This document outlines the financial procedures and process that must be followed by all ESSL students who receive an ESRC RTSG grant.

ESRC [+3] students are allocated a Research Training Support Grant [RTSG] as a fieldwork allowance.

Full details of ESRC funding and guidance can be found in the ESRC handbook [available from: http://www.esrc.ac.uk/funding-and-guidance/guidance/postgraduates/PFG.aspx

The ESRC RTSG may normally be used for:

- Fieldwork expenses such as travel or the odd overnight accommodation
- Cost of language training courses usually undertaken in the UK prior to an overseas fieldwork trip
- Reimbursement of interpreters, guides, assistants
- Survey costs e.g. printing, stationery, postage, telephone calls, website hosting etc
- Purchase of small items of equipment, e.g. cameras, tape recorders, films, or telephone and photocopying facilities which are not in the respective school
- Voucher payment/reimbursement for research participants
- Other necessary expenditure incurred in the conduct of your research
- The costs of UK/EU conferences and summer schools [it is expected students are presenting a paper at such conferences/seminars or to be able to clearly show that attending the conference will help further with their PhD studies [it is expected international conference funding is sought from an external source]

If a student wishes to use their grant for any other items/activity not outlined above they should contact their respective school postgraduate support team for advice.

Below are the procedures to be followed for accounting and using the ESRC RTSG awards [on the items outlined above]

The respective school will advise the Faculty Finance Office annually of any new ESRC RTSG awards giving the name of the student receiving the grant and their email address.

The Faculty Finance Office will then set up a new internal order account in the finance system and convey the details of the account number directly to the student and staff in the respective school.

From that point onwards the students must use the internal order account number when spending their ESRC RTSG grant.

The procedure in the School of Sociology & Social Policy for claiming for all students is as follows:

1. Discuss your needs/request with your supervisors, as you may need them to support your claim. Ask your supervisor to send an email to the PGR tutor stating why your request is an essential part of your training needs. This must be at the same time that the request is filed.

2. Seek prior approval from the Postgraduate Research Tutor, by completing a ‘Prior Authorisation Form’ which is obtainable from Kris McLaughlin in the general office or can be downloaded from the VLE. Make sure you clarify precisely what the expenses will cover; e.g. bus or train, meals, conference fees, accommodation etc and include evidence of the
Procedure for charging expenditure against an ESRC RTSG grant

price/receipts or evidence of acceptance at a conference (such as the email stating acceptance). Once this form is complete with all the evidence then leave this with the PGR tutor (in pigeon hole if not in person). They will assess the form, and if successful will pass back to the finance officer for processing. **Note that a request may be declined if prior authorisation has not been sought before you have paid monies out.**

3. The University can take several weeks to process claims but you will eventually be credited for any legitimate claims you have made.

**Please Note:** The School may delay a response to a request for authorisation of expenses if adequate records of the candidature are not on file. This applies particularly to the completed forms on the audit of training needs and on general progress by the student. This policy was confirmed August 2011 and will be renewed annually by the Senior Management Team.

Process for obtaining and awarding vouchers to research participants

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

Vouchers must not be procured and paid for by an individual and claimed back via the authority of payment system. This is not allowed and all such claims will be rejected and not reimbursed.

To obtain vouchers please use the following procedure:

- Complete the prior authorisation form for research expense allowance
- Obtain approval from supervisors
- Return to Matthew Wilkinson in the Student Education Office
- Matthew will see final approval from the PGRTs
- A copy of the approved form will be sent to the student and to the ESSL Faculty Finance Office
- The student can then arrange a time to go along to the ESSL Faculty Finance Office to obtain the vouchers

When the vouchers are collected a form will be given to the student so that the awarding of vouchers can be recorded. The student is required to obtain the participant names, the value of the award and a signature to confirm the participant has received the voucher. 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. A copy of the form can be found below.

Once the student has completed the research work the completed form along with any unissued vouchers should be returned to the ESSL Faculty Finance Office.

The ESSL Faculty Finance Office will keep a record of the vouchers issued and ensure that the completed paperwork is obtained from the student.

All paperwork will be filed in both the ESSL Faculty Office and on the students file.
SCHOOL OF SOCIOLOGY AND SOCIAL POLICY

EXPENDITURE AUTHORISATION FORM

*Please complete this form and receive authorisation BEFORE committing any expenditure.*

**Name of applicant**

**Purpose of expenditure**

**Supplier**
Name:
Address:

**Details of request**

**Estimated cost** (please indicate whether you have included VAT)

**Account No** to be charged

**Signature of student:**

**Signature of supervisor:**

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**For office use only**

**Signature of PGRT/Head of School:**

**Date**

*When completed please return this form to Matthew Wilkinson in the General Office.*
Voucher Issue Record

Name of person issuing vouchers:

Research or Event Name:

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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.