

Expenses and Purchasing

EPSRC Centre for Doctoral Training in Modelling of Heterogeneous Systems

Helen Knight (Department of Physics)
HetSys Administrator



Research Support and Training Grant



- Each student has a budget of £6000 for directly incurred costs required to carry out the PhD project such as travel to conferences, workshops and specialist resources.
- Each student has an additional £500 for printing posters, lecture notes etc
- All expenses should be directly relevant to the PhD project's research outputs and must follow the University's expenses policy.
- You each have your own individual cost code to use for your expenditure
- It is your responsibility to ensure that you monitor your expenditure and do not exceed the budget allocation.

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≡ EPSRC CDI in Modelling of Heterogeneous Systems - HetSys

Student Intranet

Covid-19 Guidance & Support

[Staying safe on campus](#)

[Guidance for Postgraduate students from the Warwick Doctoral College](#)

HetSys Staff Student Liason Committee

Further information on the [HetSys SSLC](#), including membership, forthcoming meetings, minutes of previous meetings and how to get involved.

Weekly Seminars and Mailing Lists

Quick Links

[Year 1 Timetable 2022-23](#)

[Research Training and Support Grant \(RTSG\) Guidance](#)

[How to book travel and conferences](#)

[How to claim expenses](#)

[What is my individual **costcode**?](#)

[Induction 2022](#)

[Computing Support](#)

[Computational Nodes Bookings](#)

[MAS 2.05/6 Room Bookings](#)



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The screenshot shows the 'HetSys Student Costcodes' page. At the top, there is a navigation bar with the Warwick logo, a search box containing 'Search Warwick', and a menu icon. Below the navigation bar, there are links for 'Study with us', 'Our Research', 'People', 'News and Events', 'Outreach', and 'Student Intranet'. The main heading is 'HetSys Student Costcodes'. The text explains that this is the RTSG (research training support grant - travel and consumables budget) code and provides instructions on how to use it, including seeking approval from a supervisor and contacting the CDT and PGT Administrative Officer. It also mentions the 'Physics A-Z' for using the Opera e-procurement system. Below the text, the name 'Helen Knight' is listed with her ID 'ecshav', Name 'Helen Knight', and Cost code 'code test AAAAA11111'. At the bottom, there is contact information for the EPSRC Centre for Doctoral Training in Modelling of Heterogeneous Systems (HetSys) and the Engineering and Physical Sciences Research Council logo.

WARWICK

Search Warwick

☰ EPSRC CDT in Modelling of Heterogeneous Systems - HetSys

Study with us | Our Research | People | News and Events | Outreach | Student Intranet

HetSys Student Costcodes

HetSys Student Costcodes

This is your RTSG (research training support grant - travel and consumables budget) code.

Before making a purchase or booking, please seek approval from your PhD supervisor, and contact the CDT and PGT Administrative Officer to ensure there are funds available.

Please see the [Physics A-Z](#) for how to use the Opera e-procurement system, and how to book conferences and travel.

Helen Knight

ID **ecshav**

Name **Helen Knight**

Cost code **code test AAAAA11111**

EPSRC Centre for Doctoral Training in Modelling of Heterogeneous Systems (HetSys)
University of Warwick, Coventry CV4 7AL, UK
hetsys@warwick.ac.uk

UKRI Engineering and Physical Sciences Research Council

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- Examples of allowable costs are:
 - *Software essential to your PhD*
 - *Books and other reading material not available in the library*
 - *Printing posters and lecture notes*
 - *PhD travel and subsistence for external conferences, workshops, short courses, summer schools. Expenses must follow the [University's expenses policy](#)!*
 - *Support for internships where external partner is not able to support*
 - *Research visits associated with your project eg to second supervisors, or to collect data*

In additional to this, all students can either have a desktop computer OR a docking station for their campus workspace from year 2 onwards. Other IT equipment (eg iPad or tablet or accessories such as headphones*) cannot be charged to your RTSG.

**Exceptions for registered disabilities – speak to Helen*



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- Examples of ineligible costs are:
 - *Repair or replacement of your HetSys laptop – this would come from your Supervisors department – speak to Helen in the first instance*
 - *Costs of alcohol under any circumstances*
 - *Any costs incurred for moving to the UK, eg visa fees, health surcharge*
 - *Any costs incurred outside of your funded period.*

It's always best to check with HetSys Admin before making any purchases!

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Travelling to conferences



- Conference Fees – two ways:
 - Book this yourself and claim back via the **expenses procedure (paper form or Concur – more later)** OR
 - Raise a requisition on **OPeRA** (the University's purchasing system) to request that the Centre pays your fee via credit card and charges directly to your costcode

Keep in mind:

Some conference fees are very expensive! It is not considered good practise for students to take on these costs and then wait for reimbursement BUT there are approval processes to go through before the credit card can be authorised for use so if you want Helen to book your place give PLENTY of notice, and consider early-bird registration cut off dates etc.

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Travelling to conferences



- Conference Travel and Accommodation – three ways:
 - Book this yourself and claim back via the **expenses procedure** – not ideal and limited ONLY to European countries and the combined total value needs to be under £500 **OR**
 - Book travel and hotel via Key Travel using their portal and pay with a Purchase Order number via OPeRA (always good idea to book flights via Key Travel) **OR**
 - Book conference hotel (if not available via Key Travel) via HetSys credit card – give lots of notice consider admin workload at the time of booking and credit card limit!

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Travelling to conferences



- Subsistence and refreshments, local taxes, local transport
 - Reclaim via Expenses Procedure (Paper form for your first claim and then Concur)
 - **GUIDANCE ON THE NEXT FEW SLIDES!**
 - Keep all receipts and ALWAYS get an itemised receipt – if it's not possible then we will need a justification as to why you didn't get one. Always better to have a receipt!
 - Tipping - Claims may include reasonable amounts for service charges, tips or gratuities in appropriate circumstances. No gratuity will be refunded if service is already included in the bill total. Overseas gratuities should be in line with local cultural expectations but should not exceed 20% of the total bill.
 - The University provides insurance for overseas trips. No need to get your own
 - For expenses incurred in foreign currencies, supporting documentation of the exchange rate must be attached to the claim form otherwise the University's published rates will be used. Concur calculates the exchange rate for you

FP16aPhD form – Page 1

Form FP16a PhD

THE UNIVERSITY OF WARWICK **PhD Claim for Travelling and Subsistence Allowances**
Please use BLOCK CAPITALS throughout

Period of claim: From _____ to _____
(Note: all claims should be submitted within 3 months of the expenditure being incurred)
Note: Once this claim has been processed we will set you up on Concur and advise you that future claims should be made via Concur.
([Faq website](#))

| | | |
|---|------------------------|---|
| First Name YOUR | Surname NAME | Department : PHYSICS |
| Username ID (i.e. PhD Login for the University intranet): J***** | | (For Departmental administrators only) Default Approver's University number: 0772788 |
| E-mail *****@WARWICK.AC.UK | | Default Cost Collector: A.PXHT**** |
| UK Bank/Building Society details: Bank Account No: 0 1 2 3 4 5 6 7 Bank Sort Code: 1 2 3 4 5 6 Building Society Roll No.: (If you have a foreign bank account, please complete and attach the form "Foreign Bank Account Details") If your bank details change you MUST complete a new FP16a PhD form. | | BI Manager's University number: 1870472 |
| | | Vendor number (leave blank if this is your first claim): 3 0 0 _ _ _ _ _ |


Mileage allowance: Insert total miles shown overleaf, rate per mile and calculate totals:

| | | |
|-----------------------------------|---|----|
| | £ | p. |
| _____ miles at _____ p. per mile. | | |

Travelling and Subsistence Expenses: insert total shown overleaf supported by receipts

| | | |
|---|-----|----|
| Total expenditure coded below | £ | p. |
| 100 | | 00 |
| 100 | | 00 |
| | | |
| | | |
| LESS: amount of ADVANCE already received | | |
| Total reimbursement claimed / money returned | 100 | 00 |

I request reimbursement of the expenses, specified above, incurred necessarily on University business. I confirm that I have personally incurred the expenditure and have not reclaimed it by any other method. In claiming business mileage for the use of my private vehicle, I confirm that I have valid & appropriate vehicle insurance for business use, my vehicle has a valid road fund licence & MOT certificate & my vehicle is serviced & maintained in a safe & roadworthy condition. (The University of Warwick reserves the right to check documents & inspect private vehicles at any time).

Signature of Claimant  _____ Date _____

Departmental authorisation: _____ Date _____
(Signature of departmental authorised signatory)

Please print name and title:

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Expense claims

- Always include a line with the details of the event – Conference wont do. Ideally need dates and venue and name of the event for audit purposes
- Scan all receipts and attach to the PDF after page 2, in the same order they are listed on the grid
- Send to HetSys@warwick.ac.uk for authorisation and processing
- Make sure your totals add up
- Money returned in around 7-10 days

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Concur step-by-step

Search Warwick

concur



CONCUR

Concur Online Expenses

WARWICK

≡ insite: our staff hub

[News](#) | [What's On](#) | [Work](#) | [Grow](#) | [Play](#) | [Celebrate](#) | [Cost of living](#) | [Staff forums](#)

[Covid-19 guidance](#)

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Concur step-by-step



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with the following items: 'SAP Concur' with a logo, 'Expense', 'Approvals', 'Reporting' with a dropdown arrow, and 'App Centre'. On the right side of the navigation bar, there is a 'Profile' dropdown menu and a user icon. Below the navigation bar, the main content area features the Warwick logo on the left. To the right of the logo is a dashboard with five cards: 'Start a Claim' (with a '+' icon), 'Upload receipts' (with a '+' icon), 'Required Approvals' (with '01'), 'Available Expenses' (with '00'), and 'Open Claims' (with '00'). A blue arrow points from the top of the page down to the 'Start a Claim' button. Below the dashboard is a section titled 'COMPANY NOTES' with a sub-section 'Next Generation Concur'.

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Concur step-by-step



Create New Claim

Claim Name *

Cats in Science Conference Oct22

Policy *

*UoW - Expense Policy

Claim Date

19/10/2022

* Required field

Business Purpose * ?

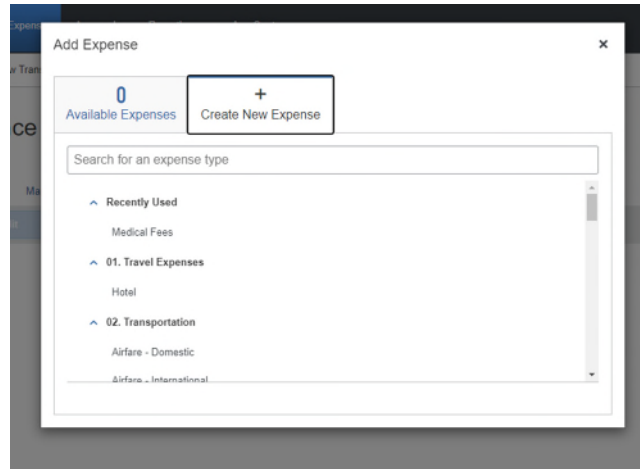
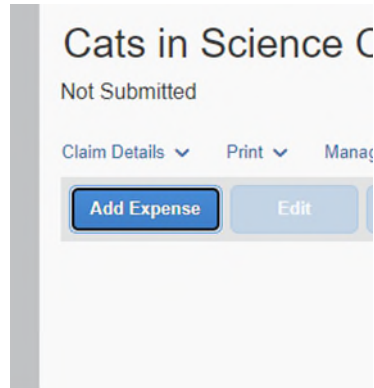
Cats in Science Conference, Bristol, Oct 3-5 2022

Comment

Always include
business purpose
including the name of
the event, dates and
location

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Concur step-by-step



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Concur step-by-step

New Expense Cancel Save Expense

Details Itemisations Hide Receipt

Allocate

Expense Type * * Required field
Public Transport

Transport Type * Bus

Transaction Date * DD/MM/YYYY

Business Purpose * Cats in Science Conference, Bristol, O...

Enter Vendor Name Ariva West Country

City of Purchase *


Payment Type * Personal Funds

Amount * 5.75

Currency * UK, Pound Sterling

Receipt Status * Receipt

Comment



Upload Receipt Image

Save Expense

Save and Add Another

Cancel

Research Support and Training Grant

Concur step-by-step



Cats in Science Conference Oct22 £5.75 

Not Submitted

Claim Details 

Print 

Manage Receipts 

Add Expense


Edit

Delete







Copy

Allocate

Combine Expenses

Move to 

Submit Claim

Receipt  Payment Type  Expense Type  Supplier Details  Date  Requested 

Your RTSG code will be automatically assigned to your Concur profiles so there is no need to add in your costcode – if you need to charge an expense to another costcode, you do this through the allocations button



Research Support and Training Grant



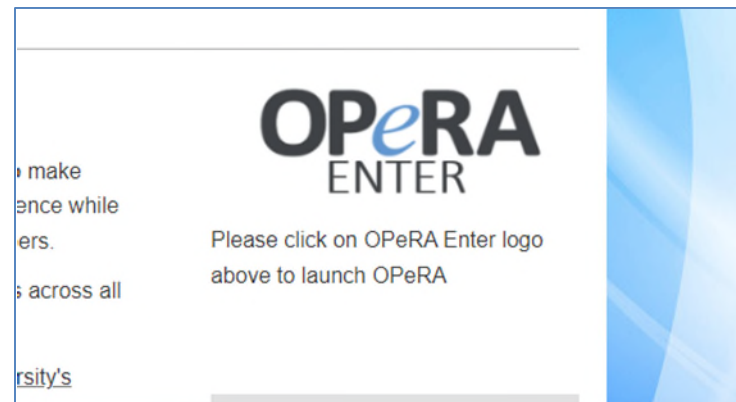
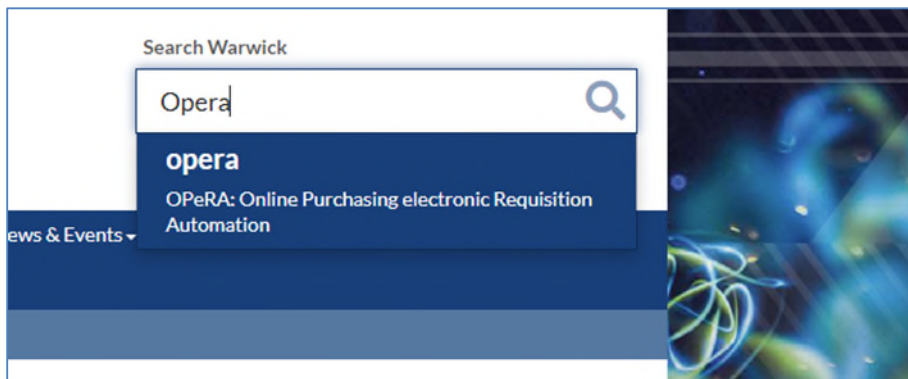
What on earth is this OPeRA System?

- A Purchasing system to use with arranging travel and accommodation with Key Travel (to raise a “requisition” which will then become a Purchase Order) – we’ll cover the Key Travel portal later
- Also used for requesting to use the HetSys travel credit card (a non-Opera vendor request) or Physics department purchasing credit card

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OPeRA: Requisition to get a Purchase Order

All PhD students will have an OPeRA account. Make sure you are signed into MyWarwick and then use the search bar on any Warwick webpage to find OPeRA



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The screenshot displays a web application interface. On the left, a dark navigation menu is open, showing options such as 'Shop (Alt+P)', 'Shopping', 'My Carts and Orders', and 'Admin'. A sub-menu is visible under 'Shopping', listing 'Go To', 'Shopping Home', 'Advanced Search', 'View Favorites', 'View Forms', 'Non-Catalog Item', 'Quick Order', 'Browse By', 'Suppliers', 'Categories', and 'Chemicals'. The 'Non-Catalog Item' option is circled in orange, and an orange arrow points to it from the right. Below the navigation menu, a banner reads 'Banner are Mon, Wed and Fri. It's important that orders a'. Further down, a 'Product Search' section is visible, with tabs for 'Simple' and 'Advanced'. The 'Advanced' tab is selected, and a dropdown menu shows 'Everything'. On the right side of the page, there are several widget sections: 'Help & Contact' with links for 'Contact Us' and 'QPeRA Shopping Guide'; 'Shopping' with links for 'Chemical Search' and 'View Favorites'; and 'Quick Links' with links for 'Purchasing Office', 'QPeRA Material Numbers', and 'Approved Suppliers & Contracts'.

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Add Non-Catalog Item [X]

Existing Supplier

Key tr [X] [Q] ← Find your supplier in here

- KEY TRAVEL [i]
- KEYTRACKER LTD [v]

| Description * | Suppliers reference number * | Quantity * | Price * | Unit of Measure |
|-------------------------------|-------------------------------|-------------------------------|---------------------------------------|-----------------|
| <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> GBP [v] | EA - Each [v] |

254 characters remaining

Additional Details [v]

Material Number [Q]

★ Required fields

Save Save And Add Another Close



NON CATALOGUE ITEM

Existing Supplier

KEY TRAVEL

KEY TRAVEL

Fulfillment Address

KEY TRAVEL - 61-95 OXFORD STREET, MANCHESTER, XEU M1 6EJ United Kingdom

Item

| Description * | Supplier's reference number * | Quantity * | Price * | Unit of Measure |
|---|-------------------------------|------------|------------|-----------------|
| Return Flight from LHR to JFK for 76th Workshop on Cats in Science at P.A.W.S Outbound 12th November 2022 return 19th November 2022 | Key Quote Numb | 1 | 300.00 GBP | EA - Each |

122 characters remaining

Additional Details

Material Number

74646

Travel - Airfares - Overseas

Always include the full details of the item – if it's a flight, we need the airport details, the dates and the business case – i.e. event

The key travel portal automatically issues a QUOTE NUMBER. Include this here for invoices purposes or write UNKNOWN


★ Required fields

Save

Close

Every item needs to have a Material Number attached. Either input manually or search for one using this function

Additional Details

Material Number 

★ Required fields

Commodity Code Search ✕

Code starts with...

Page 1 of 19 1-20 of 374 Results 20 Per Page ▾

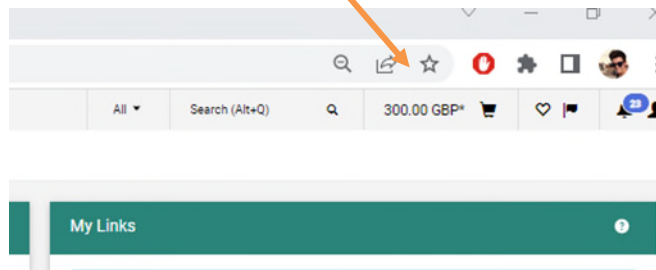
| Code ↑ | Description | |
|--------|---|---|
| 28951 | AV Equipment Hire | + |
| 43533 | Library Archive Equipment & Consumables | + |
| 60205 | Book Binding & Book Repairs | + |
| 60470 | Auditors - Non Audit Services | + |

Code starts with...

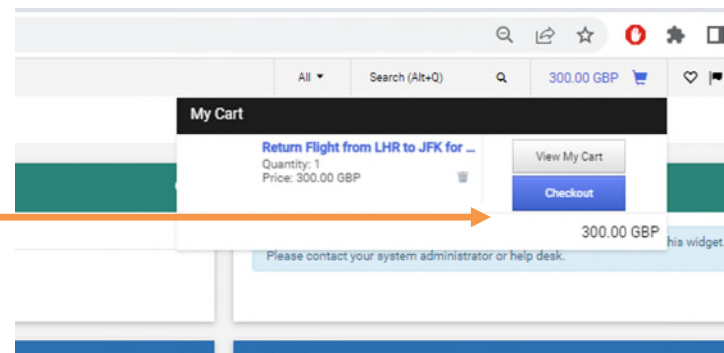
| Code ↑ | Description | |
|--------|------------------------------|---|
| 74646 | Travel - Airfares - Overseas | + |
| 74647 | Travel - Airfares - UK | + |

Useful Material Numbers:
74646 - Travel - Airfares - Overseas
74647 - Travel - Airfares - UK
74644 - Travel - accommodation UK
74645 - Travel - accommodation-overseas
74651 - Travel - train, taxi, car hire

Click Save and your item will be added to your basket (top right hand side of the page)



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You need to let OPeRA know where to charge your item. Click on the PENCIL to edit this section

Cost Collector

| Cost Collector | Cost Center | Internal Order | Project |
|----------------|--|----------------|---------|
| Cost Center | <i>no value</i> ● Required | N/A | N/A |



VAT Code

● values have been overridden at line level - please update via VAT code tab

| VAT Code |
|---------------------|
| V1 Standard Rate |



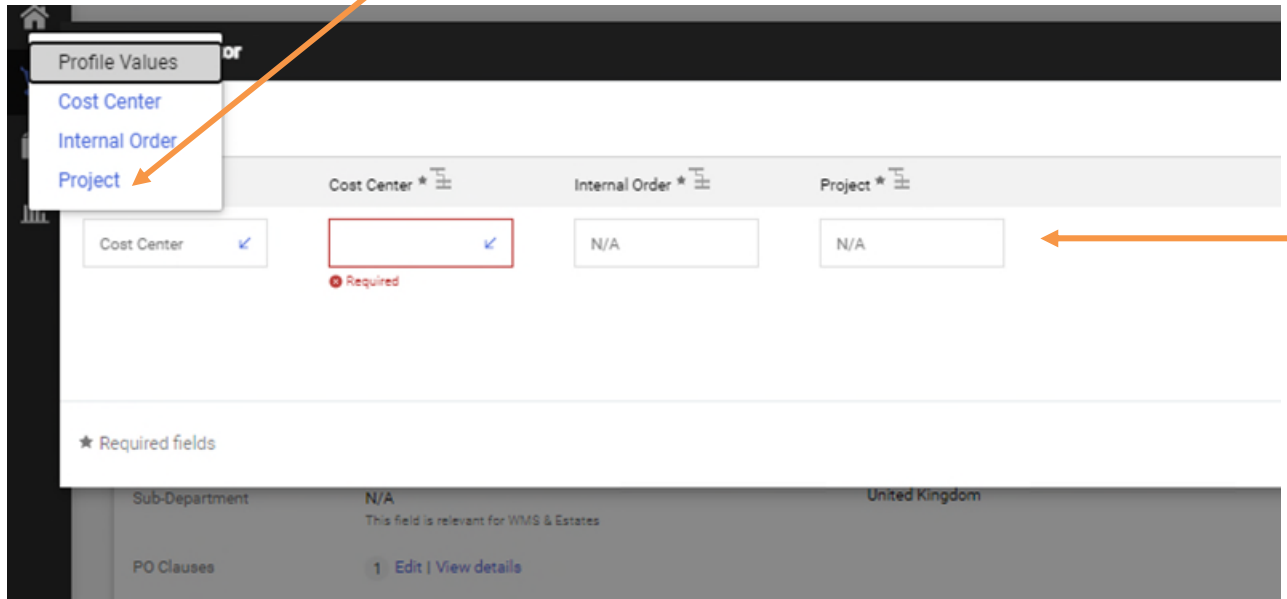
Internal Notes and Attachments



External Notes and Attachments



Your costcode is called a PROJECT code. Select this option



Profile Values or

- Cost Center
- Internal Order
- Project

Cost Center * Internal Order * Project *

Cost Center Internal Order Project

N/A N/A

Required

★ Required fields

Sub-Department N/A United Kingdom
This field is relevant for WMS & Estates

PO Clauses 1 [Edit](#) | [View details](#)

Type your RTSG code in the project field WITHOUT the fullstops eg APXHT2122HJK

Check the VAT code – change to VZ if it is for travel (no VAT on airfares, rail fares or hotels) use the Pencil to edit and select VZ from the drop down list

| Cost Collector | | | | VAT Code | Other | |
|--------------------------------|-------------|----------------|---------------------------------------|---------------------------------|-----------------|------------------|
| Cost Collector | Cost Center | Internal Order | Project | VAT Code V1 Standard Rate | Plant | Purchasing Group |
| Project | N/A | N/A | APXHT1927DGC General Running Costs | | PL17 PHYSICS | PXQ Physics |
| Internal Notes and Attachments | | | | External Notes and Attachments | | |

Submit the requisition and when prompted assign it to Helen Knight for approval.

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All ▾

Search (Alt+Q)

300.00 GBP



23



Assign Cart

Submit Requisition

Draft

You will receive an email confirmation that your requisition has been submitted. Keep your eye on your notifications in OPeRA/refresh the requisition periodically to track it's progress through the approval system. Once it's approved it will be sent directly to the supplier. You will receive an email when your Purchase Order has been sent to the supplier and this email will contain your PO Number (PXQ*****) which you can use when confirming travel or a purchase

300.00

300.00



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Key Travel

- You should all have a profile with Key Travel so you can use their online booking portal. Use the link to the portal on the HetSys student intranet: <https://warwick.ac.uk/fac/sci/hetsys/studentinformation/bookingguidance/>
- On first use, set up your password and passenger details on your profile

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[BOOK ONLINE >](#)

[Home](#) [Travel Toolkit](#) [Accreditations and Governance](#)

My Travel

[Book Online](#)

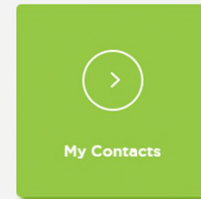
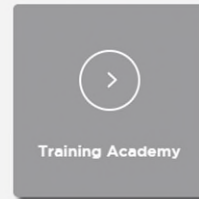
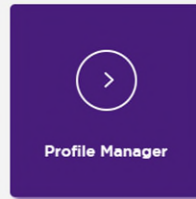
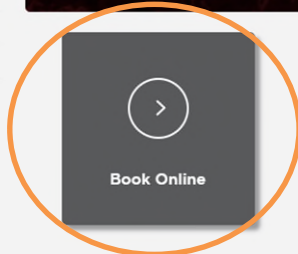
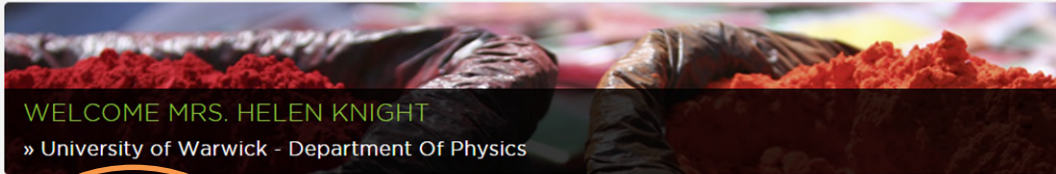
[Profile Manager](#)

[Training Academy](#)

[My Contacts](#)

[Groups and Tours](#)

[Change Password](#)



We are an International leading travel management company dedicated to serving the travel requirements of the not-for-profit, academic and faith sectors. Our mission is to help organisations

6 Handy Tips
For Travel Organisers



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✈️ 🏨 🚆 🇪🇺 🧳 My trips Department

FLIGHTS SEARCH

Round trip One way Multiple stops

1 Adult ▾ Economy ▾ Direct flights only

From:

To:

Departure: Leaving by ▾ Anytime ▾

Return: Leaving by ▾ Anytime ▾

Use the icons at the top of the page to book either flights, hotels, trains or Eurostar. Very similar to Expedia. Find your preferred hotel and flights and add them to your basket to check out once you have a Purchase Order Number

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Key Travel

- Find and HOLD your flights or hotels using the portal to get a Quote Number.
- Then raise your Requisition\Purchase Order in OPeRA
- Keep in mind that the Approval Process can take a bit of time which is why it is important to HOLD YOUR BOOKING to secure the price.
- Check out through the portal using your Purchase Order Number to confirm your booking
- You will get an email from Key Travel confirming this
- Send a copy of this email to HetSys@warwick.ac.uk for our finance files and for audit purposes
- To change bookings or if you have any issues with booking then contact Warwick@keytravel.com or call 0161 8199812

To request to use the credit card for conference fees or one-off purchases, you will need to scroll down the main OPeRA page until you see this option



Showcased Forms

[Non-OPeRA Vendor Form](#)
Non-OPeRA Vendor form

Complete the details in the form

Supplier Information

Existing Supplier Enter Manually

Supplier Name * PAWS Society

DUNS No.

Supplier Phone
(Country, Area, Phone, Ext)

Supplier Fax No.
(Country, Area, Phone)

Supplier Email admin@paws.org

Currency USD

Distribution Method *
The system will distribute purchase orders using the method(s) indicated below:
 Check this box to customize order distribution information.

Manual

Address: (if known)
1000 characters remaining expand | clear

Web address www.paws.org

Item Information

Please provide a brief overview of the requirement *

Registration fee for the PAWS conference in New York November 2022

994 characters remaining expand | clear

As much detail as possible, please!!!

Suppliers reference number *

UNKNOWN

Product Description *

Conference Fee

240 characters remaining expand | clear

Quantity *

1

Price *

300

Requestor Certification

Please select from the following statements those which apply to this request:

- This is a one off requirement (single purchase within any financial year)
- An approved supplier does not already exist for the goods / services
- This is a low value foreign payment (< & pound;500)
- This is a subscription payment or online publication
- This is payment of an external course or conference fee
- Other

If "Other", please provide details

1000 characters remaining expand | clear

Add to the cart and then follow the check out procedure as listed above.

Once the expenditure has been approved we will get in touch with you to arrange the transaction