

## **EU Research Funded Projects - Record Keeping Reminder**

This record keeping reminder is for the attention of the Principal Investigator (PI) and their Department/Project Administrator in order to assist the EU Unit's Finance Officer to claim only the EU funded project-related, eligible expenditure. It will also ensure that the evidence base is collated for each claim period to meet European Commission financial reporting and audit requirements.

### **Purchase Cards**

**All transactions must be evidenced by receipts** that are retained for EC reporting and to also ensure internal compliance (<http://qmweb.finance.qmul.ac.uk/purchasing/cards/recordkeeping/index.html>)

Project receipts must be available prior to each financial claim to be checked per the EU budget code and any VAT may be removed by the EU Unit Finance Officer before expenditure is reported as part of the EC financial claim (VAT is ineligible in FP7). The PI with support from their department/project administrator should:

- Retain a copy of each receipt (electronic or photocopied paper) matched and collated to the relevant bank statement (as identified per EU budget code)
- Send six monthly batches of photocopied statements & supporting receipts to the JRMO EU Finance Officer supporting the EU budget code
- Ensure that all transactions are charged within 30 days of the end of the reporting period so that they are processed in time for the corresponding claim
- Ensure that any expenditure is not incurred on the purchasing card in the last 1-2 months of the project as the likelihood is that they will not be recorded on the ledger in time for the final claim.

### **Timesheets**

To avoid common errors on timesheets, we would request the PI oversees that:

- **EU Project time sheets are completed monthly** by all staff working on the EU project (please check with your Finance Officer with regards to Horizon 2020)
- All time sheets are **named, signed and dated** (on first day after that month end) by the staff member and his/her superior
- Signed versions are on print outs that are readable (all hours are visible)
- EU project hours are recorded against the relevant work package (and description provided – Horizon 2020 only)
- Sick leave, annual / statutory / maternity etc leave days are specified in the time sheets (and cross reference with My HR records)
- An email reminder will be sent by the EU Finance Officer to the PI regarding submission of draft timesheets for checking

### **Travel & Subsistence Claim**

We would request that the PI /and or their department /project administrator (in conjunction with any other project team claimants) **retains with each travel and subsistence (T&S) claim:**

- **Photocopy of all receipts** attached to the relevant authorised T&S claim
- **Used (plane, train, ferry) boarding tickets** (this is important to confirm travel rather than the booking activity) i.e. to support use of resources regarding details and purpose
- **Meeting agenda/conference programme**, participants and any **minutes/reports**
- A quarterly email request will be sent by the EU Finance Officer to the PI and departmental administrator regarding submission of T&S claim documents of each batch of photocopied statements & receipts to the EU Unit