University of Leeds
Faculty of ESSL
Procedure for obtaining and using vouchers for research activity and events.

1. Process for obtaining and awarding vouchers to event or research participants

The ESSL Faculty Finance office will retain a stock of Love2Shop vouchers for staff/students who wish to reward participation in an event or research activity.

**Vouchers must not be procured and paid for by an individual and claimed back via the e-expense system. This is not allowed and all such claims will be rejected and not reimbursed.**

If vouchers are required the “request for vouchers” form below should be completed, approved by the account budget holder or delegated authority, PI or Co-I and sent to the Faculty Finance Office.

If the stock of vouchers will not cover the amount requested then the Faculty Finance Office will place an order to cover the request and top up the stock.

**It can take at least one week for vouchers to arrive at the Faculty Finance Office so staff requesting vouchers need to give the Faculty Finance Office as much notice as possible prior to the vouchers being required.**

The Faculty Finance Office will then contact the originator to arrange a suitable time when the vouchers can be collected. Upon collection the Faculty Finance Office will clearly outline the procedure for awarding the vouchers to participants [this is detailed in the paragraph below].

When the vouchers are collected a form will be given to the originator of the request so that details of the awarding of the vouchers can be recorded [a copy can be found at the end of this document].

The originator of the requestor is required to obtain the participants names, the value of the award and a signature to confirm the participant has received the voucher[s]. If there are confidentiality issues then the name can be replaced by a number i.e. participant 1 and that participant should initial that they have received the voucher[s].

Once the event or research work has finished the completed form along with any unissued voucher[s] should be returned to the Faculty Finance Office.

The Faculty Finance Office will keep a record of the voucher[s] issued and ensure that the completed paperwork is obtained from the requestor.

All paperwork will be filed in the Faculty Finance Office.
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Voucher Request Form

Name of person requesting

Details of activity for which vouchers are required:

Number of vouchers required [number and total value]:

Supervisor or delegated authority name:

Supervisor or delegated authority signature:

Date:

When authorised send to the Faculty Finance Office, G2.02, Beech Grove House or email esofin@leeds.ac.uk

Faculty Finance Office approval:

Date vouchers issued:
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Voucher Issue Record

<table>
<thead>
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<th>Name of person issuing vouchers:</th>
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<th>Research or Event Name:</th>
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<table>
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<tr>
<th>Date voucher issued</th>
<th>Amount Issued</th>
<th>Name of participant</th>
<th>Participants signature or initials</th>
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Once the project or event has been completed please return this sheet along with any unused vouchers to the ESSL Faculty Finance Office, Room 2.02, Beech Grove House.