University of Leeds
Faculty of ESSL
Procedures for the Reimbursement of Travel Costs by an External Organisation

Where travel, conference or accommodation is to be funded by an external organisation, the booking should be made directly by that organisation whenever possible. The reimbursement and re-invoicing arrangements to recover the costs are therefore avoided.

Where this is not possible and an external organisation has agreed to reimburse the costs of travel, conference or accommodation, the traveller should obtain a written statement of intent (e.g. a letter on headed paper or an email) from the organisation. This should happen prior to the University booking the travel.

The statement of intent must provide the following information:

- A contact name within the organisation and their contact details,
- What exactly the external organisation will reimburse,
- The method by which reimbursement will be made i.e. University must invoice, external claim form will be provided at conference etc,
- The anticipated date of reimbursement e.g. on booking the travel or after conference has been attended,
- Any intention for the external organisation to pay additional fees e.g. for giving a lecture,
- Any external organisation reference number that should be quoted on invoices or claim forms.

**Procedures for SIPR Requisitioners**

**Raising a SIPR for purchases where reimbursement by an external organisation is expected**

A SIPR should not be raised for travel, where reimbursement from an external organisation is due, without written confirmation that the external organisation will reimburse related costs.

Where travel, conference or accommodation booked by the University is to be reclaimed from an external organisation, this should be clearly noted in the ‘Header Text’ of the SIPR.

The ‘cost object’ field should show account number 65015120 [ESSL suspense account].

The ‘Budget holder’ field of the SIPR – either the Faculty Accountant or Faculty Finance Officer should be selected as they are the budget and deputy budget holder of the ESSL reimbursement account.

**Authorisation of the Completed SIPR by the Budget Holder of the Underwriting Account**

Once the SIPR requisition has been created, it will automatically be sent to the Faculty Finance Office for their authorisation. They will be notified of this by an automatic e-mail containing a link to the SIPR system.

The Faculty Finance Office will review the details of the SIPR to ensure all of the necessary information and confirmation is correct.

A copy of the statement of intent may be requested.

**Requesting Reimbursement of Expenses from an External Organisation**

Where reimbursement from an external organisation is anticipated, as part of the SIPR assessment process, the Faculty Finance Office will establish how the reimbursement will take place.
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The preferred option is for the University to invoice the external organisation making the reimbursement. In this instance the Faculty Finance Office will ask the traveller to complete a “Sales Order Request” form attaching any relevant data and return the paperwork back to the Faculty Finance Office. This will start the sales invoicing process as outlined in the “Sales Invoicing Process” procedure.

If reimbursement is to be made via an external organisation claim form responsibility for obtaining, completing and returning the claim form lies with the traveller. A copy of the completed claim form should be sent to the Faculty Finance Office to assist in reconciling the related income and expenditure. It must be made clear to the external organisation that if reimbursement is to be made in the form of a cheque then this should be made out to the “University of Leeds”.

Reimbursement in the form of cash is not acceptable. This is contrary to the University’s Anti-Fraud regulations - [http://www.leeds.ac.uk/finance/policies/risk/index.htm](http://www.leeds.ac.uk/finance/policies/risk/index.htm)