Finance Meeting with Departments – 5 April 2017

Bookings at the Hub – Good News!

Now that 10 years have passed the VAT issues have lifted and so you can now book accommodation in the Hub by emailing the Hub reception TheHubAccommodation@rhul.ac.uk

If you provide an Agresso sub-project, then the cost will be journalized to your department and individuals will no longer be required to book rooms personally.

Please circulate this information to your departments.

Short Term Business Visitors - a reminder from September 2015

We need to record visitors from outside the UK who participate in any research/collaboration/teaching etc even if we are not paying their salary. This does not include delegates to conferences or suppliers coming to College on their own business.

The Academic Visitors process will continue as now for visitors over one month and you don’t need to report these visitors on the STBV form. If you are unsure, please complete the form and I will ask for any further information required.

Student Mileage

If a student is driving for research or education purposes and the department has agreed to reimburse the mileage, we still have a duty to ensure they are adequately insured etc. So we have produced a declaration form. Please ask students who are claiming for mileage to complete this form and attach to their paper claim (if they are not employed by College in any capacity) or to their Agresso claim (if they are employed).

If a student is being reimbursed for mileage which was undertaken when they were working for College, they will need to complete the Approved Driver Form.

Fraud

There are a lot of phishing emails around – be alert – if you get an email saying that you have a 13.86% pay rise, it is unlikely to be true – so don’t click on things you’re not sure about.

Forward any dodgy emails to IT for their information.

IR35 – Off Payroll Working

We have had a lot of discussions with consultants regarding off payroll working – if you have a new contractor coming, please let me know if you can so that we can ensure they are treated correctly.

RTSG Report

Caroline has written a report with just RTSG income – so don’t use it for all research income.

Go to:
Reports>Global>Academic Departments>Studentship RSG – then enter your cost centre.

If you have some academics who will need access to this report, please email the Systems Team.

**Purchase Order Report**

You can find details of a purchase order and any invoices against it [here](#) – requested at the meeting and provided within hours!

Requisitioners will now receive a confirmation of the purchase order number once a requisition is approved – an example is below:

Please send any requests for amendments to reports or suggestions for reports which would make your life easier to AgressoSystemAdmin@rhul.ac.uk – to be honest Caroline gets quite excited about writing new reports.

**Agresso Upgrade**

We are making progress but it will probably take place after July. With the upgrade we aim to refind the online requests for payments, integrate purchasing card transactions, have a much better user experience – we also hope to be able to introduce commitment accounting but can’t promise.

We will then launch a project to introduce the requirement for all purchasing to be done with a purchase order – the University of London are introducing this from 1 May, so it should be possible!

**Dates of Next Meetings** – please reserve the time in your calendar

Thursday 29 June – 11 am in Horton Lecture Theatre 1  
Wednesday 6 September – 11 am in Horton Lecture Theatre 1

**Another date for your diaries:**

Helen Swaine, who has been with Research Finance for 22 years, is retiring at the end of June – there will be a do in the Picture Gallery on Monday 26 June at 3.30pm – details of RSVP will be on the intranet in due course.