**Annual fund REIMBURSEMENT FAQs**

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Q. **What information do I need to pass on to the COLLEGE/service Finance office?**

A. Schedule of Expected Expenditure and a copy of Agreement receipt.

Q. **What suppliers can I use?**

A. You must use suppliers that are registered with the University of Exeter; this could be for any service/supply, ranging from printing, web design, catering, hotels, consumables etc.  Email the College/Service Finance office with details when requesting a purchase order number.

Q. **What is a purchase order?**

A. A purchase order (PO) is a unique number. The purchase order is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services. Acceptance of a purchase order by a seller forms a contract between the buyer and seller, so no contract exists until the purchase order is accepted. It is used to control the purchasing of products and services from suppliers.

Q. **How do I get a purchase order number?**

A. Email your College/Service Finance team stating your requirements, supplier, cost and title of project. **DO NOT ENGAGE SUPPLIERS UNTIL YOU HAVE A PURCHASE ORDER NUMBER**. Failure to get a purchase order number could result in suppliers not being paid. The first step when requesting a service or supply is to get a quote from your supplier saying that you will confirm the order with our purchase order number.

Q. **How do I arrange for PRINTING?**

A. Contact Print and Copy Services, <http://www.exeter.ac.uk/campusservices/printservices/> to get a QUOTE. Confirm printing with a purchase order from your Finance office.

Q. **Who can I ask to do web design?**

A. Email your Finance office stating your requirements.

Q. **What is ‘Right to Work’?**

A. Right to work documentation is now a mandatory requirement before any payments can be approved by the University, in compliance with the Border Agency stipulations. Any person you wish to pay must submit their passport (with any visas), PRIOR TO ENGAGEMENT, to your College’s Finance Office for verification. **Failure to do so could result in the person not being paid.**

Q. **How do I know how much to pay for casual work?**

A. Email your College/Service Finance Office for details.

Q. **How can I pay a self-employed person?**

A. This is much more complicated than paying a supplier. First you will need to complete and sign a questionnaire regarding what type of work the person will be undertaking, the self-employed person will then need to complete and sign the second half of the questionnaire and return to your College/Service Finance office. This needs to be submitted to your Finance office and approved BEFORE any work is undertaken. **Failure to do so could result in this person not being paid.**

Q. **How do I book accommodation?**

A. Email your College/Service Finance office for details.

Q. **How do I book a TEACHING room?**

A. Email your College/Service Finance office for details.

Q. **How do I get reimbursed for travel?**

A. Please email your College/Service Finance office to ask for an expense claim form, complete, sign and submit along with all receipts, tickets or confirmation of purchase, anything that will confirm the purchase. We cannot make a reimbursement without the relevant receipts.

Q. **CAN I GET REIMBURSEMENT FOR ANY EXPENSE?**

A. We can only reimburse for certain items such as hotels, travel and subsistence etc. We cannot reimburse for : books, IT equipment, groceries, alcohol etc. Please ask your College/Service Finance team for more details if you are concerned about getting reimbursed.

**IF YOU HAVE ANY CONCERNS OR FURTHER QUERIES PLEASE DON’T HESITATE TO CONTACT YOUR COLLEGE/SERVICE FINANACE TEAM WHO WILL BE HAPPY TO ADVISE.**