

Expenditure Evidence

The below table lists options for evidence that partners on research grants can provide when required, for expenditure they have incurred. Not all of these are necessary for each type of expenditure in every case. The Faculty Research Office managing the grant will be able to advise what is needed in specific circumstances.

The general rule is that the evidence for expenditure being claimed should contain the following *key details*:

- The name of the person it relates to
- The value of the expenditure, in local currency and/or GBP
- The details of the expenses
- The date the expenditure was incurred

Receipts printed from credit/debit card machines are not an acceptable form of evidence for any expenditure type.

Type of Cost	Acceptable Evidence	Unacceptable Evidence
Staff	<ul style="list-style-type: none">• Payslips• Employment contracts• Screenshot of personnel record on HR system• Report downloaded from HR system• Link to details of grades/bands/salary details of roles within an organisation• Timesheets	<ul style="list-style-type: none">• Self-certified statements (e.g. I earn xyz)
Travel and Accommodation	<ul style="list-style-type: none">• Tickets• Booking confirmations that have the above <i>key details</i>• Invoices	
Subsistence	<ul style="list-style-type: none">• VAT receipts• Restaurant receipts	

Meeting and workshop costs such as catering and room hire	<ul style="list-style-type: none">• Invoices• Order confirmations that have the above <i>key details</i>• Receipts	
Conference fees	<ul style="list-style-type: none">• Invoices• Order confirmations that have the above <i>key details</i>	
Participant payments/vouchers	<ul style="list-style-type: none">• Sign in sheets showing participant attendance	
Subcontractors	<ul style="list-style-type: none">• Copy of invoice(s) showing payment made• Copy of signed contract	