**Claiming Your VALIDATE One Health Workshop Expenses**

**Due to the end date of our grant, expenses MUST be claimed by 30 September 2023. We cannot accept any claims after this date.**

# Guidelines

VALIDATE is funded by research grants, and our costs are audited by external auditors, so costs need to be appropriate, reasonable and relevant:

* Costs related to your attendance at the VALIDATE One Health Workshop must be claimed in arrears.
* We cannot cover ‘per diem’ or estimated costs; costs must be actual expenditure – you must keep the detailed receipts that itemize each item you bought to submit with your expense claim. Costs that do not have itemized receipts will cause delays in your reimbursement and may mean you cannot be reimbursed for that cost (this is because costs must be auditable).
* **Air Travel:** we can cover standard airfares only (i.e. no Business/First class), and we would obviously appreciate efforts to use the most economical route and carrier where possible for any travel.
* **Please use Taxis:** To ensure everyone can travel in safety, VALIDATE will cover any taxi journey you take as part of the VALIDATE One Health Workshop. This includes travel from Cape Town airport to the venue (VALIDATE can also arrange this ahead of time). Please make sure you use a registered taxi company or Uber – it is not safe for international travellers to hail a taxi at the airport or in the street, or to use non-registered mini-bus ‘taxis’. If in doubt, check with the hotel or the VALIDATE team.
* **Accommodation:** VALIDATE has booked accommodation for all delegates on or near the venue site. Checking in on the 3rd and checking out on the 6th of September.
	+ **We appreciate that flight times may mean you need to arrive earlier, or leave later than this, so please let us know if you need an extra night to allow for your travel time.**
* **Meals:** If the venue permits it, you are welcome to charge your meals onto your room bill for VALIDATE to pay on a final invoice.
	+ You are not limited to the restaurant at the venue and we will cover a registered taxi to and from a reasonably priced restaurant nearby. As a guide, the meal should be a similar price, or less than the food costs at the conference venue.
	+ VALIDATE will cover **two**, reasonably priced alcoholic with your meal (plus water).
* VALIDATE can only reimburse work related costs (so any costs relating to sightseeing/visiting friends cannot be included and cannot be claimed). Similarly, you cannot claim costs to buy friends/family food or drink. Alcoholic drinks should be with meals only (two drinks with a meal is a good guide).
* If in doubt, please spend VALIDATE’s money as if it were your own. Do get in touch with the VALIDATE Team (prior to, or at the event) with any queries.

# How to Claim Costs Incurred

There are 2 ways to claim:

## 1. When you have personally paid for your travel costs

Costs can only be claimed in arrears and with evidence of the expenditure (itemized receipt, or bank/credit card statement).

To claim an expense, complete the Oxford University expense claim form. The form has guidance on how to complete it (and, for example, how to claim for private car use), but do contact the Management Team (VALIDATE@ndm.ox.ac.uk) with any queries.

Please keep itemized receipts of all costs you incur, and submit these together with the Oxford University expense claim form. Please scan and email the documents and receipts to VALIDATE@ndm.ox.ac.uk, with the statement: “I can confirm that the claim for reimbursement of xxxx *[insert amount in words]* whilst on VALIDATE (Oxford University) business for the period *[insert date]* is in respect of bona fide business expenses, incurred wholly, exclusively and necessarily on behalf of the VALIDATE Network based at Oxford University"

For foreign currencies, please provide evidence of the exchange rate used (e.g. a print out of [www.xe.com](http://www.xe.com/) for that day). We normally reimburse expenses in GBP, but for those of you based in other countries, do just let the VALIDATE Management Team know if you would prefer to be reimbursed in your local currency and we can request this.

## 2. When your Institute paid for your travel costs

Costs can only be claimed in arrears and with evidence of the expenditure related to your travel (itemized receipt, or bank/credit card statement).

To claim your expenses, ask your Institute to raise an invoice to “Oxford University Jenner Institute”, with all the costs you are claiming listed as line items (e.g. ‘airfare’, ‘accommodation for 5 nights’ etc). Please reference grant code ‘HCR01020 (VALIDATE)’ and your name and ‘One Health Workshop Expenses’ on the invoice. Ensure that your Institute’s bank account details are included on the invoice. Please send the invoice and scans of all related receipts by email to VALIDATE@ndm.ox.ac.uk and we will arrange payment of the invoice by Oxford University. Do contact the VALIDATE Management Team with any queries.

Your institute will need to keep the original receipts of all the costs that you incurred and are claiming, for five years for future audit purposes.

# Tips to avoid delays with your expense claim

* Include receipts for every cost you are claiming; these need to be the detailed, itemized receipts wherever possible
* Do not include costs for which you do not have a receipt
* List one receipt per line on the expense claim form. If you have many claims and need to consolidate your claims to fit them onto the expense claim form, then please also include a second Excel spreadsheet (see ‘VALIDATE expense claim clarification template’ document), listing each of your claims one-by-one, in your claim submission – this helps us work out what you have done and what you are claiming
* Explain clearly (either on the expense claim form, or in a separate Excel spreadsheet or in your email) what each cost was for – we cannot reimburse costs we do not understand. Good examples of explanations include ‘return bus to embassy for visa interview’, ‘dinner 05/09/23’, ‘return flights from Lagos to Cape Town for meeting attendance’ etc
* Do not include any costs that are not work related – we cannot reimburse you for costs relating to sightseeing, visiting friends, for meals for friends, nights out drinking, clothing purchases etc. If you include these costs we will query them and ask for them to be removed, which will delay your claim reimbursement
* Make all your expenses as clear as possible in terms of cost and purpose – we want to reimburse you as quickly as we can but can only do so once we understand and approve all your claimed costs
* Please be aware that the checks and financial processes at Oxford University can mean an expense claim can take 2-3 months to be reimbursed

Do just get in touch with the VALIDATE team with any queries.