General principle

From time to time academic research work abroad entails the engagement of a research assistant. In certain countries remuneration to research assistants is done in the form of cash. This means that there is no formal record of payment being made via the payroll or expenses system.

To ensure that a full record of research assistant payments is obtained the academic undertaking the field trip must complete the attached form for each payment made to each research assistant engaged.

Upon return from the research trip the academic must follow the procedure outlined below:

a. If the academic has received a cash advance to cover payments to research assistants then the academic must return all of the “Research assistant receipt of payment forms” to the ESSL Faculty Finance Office along with any unspent cash. The ESSL Faculty Finance Office will then reconcile the advance, process any claims where the academic has paid out more than the advance received from their own funds and ensure that the correct transactions are processed.

b. If the academic has made the research assistant payments from their own funds then submit an e-expense claim within 6 weeks of the return date. The e-expense claim should be sent to the ESSL Faculty Finance Office along with all of the “Research assistant receipt of payment forms” for processing.

Full procedures relating to make an e-expense claim can be found at:

http://www.essl.leeds.ac.uk/professional-support-services/finance
Research Assistant receipt of payment form

Research Grant Name:

Research Grant Number:

Research academic name:

Research assistant name:

Research activity undertaken

I ......................................................... acknowledge that I have received an amount of ........................................ from the above named academic from the University of Leeds for the research activity outlined above.

Signed..................................................

Date....................................................