

Expenses Q & A

To help facilitate remote working for both claimants and those processing expense claims, the following questions and answers have been compiled to provide some clarity over some changes to the University's expense policy and working practice for submitting expense claims.

The arrangements described below are considered to be temporary whilst the University responds to the current situation regarding Covid19. When normal operations resume these arrangements will cease and the full application of the policy will return.

Q1. How do I submit my hard copy supporting paperwork e.g. receipts, now that almost all staff are working remotely? (Staff expenses)

A1. Electronic copies can be attached to the claim within Agresso. See guidance.

Q2. How will hard copy external visitor expenses claim forms be processed?

A2. A scanned copy of the form should be emailed to payments@bath.ac.uk

If a physical signature cannot be obtained then an email from the authoriser referencing the claim (including name of visitor, date value) should be sent to payments@bath.ac.uk accompanying the claim.

Q3. Will the University pay for services ordered (e.g. guest lecturing) and the associated travel costs where they have been cancelled due to Covid19?

A3. Travel costs can be claimed via the external expense process where the individual can provide evidence that a refund is not possible. The cost of the service will not be paid.

If a refund is subsequently provided the money should be returned to the University. If this occurs please email cashiers@bath.ac.uk

Q4. I have booked and paid for flights and/or accommodation that are due to take place over the coming months. Will my claim be processed? (staff)

A4. Due to likelihood of the cancellation, claims will be processed if you can provide evidence that the airline / hotel will not provide a refund, or where evidence can be provided that the flight/stay took place.

If a refund is subsequently provided the money should be returned to the University. If this occurs please email cashiers@bath.ac.uk

NOTE: In exceptional circumstances of individual hardship an advance can be provided at the point of receipt of a claim. In line with the current rules for advances evidence of expenditure must be provided.

- Q5. Can I buy equipment to enable me to work from home and claim it back via expenses?
- A5. In the first instance you should raise a ticket or contact your IT supporter to determine the best equipment to meet your needs. All equipment should be purchased via ITP to ensure that it can be supported, and asset tagged where necessary. In the exceptional circumstances that the IT supporter agrees that individuals should purchase items direct then an email confirming this from the IT supporter, or the related Topdesk ticket, as well as emailed authorisation from your respective line manager or Faculty Finance Team should accompany the expense claim.
- Q6. Will the University pay for my home broadband to enable me to work from home.
- A6. You should contact your IT supporter to determine the best way to facilitate home working. It is not expected that the University will pay for home broadband. In the exceptional circumstances that it is necessary for the individual to pay for items/services to temporarily facilitate home working then an email or Topdesk ticket containing details of the requirement should accompany any expense claim.
- Q7. Can I purchase operational products and services and claim them back via expenses.
- A7. The normal procurement rules still apply and all purchases should be made via Agresso. If this is not possible then you should contact your Faculty Finance Team or Central procurement to make the purchase via a University purchase card.
- Q8. Can I claim for any additional costs associated with working at home such as printer cartridges, paper, electricity, heating, etc?
- A8. The University Executive Board have agreed that we won't allow claims for additional expenditure related to working from home as the marginal cost of working is not likely to be higher. Exceptional or hardship claims should be referred to HR.