

COLLEGE RESEARCH SCHOLARSHIP

Student Guideline to Financial Transactions

1. PREAMBLE

The Student Research Scholarship Guideline is a document designed to assist the students in procuring research related goods and services and reimbursement of research related expenses. It defines what is deemed to be “allowable costs” in terms of the University Financial Regulations and Procurement Policy. These funds are allocated for a period of one year at a time and will have to be returned if not utilised in the year issued. These funds belong to the University of KwaZulu-Natal and should be utilised for the purpose they were intended.

2. PURPOSE

- To assist Masters, PHD and Post Doc Students with their Research
- To allow for a streamlined process that meets the turnaround time.
- To regulate and control expenditure.
- To clearly define allowable costs
- To regulate and control purchase of assets

3. DEFINITIONS

- *Allowable expense* - A necessary, reasonable, and appropriate expense incurred for the primary benefit of University Research and therefore permitted to be reimbursed or directly charged based on the prevailing policies of the University.
- *Original Receipt* - The original receipt or invoice issued by the supplier or service provider to document and substantiate the business transaction.
- *Reasonable* - An expense that is ordinary and reflects a prudent decision to incur the expense on behalf of University business. Not extreme or excessive.

- *Supporting Documentation* – Refers to documentation to support an incurred University expense that includes the original itemised receipt detailing what was purchased, necessary motivation or approvals, proof of payment where the receipt does not indicate that the amount was paid in full and the relevant finance forms.

4. ALLOWABLE COSTS

The following costs are deemed allowable costs, and must be for research needs.

- Consumables
- Small items of equipment – e.g. recorders
- Specialist services which are outside of the competence of the student such as testing services
- Books and library expenses
- Tools
- Laptops (only for PhD and Postdoctoral students)
- Travel - Subsistence
- Cost of photocopying/printing of questionnaires (*no printers or printer cartridges*)

The following is not allowable,

- Fees
- Cost of typing
- Printing thesis - Supervisor to subsidise
- Attendance of international and local conferences, workshop, symposiums etc.

5. ASSETS

- All asset purchases and disposal must be in line with the University Asset and Procurement policy.
- All assets purchased remain the property of the University until such time as it is disposed of or purchased by the student.
- On completion of the studies, the student has the option to purchase or return the asset to College Office Finance.
- All asset purchases must have prior approval from the supervisor and School Manager, prior to being sent to College Finance.
- All asset purchases will be of the standard version. No additions or brand preferences will be permitted. This will be in line with UKZN ICS prescribed standards.
- All assets purchased should be delivered to the School Finance Office, where these assets will be recorded and tagged by the School Administrator. The completed documentation will then be sent to College Office Finance to be added to asset register.
- The Student needs to furnish an acceptance form on receipt of the asset.
- The College Research Office must notify the College Office Finance, Asset Officer when students have completed their term so that the assets in their possession can be managed.

6. Subsistence and Reimbursements

1. Subsistence

- 1.1 No local or international conferences allowed.
- 1.2 Subsistence limited to field trips travel and others.
- 1.3 SARS approved rates will apply to reimbursement of travel and subsistence.

2.3.1 *Travel using own motor vehicle* R3, 55 per kilometre

2.3.2 *Overnight Accommodation and Subsistence*

*Option 1: Allowance for meals and incidental costs (where an employee/student is by reason of his/her duties required to spend at least one night away from his/her usual place of residence on an occasional basis) where the employee/student pays for his/her meals and incidental costs and for which **receipts need not be provided***

R397 per day

*Option 2: Allowance for incidental costs only (where an employee/student is by reason of his/her duties require to spend at least one night away from his/her usual place of residence on an occasional basis) where the University pays for the employee's/student's accommodation and meals, the employee/student is permitted to claim an allowance to defray incidental costs and for which **receipts need not be provided**:*

R122 per day

2.3.3 *Local Subsistence*

Reimbursement of actual costs, not exceeding the maxima stipulated below, of a meal (or meals) and for which receipts must be provided, in the following circumstances:

Absent for more than 5 hours, spanning a normal mealtime; or R110

Absent for more than 10 hours, spanning two normal mealtimes. R150

2. REIMBURSEMENTS

- It is the responsibility of the claimant to ensure that he/she has versed themselves with the relevant University Policies and has sought clarity where necessary from the administrator within the school and the College Finance office. It is highly recommended that the claimant obtain advice from the School Finance Office before procuring any items or services.
- All reimbursements claims and/or requisitions processed against running expense cost centres must be directly related and be seen to be bona fide research expenses. Claims or requests that do not meet these criteria cannot be considered. Travel and subsistence rates which are defined by SARS, will apply to both staff and students. The only difference is that, staff will claim using the expense claim form (blue) and students the yellow requisition form.
- Any claims against petty cash must be for incidentals or for items of very minimal value. Anything else must be purchased via official order. Prior approval must be sort before any cash payments can be made and claim reimbursement thereafter.

- Cash Advances will only be issued to local students and all receipts must be returned within a month from the date that the advance was issued.
- Students are encouraged to make use of the University Procurement Policy as far as possible. The Procurement Office, College Finance Office, should be consulted to ascertain whether specific requirements for the project can be supplied and whether the purchase falls within the procurement policy. The Procurement Officer, College Finance, and School Finance should be approached for assistance and advice regarding procurement.
- When processing payment to a supplier via EFT, a tax invoice or pro forma invoice (foreign Payment) is required (not a quotation). The invoice must reflect the proper University address, UKZN VAT number (4860209305), the banking details of the supplier and a justification form needs to accompany the EFT (to justify why the supplier is being paid via EFT). Ensure that all source documentation attached to EFT claim form is clear and legible.
- All appointment forms (for appointment of Research Assistants) must be fully completed. There is too much at risk for the Teaching Administrative staff or Finance Administrators to complete forms on behalf of students. There have been instances of incorrect dates, rates of pay etc. and these are extremely difficult to correct after the fact. Payment for translation fees should be process on the appointment form. Cash payments will not be reimbursed.
- It is the responsibility of the student and the supervisor to maintain an excel spreadsheet of expenditure incurred and to ensure that all funds allocated is spent in the year concerned.
- In instances that all or part of the funds awarded is not going to be completely utilised, the student needs to advise the College Research Office.
- All spending of running expense allocation must be reasonable and for the purpose of research and not that of self-gain. Running expenses should be clearly defined into line item expenditures

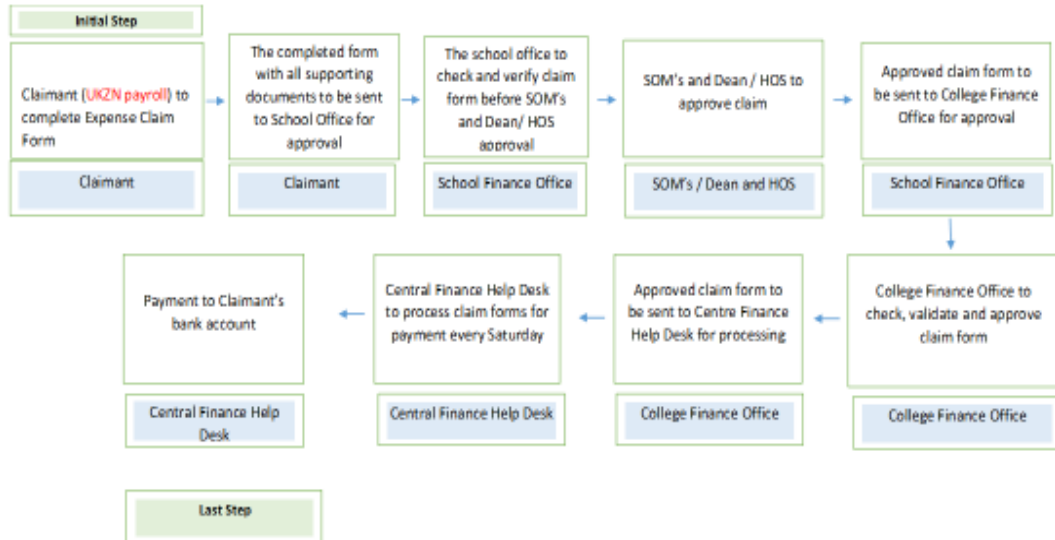
Other policies to be consulted:

Related Documents (<http://finance.ukzn.ac.za/Policies.aspx>)

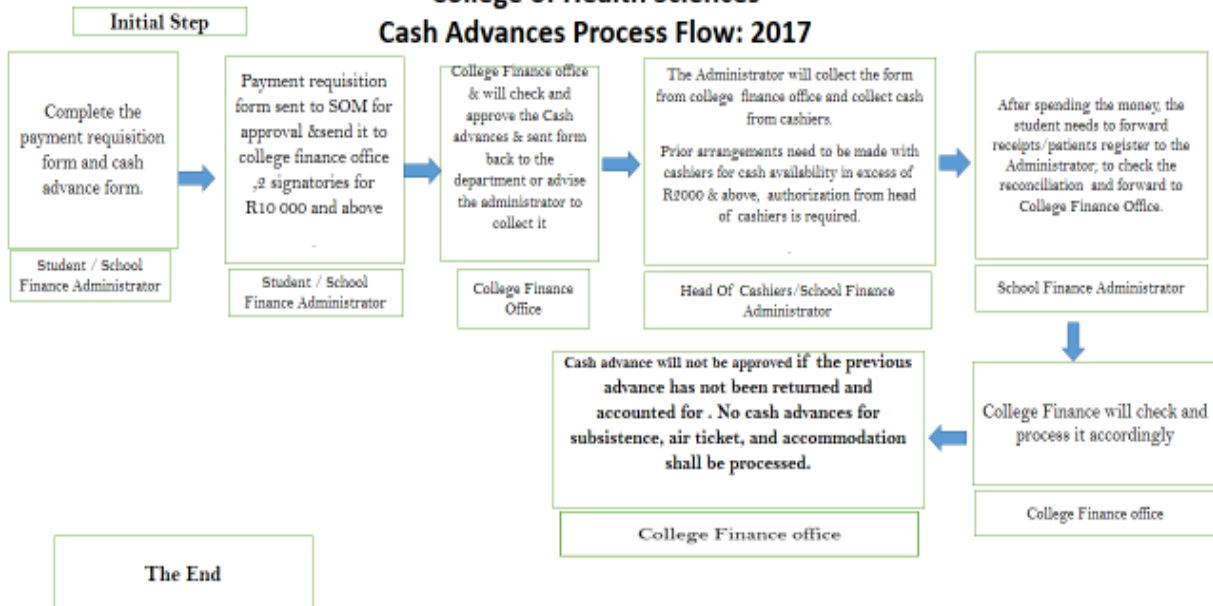
1. *Financial Regulations*
2. *Procurement Policy*
3. *Reimbursement Rates*

<http://chs.ukzn.ac.za/ProfessionalServices/Finance/2017financeworkshop.aspx>

College of Health Sciences Student Subsistence/Reimbursements, Expense Form Process Flow: 2017



College of Health Sciences Cash Advances Process Flow: 2017



College of Health Sciences Assets Process Flow: 2017

