# COLLEGE OF HEALTH SCIENCES
# FINANCIAL WORKSHOP / QUIZ

## POLICIES AND PROCEDURES
## RESEARCH GRANTS AND CONTRACTS

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# RESEARCH AND MYMARKET

❑   **QUESTIONS 1 - 5**

- **A staff member is attending a conference in the USA from 9 – 11 June 2015(3DAYS). Flight itinerary indicates arrival on 07 June and departure 13 June 2015 (7DAYS).**

**1. What form is to be completed to process subsistence, if staff member is on UKZN payroll?**

A.   **Yellow Requisition Form**

B.   **Expense Claim Form**

C.   **IDR**

**2. Indicate what supporting documents are required to process the subsistence claim?**

A.   **Conference Documents, Copy of Registration, Air ticket / Itinerary**

B.   **Air Tickets / Itinerary, Accommodation Booking, Conference Documents**

C.   **Copy of Registration, Conference Documents, Accommodation Booking**

**3. How many days of subsistence is the staff member entitled to claim?**

A. 7 Days

B. 3 Days

C. <u>5 Days</u>

**4. When should the claim be submitted to College Finance Office for processing?**

A. One Week Before The Trip

B. <u>Four Weeks Before the Trip</u>

C. On Return Of Trip

**5. If the total amount of the claim exceeds R 10 000.00, how many authorised signatures are required to process the claim?**

A.  Three

B.  One

C.  **Two**

**6. What is the mileage that can be claimed between the following campuses, Howard College and Westville, Medical School and Westville and Howard College and PMB.**

A.  **20km, 26km and 160km**

B.  23km, 20km and 170km

C.  20km, 28km

**7**. **For institutional visits e.g. Training, what documentation are required to process subsistence?**

A.  **Letter of invitation, Air ticket / Itinerary**

B.  **Air Tickets / Itinerary, Accommodation Booking, Letter of Invitation**

C.  **Air Tickets / Itinerary, Letter of Invitation including Specific Dates, Training Programme**

**8. What are the General Ledger accounts for Local and Foreign Subsistence?**

A.   **30067 and 30025**

B.   **30023 and 30120**

C.   <u>30023 and 30025</u>

**9. What supporting documents are required to process new cost centre applications?**

A.   **Contract / Award Letter / MOU**

B.   **Signed contract by UKZN / Letter from Funder / Award Letter**

C.   <u>Signed contract by UKZN / Award letter / MOU</u>

## 10. What information must be provided for funds to be populated?

A. **Cost centre, Post Number, Total Cost of Appointment**

B. Total Cost of Appointment, Post Number

C. Post Number, Total Cost of Appointment

## 11. Who is responsible for creating and linking of post numbers to the current year?

A. College Finance Office

B. Central Finance - Systems

C. **Human Resources**

## 12. What Funding is administered at Inqubate?

A. Foreign Research Projects less than 1 million, Local Projects more than R500 000

B. <u>All Foreign Research Projects, Local Research Projects more than 1 million rands</u>

C. All Local Projects more than a 1 million rands, All Foreign Projects

## 13. When is NRF Funding transferred to the cost centre?

A. When funding is awarded by NRF

B. <u>When Funding is released by NRF</u>

C. When the grant is approved by NRF

**14. The processing of NRF claims can only be done on what expenditure?**

A. Commitments

B.  Previous years expenditure

C.  <u>Current years actual expenditure</u>

**15. . Who is responsible for the allocation (1) and administration (2)of productivity awards?**

A. College Finance Office (1) and Central Research Office(2)

B. College Research Office (1) and Inqubate(2)

C. <u>Central Research Office (1) and College Finance Office(2)</u>

**16. Who prepares Invoice requisition with the exception of the MRC – SIR (Self Initiated Research)grants?**

A.    College Finance Office

B.    Central Finance

C.    School Finance Office

**17. Who should be contacted for linking cost centre and Users to My Market?**

A.    Central Finance – Systems

B.    CHS Super Users

C.    BCD Travel Online

## 18. Whose approval is required for setup and linking to My Market?

A.    Cost Centre Owner

B.    School Finance Administrator

C.    **School Manager / Dean/ HOS**

## 19. Travel booking queries should be directed to?

A.    CHS Super Users

B.    **BCD Travel**

C.    Central Finance

**20. Who will be able to assist with restarting of workflows?**

A.    BCD Travel Online

B.    <u>CHS Super Users</u>

C.    Central Finance – Systems

**21. Payment and cancellation of MY Market bookings are done at which Office?**

A.  <u>Central Finance</u>

B.  College Finance Office

C.  Inqubate

# RESEARCH AND MYMARKET

## ANSWERS

1. B
2. A
3. C
4. B
5. C
6. A
7. C
8. C
9. C
10. A
11. C
12. B
13. B
14. C
15. C
16. C
17. B
18. C
19. B
20. B
21. A