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### **PGR Guidance for M4C Funding and Expenses**

This document refers to how your expenses claims for RDF and EF funding are dealt with once you have been awarded the money.

- Upon the money being awarded, you are sent a confirmation email with the amount and the reference code (RDF M4C XXXX or EF M4C XXXX). **Please ensure that you keep a note of this reference code and quote it in all expense claims/correspondence related to that pot of money.** The M4C resource account also receives this confirmation email; a copy is kept for our records and a copy is forwarded to your department for their records.
- In terms of spending the money, there are basically two routes:
  - For smaller claims, you can make the claim yourself via Concur. If you have never made an expenses claim, you will not be set up on Concur, and so will need to fill out a paper form (FP16a), which your department can provide you with. Filling in this form allows you to make your first expense claim and enables you to be set up on Concur, so that future claims can be made directly online. On this form, you will be asked to include a Cost Code, which you can obtain by emailing the M4C resource account ([M4C@warwick.ac.uk](mailto:M4C@warwick.ac.uk)). Your Cost Code will look something like A.AAAA.1111.1AA. You will use this Cost Code throughout your thesis for any and all M4C expense claims. For most of you, Concur claims are sent initially to one of your Department's administrators for approval. It is vital that you ask them to forward this to me for my approval, or at the very least that they discuss it with me via email before approving it themselves.
  - For larger claims, for example ones where there is travel exceeding £500, the claim goes via your Department as your spending is raised as an invoice. Please notify your department that you need to book the research trip, and remind them of the total RDF/EF amount and its reference code. There is at this point some local variation between departments as to how they go about getting quotes for travel etc., so please just follow your department's instructions. Once all the information/quotes for your booking are ready, your department contacts the M4C administrator for their approval. Once they have approval, your department finalises the booking for you.

This operating procedure has been agreed with your departments in a recent meeting. The hope is that from now on, your expenses claims will all be dealt with identically irrespective of your department, which should make things run more smoothly.

If you have any questions about the above, please email: [M4C@warwick.ac.uk](mailto:M4C@warwick.ac.uk)

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