll team as they must have sufficient time to process the claim. Usually you will be paid the month after you have submitted your forms.

Why have I been taxed?

If you claim a fee for any work you have completed for the university you are paid through the payroll system and will have Income Tax, Student Loans and National Insurance deducted where appropriate.

Why do I need to show my passport or other ID?

The Home Office requires that all companies check that everyone we pay has the right to work in the UK. To do this we need to see some documentation - for most UK/EU residents, a passport is best. Please note that driving licenses and utility bills will not be valid. If you do not have an EU/UK Passport, consult with the University Finance Department to see what you could use instead. The government has more information on its website about the reasons for these rules:
<https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

Companies/Organisations

What is a purchase order number?

Before you carry out any work the university should provide you with a purchase order, this will tell you what service the university is paying for and gives details of how to invoice and claim the payment. You should use the number on this document on your invoice and in any contact about the payment. If you are to be paid more than once by the university you may get more than one purchase order, it is important that you use the correct number when you send your invoice.

What details do I need to give to the university?

Your contact on the research team will advise you on what information they need but the first time they pay you they will usually need contact details for the company organisation, and if applicable a company number and VAT number.

When will I be paid?

Once you have submitted your invoice the university finance team will make a payment within 30 days.

Glossary

PI – Principal Investigator

CO-I – Co-Investigator

RA – Research Assistant/Associate

Processing Clerks –

Administrator -

NCCPE – National Coordinating Centre for Public Engagement

CPE – Centre for Public Engagement

RED – Research and Enterprise Development is a department within the University of Bristol dedicated to supporting research, developing links to business and maximising the impact of research and collaboration outside of the university.

IRO - Independent Research Organisation

Funder – Most university research is paid for by a research council often referred to as the ‘funder’ Research councils are non-departmental government bodies incorporated by Royal Charter. The councils receive public funds from the Department for Business, Innovation and Skills.

RCUK – Research Councils UK. The co-ordinating body for the seven research councils.

AHRC – Arts and Humanities Research Council

STFC - Science and Technology Facilities Council

NERC - Natural Environment Research Council

MRC - Medical Research Council

ESRC - Economic and Social Research Council

EPSRC - Engineering and Physical Sciences Research Council

BBSRC - Biotechnology and Biological Sciences Research Council

