

GETTING PAID

A guide to claiming payments from the University of Bristol



University of
BRISTOL



What is this guide for?

This guide has been developed to help individuals and organisations who are working with researchers at the University of Bristol understand the payment processes and procedures they may have to complete. At the beginning of any work the university partner (the research team) will agree with you what time and/or expenses you will be able to claim for as part of the work and they will give you a contact to speak to if you have any problems or questions with regard to payments. This university contact should be your first contact with any problems and we have provided you with space below to record their contact details for future reference.

Throughout this document you will be referred to as the 'claimant', the university research team as the 'university partner' and the person designated to help you with administration needs as the 'university contact'.

This guide is primarily designed to help with short term or one off payments, if you are working with the university for a significant length of time and need to receive regular payments we suggest you negotiate a contract and payment process with your university partner that addresses your specific needs.

Your university contact should be your first contact with any problems and we have provided you with space below to record their contact details for future reference.

University Contact	
Name	
Email	
Address	
Department/Project	

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With thanks to Keri Facer, Steve Pool, Kim Aumann, Paula Graham, Heidi Andrews, Jackie Bishop and Emma Gibbons for their contributions

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Where do I start?

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;

1. **expenses** - claiming back money you have spent while working with the university, for example travel to the university to go to a meeting
2. **fees** - a payment for your time like an hourly wage for a job

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:

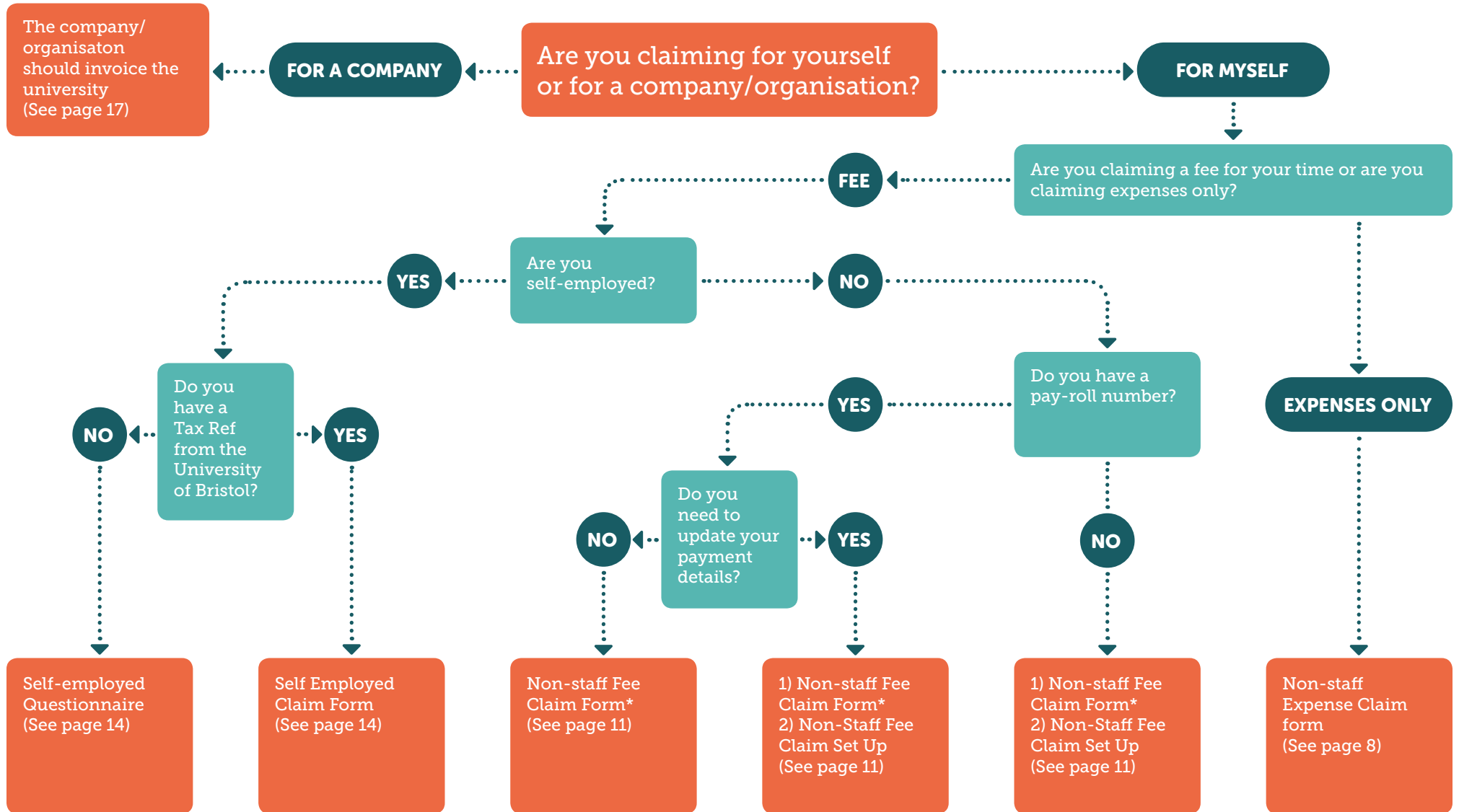
- **Expenses only claims** – for people who are not being paid a fee but need to claim back money for travel or purchases. (See page 8)
- **Fee claims** – for people who need to be paid for their time and may also have expenses. (See page 11)
- **Self-employed claims** – for people who need to be paid for their time and may also have expenses but they are responsible for paying their own tax and insurance. (See page 14)

- **Organisation claims** – for organisations and companies 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. (See page 17)

You may already feel confident that you fit into a particular group in which case you can go directly to that section but you may find it useful to also read pages 5 - 7 as they have information and advice that applies to all claims. If you are unsure which section best applies to you, this guide will explain each of these processes in detail and help you to decide which process you need to follow.

There are several ways for people to get paid by the university depending on the type of work and their circumstances.

What type of form do I need?



*Please note expenses can be claimed with fees on the non-staff fee claims form

How do I get paid?

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 completed forms to your university contact as soon as possible after you have done the work so that they can authorise the payment and send the form(s) 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 both 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.

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 accepted.

If you do not have an EU/UK passport the UK Visas and Immigration website (<https://www.gov.uk/government/organisations/uk-visas-and-immigration>) provides information on documents that can be used instead and your university contact should be able to tell you which documents are acceptable substitutes.

The procedure is simple:

1. Show your document(s) to your university contact before the work is undertaken.
2. They will check the validity of the documents while you are there.
3. A copy of your document(s) will be taken and the date recorded.



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

The university has data protection procedures in place to ensure your personal details, including the copy of your ID, is kept secure. You can find out more about this on the University of Bristol website.

If you are claiming expenses only you do not need to provide evidence of your right to work in the UK.

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

Receipts

If you are claiming expenses you will always be asked to provide original itemised receipts. Receipts that show the amount spent but do not give details of the purchase won't be accepted and travel receipts or tickets should show the starting point and destination of the journey.

If you are posting your receipts to the university it can be a good idea to take a photocopy and use a recorded method of delivery to avoid any problems or delays.

Your expenses must follow the University's rules or you will not be reimbursed. You can see a copy of the Travel, Subsistence and Expenses policy on the website or your university contact can give you a copy (<http://www.bristol.ac.uk/finance/receive-payments/fee-and-expense-claims/>)

Contracts

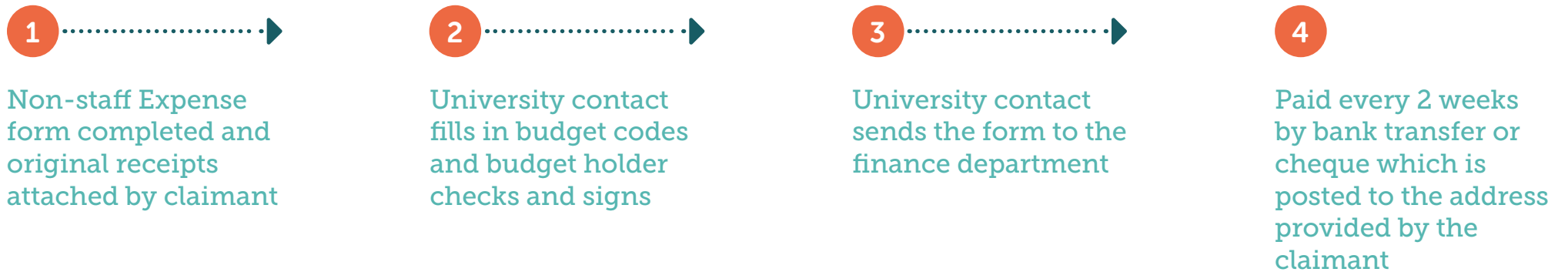
Depending on the work you and/or your organisation are doing with the university you may decide with your university partner that there should be a contract. These contracts are designed to make it clear what everyone is expected to do and how much should be paid, to you or your organisation, and when. It will not always be necessary to have a contract and your university contact will be able to advise you on the situation with your work. If you are asked to sign a contract you should always read it carefully and ask for clarification if there is anything you don't understand or agree with, particularly around payment arrangements and ownership of the work. Contracts are negotiations between all parties so do speak to your university contact if you think there should be changes to any of the details.

Make sure you always return the contract as quickly as possible (or open up a dialogue with your university contact if there are problems) to make sure there are no delays in payments.

I want to claim expenses only...

Payment process

If you only have expenses for travel or purchases to claim from the university you need to send a Non-Staff Expense form with the receipts to your university contact. Payments are made by cheque or bank transfer every two weeks. This diagram explains the process:





FAQs

How do I claim expenses?

To claim expenses you will need to fill out a Non-Staff Expense form and provide receipts for your expense. You must send the form and receipts to your university contact for authorisation.

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) see the Travel, Subsistence and Expenses Policy (<http://www.bristol.ac.uk/finance/receive-payments/fee-and-expense-claims/>) for further details

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?

You can be paid by bank transfer or cheque. You can choose which method you prefer but you must fill in the correct form. Speak to your university contact if you need advice about the form.

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

Providing the form and receipts are all in order payment should usually arrive within 3 weeks of submitting the form.

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 see page 17 for details about this process.

Are there rules if I book my own accommodation/travel?

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 and 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.

You can read the full policy at <http://www.bristol.ac.uk/finance/receive-payments/fee-and-expense-claims/>

When should I claim?

Expenses should be claimed within 1 month.

I don't know what budget code to put on the form - what do I do?

You should fill out the form with your personal details and as much details as possible about your expenses. Once you pass the form to your university contact they will be able to fill in supplementary information such as budget codes and departments.



Tips

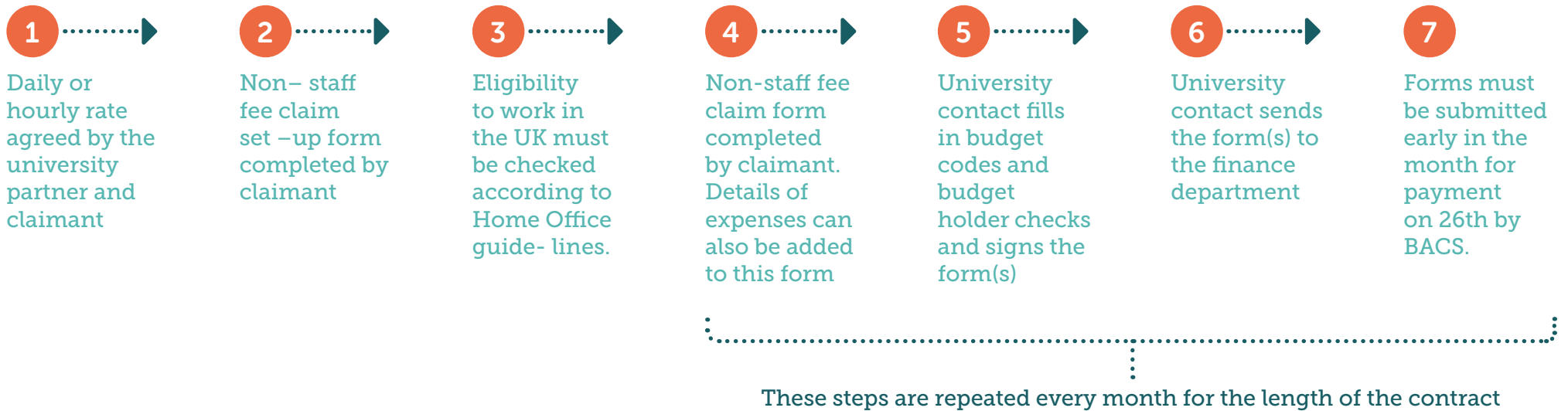
- Write a number on each receipt and use it on the claim form. It will help the finance department to match the receipts with the form and process it quickly.
- Always keep a copy of your form and receipts in case anything is lost.
- Keep a note of the date you posted or delivered your form in case you have to follow it up. You can also ask your university contact to confirm they have received the form.
- Make sure the name on the form matches the one on your bank account as it will be used for the bank transfer or cheque you are sent.

I want to claim a fee (with or without additional expenses)...

Payment process

If you have agreed to be paid either an hourly or daily rate for your work on the project you will need to complete a form to register with the university payroll team. At the beginning of each payment period (monthly unless agreed otherwise) you will need to send a Non-Staff Fee Claim form that shows how many hours you have worked. The deadline for submitting

forms to the university can vary from month to month so you should ask your university contact for the dates that apply to your claim. 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:



FAQs

How do I claim fees?

In order to claim fees you will need to register with the university payroll team using a Non-staff Fee claim setup form with details of the days/hours you have worked.

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 see section 7 for details about this process.

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, so you could wait up to 6 weeks for payment. You should speak to your university contact about monthly deadlines for form submissions.

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. The government has more information on its website about the reasons for these rules: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>. Please see page 6 of this guide for information about the process.

Can I get expenses in advance of 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 university contact 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) see the Travel, Subsistence and Expenses Policy (<http://www.bristol.ac.uk/finance/receive-payments/fee-and-expense-claims/>) for further details.

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.

Are there rules if I book my own travel/accommodation?

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

It says:

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

You can read the full policy at <http://www.bristol.ac.uk/finance/receive-payments/fee-and-expense-claims/>

I don't know what budget code to put on the form - what do I do?

You should fill out the form with your personal details and as much details as possible about your expenses. Once you pass the form to your university contact they will be able to fill in supplementary information such as budget codes and departments. EL1, EL2 and EL3 are types of university budget code, you can leave these blank for your university contact to complete.



Tips

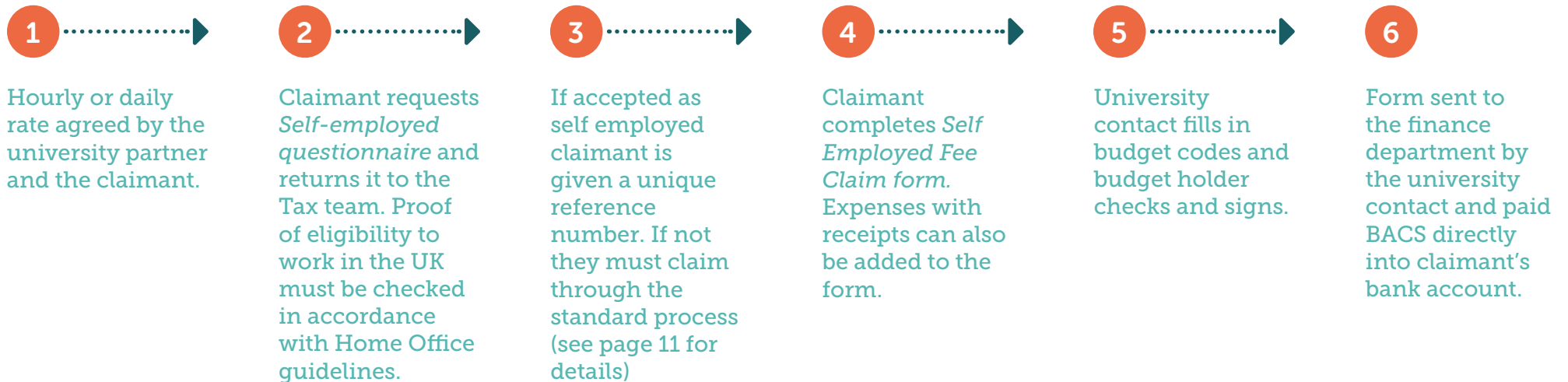
- Make sure you put your payroll number (which will be on the payslip sent to you at the time of your first payment) on all claims to ensure there are no delays in processing your fees.
- If you are claiming expenses, write a number on the receipt and use this on the form. It will help the finance department to match the receipts with the form and process it quickly.
- Always keep a copy of your form and receipts in case anything is lost.
- Keep a note of the date you posted or delivered your form in case you have to follow it up. You can also ask your university contact to confirm they have received the form.

I want to claim a fee (with or without additional expenses) and I think I am self-employed...

Payment process

The University must decide if they should deduct Income Tax and National Insurance Contributions when paying fees to someone. If you think you are self-employed and usually pay your own income tax through self-assessment you will need to complete a Self-employed questionnaire so that the

university can confirm your self-employed status. If confirmed they will give you a reference number to put on the Self-employed Claim form you fill in each month. You can claim for both fees and expenses on this form. This diagram explains the process:





FAQs

How do I get a Self-employed questionnaire?

You will need to email the university Tax team (finance-vat@bristol.ac.uk) to request the questionnaire. You should also return the questionnaire to the Tax team when it is complete.

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 see page 17 for details about this process.

How will I be paid?

Fee claims and associated expenses are paid directly into your bank account on the 26th of the month.

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

Usually you will be paid the month after you have submitted your forms, so you could wait up to 6 weeks for payment. You should speak to your university contact about monthly deadlines for form submissions.

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. The government has more information on its website about the

reasons for these rules: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>. Please see section 2 of this guide for information about the process.

Can I get expenses in advance of 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.

Are there rules if I book my own travel/accommodation?

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

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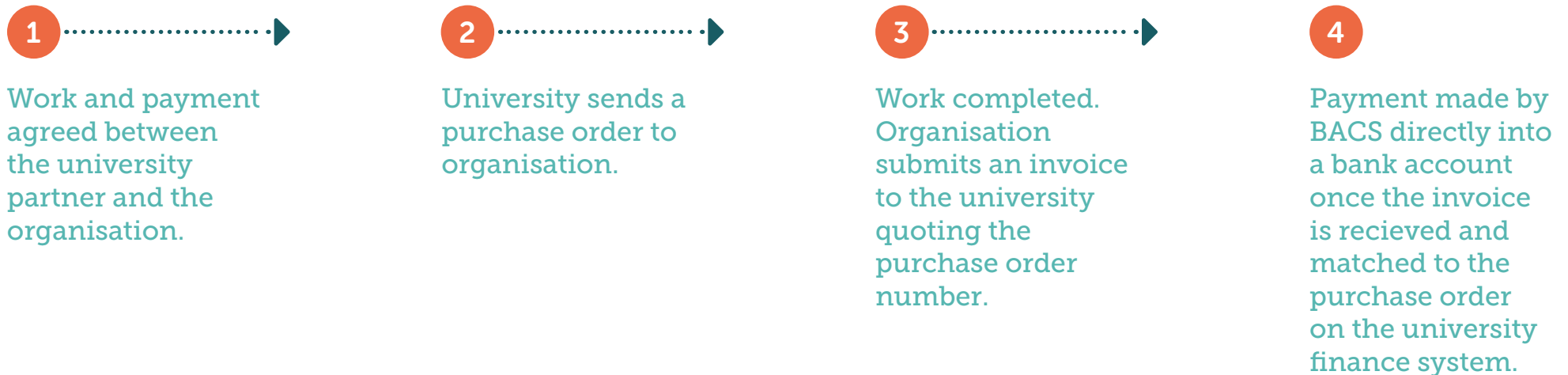
Tips

- If you are claiming expenses you will need to send your original receipts; if you need them for your records they can be returned to you but it is best to make this clear when you send them as they may not be available at a later date.
- If you are claiming expenses, write a number on the receipt and use this on the form. It will help the finance department to match the receipts with the form and process it quickly.
- Always keep a copy of your form and receipts in case anything is lost.
- Keep a note of the date you posted or delivered your form in case you have to follow it up. You can also ask your university contact to confirm they have received the form.
- Make sure you put your unique reference number on every claim form you complete to avoid delays.
- Think carefully about the questions on the Self-employed questionnaire as they are used to determine your employment status. If you are unsure about any of the questions speak to your university contact.

I want to claim a payment as a company or organisation...

Payment process

If an individual's time and/or expenses have been paid for by an organisation other than the university they need to ask the university to reimburse the organisation. The organisation needs to register with the university as a supplier and then they will have to submit an invoice to request the payment. If this situation applies to you it is best to speak to your university contact as soon as possible as the process is more complex and can take longer than individual claims. It may also require a contact before work can commence. The following diagram explains how the payment process works:



FAQs

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 university contact will advise you on the information they need, 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 net.

Tips

- Always submit your invoices as quickly as possible after the work is completed to ensure there are no delays in payment.
- If you are sent more than one purchase order make sure you use the correct purchase order number on your invoice or payment could be delayed.

Glossary

There are many terms used within the university that may not be familiar to external partners. This glossary provides a quick guide to some of the common terms and abbreviations used in collaborative research projects.

Inside the University:

PI – Principal Investigator. The academic lead on a research project, they are usually responsible for the budget and manage the work of the researchers. They may also conduct research themselves.

CO-I – Co-Investigator. Academics who help to run a research project at a senior level and support the PI.

RA – Research Associate. An academic who will usually conduct most of the research 'on the ground', they often have a wide range of responsibilities.

Processing Clerks – Staff in the university finance department who process individual claims for fees and expenses.

CPE – Centre for Public Engagement is a University of Bristol department dedicated to ensuring the university communicates its work and engages with communities on both a local and national level.

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.

Outside the University

IRO - Independent Research Organisation

An institution that is not a university but can receive funding for research projects from the research council.

NCCPE – National Coordinating Centre for Public Engagement

A centre set up to help universities and organisations collaborate with the public and share research findings.

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