The School of Health and Rehabilitation Sciences: Finance
RHD Budgets – Planning/Approval

For comprehensive information - Please see new RHD Budget Proforma and RHD Budget guidelines distributed by Professor Linda Worrall by email on 13/2/13.
RHD Budgets – Planning/Approval

• All expenditure and procedures explained today are for items/consumables, travel etc, which must have been pre-approved in your RHD budget

• RHD budget is planned by RHD candidate/and supervisor and approved by email by Profs Linda Worrall or Jenny Strong (SHRS RHD Coordinators)

• Once approved, copies of RHD budget forms are forwarded to Chris Alexander (Ext. 51852 – Room 821) in the Finance Unit and saved on S Drive to cross reference and track expenditure and available balances
PURCHASING

Financial Procedures for Research
Higher Degree Candidates
Procurement of Lab Consumables and Minor Equipment

- Complete the Internal Requisition Form
- Fill in Chart Strings (in liaison with Finance Unit)
- Get approval from Supervisor / CI (signature on form)
- Forward Internal Requisition Form and 3 Quotations (if required) to Chris Alexander (Ext. 51852 – Room 821) for processing ensuring purchases are made via UQ Unifi system
- Chris will receive the goods and call you to pick up when available and then arrange payment of the Tax Invoice
- If in doubt, first contact Chris prior to making any purchases from your own funds
Procurement IT or IT related equipment

- Contact Alex Romero at 61969 or
- email Alex at: a.romero@hms.uq.edu.au
- Complete IT Request Form and forward to Chris Alexander (Ext. 51852 – Room 821) for budget check
- Alex will process Requisition for purchase of goods via the UQ Unifi system
- Chris will receive the goods and call you to pick up when available and then arrange payment of the Tax Invoice
Procurement of Food and Catering

- Not applicable for most RHD budgets

- VIP: If required, please ensure you speak to Chris prior to making any purchase or any commitment
Financial Procedures for Research
Higher Degree Candidates
Reimbursement Below $100

- Any reimbursement below $100 is classified as Petty Cash
- Petty Cash can be reimbursed immediately
- To claim reimbursement, it is imperative that you have the original Tax Invoice/Receipt.
- Bring your Tax Invoice to Level 8 and see Chris Alexander (Ext. 51852 – Room 821)
Reimbursement Above $100 – Students/Staff

- Any reimbursement above $100 is classified as a General Claim
- To claim reimbursement, it is imperative that you have the original Tax Invoice and Proof of Payment – eg, Receipt.
- Complete the Staff or Student Domestic Reimbursement Form (Must be typed)
- Please include your Employee No/or bank details [BSB and Account number]
  
  (Contd.)
Reimbursement Above $100 – Students/Staff

(Contd.)

- Email Claim to Chris Alexander (c.alexander@uq.edu.au) for checking, who will then return to you for finalization.
- You then print, sign and return ORIGINAL SIGNED FORM (NOT SCANNED, FAXED OR OTHER ELECTRONIC VERSIONS) with ORIGINAL Tax Invoice/Receipts to Chris and she will send to Business Services.
RISQ

Financial Procedures for Research Higher Degree Candidates
Request for Internal Service Quotation

- RISQ is used for internal purchases between different business units within the University
- **For Example:**
  - For printing a poster through the GPEM
  - For paying advertising expenses to OMC
  - UQ Vehicle Hire
- Please contact Chris Alexander (Ext 51852 – Room 821) if you require a RISQ to be raised.
BUDGET UPDATES

Research Higher Degree Candidate Budgets
RHD and Grant Budget Updates

- Please email Chris (Ext 51852 – Room 821) requesting a balance on your PhD Budget
- Chris will send you a YTD report on your Budget
- You should also try to keep tally on your Budget Form which has calculations imbedded

**NOTE:** Candidates should try to keep a track of their expenditure as a matter of course.
Fund Allocation and Allowances
Travel for Research Higher Degree Candidates

- **Travel Allowance for RHD Candidates**

  - Note: New Procedure.

  - There is no longer a separate specific allowance for Travel for RHD Candidates – it is included in your overall budget.

  - Please refer to new RHD Budget Proforma and RHD Budget guidelines distributed by Professor Linda Worrall by email on 13/2/13.
TRAVEL

Financial Procedures for Research Higher Degree Candidates
When do I need to complete a UQ Travel Request?

You need to complete a Travel Request (via Unifi) for **ALL** travel relating to University Business over 200 kms

This is required even if there are NO costs to the University

This ensures you are covered for Insurance purposes

Is this Travel regarded as “Dual Purpose Travel”? *(See new guidelines issued by email by School Manager, Wayne Pitman on 26/2/13)*
Step 1: Completion of Travel Request (Before Travel)

- Completion of the Unifi Travel Request (online)
  - Destination details
  - Purpose of the trip
  - Travel Dates
  - Emergency Contact Details
  - Travel Budget
  - Apply for a Cash Passport (Optional)

(Contd.)
Step 1: Completion of Travel Request (Before Travel)

(Contd.)

- Attach completed “Dual Purpose Travel Calculator” to Travel Request for all trips so Finance Officer can check if trip meets definition or not
- Contact Campus Travel for Booking of Flights/Itinerary
- Upon completion, submit the Travel Request for review (this will automatically be routed to the Finance Officer (Chris Alexander – Ext 51852, Room 821))
- Ensure you click on DFAT Link to bring up correct Travel Warnings
Step 2: Contact Campus Travel (Before Travel)

 Contact Campus Travel at 07 3393 8855
  • Request an itinerary
  • Once you receive an itinerary, forward the itinerary to Chris Alexander (c.alexander@uq.edu.au) (who raises a PO and sends to Campus Travel).

• NOTE: Travel can be booked directly with any AIRLINE provided you have a Cash Passport. You CANNOT use a Travel Agent (eg, STA Travel) other than Campus Travel.
Step 3: Conference Registration and Accommodation (before travel)

- **Conference Registration**
  - Use Cash Passport to register for the conference online (ensure included in your budget on Travel Request)

- **Booking Accommodation**
  - Use Cash Passport to book accommodation online (ensure included in your budget on Travel Request)
  - Funding for Meals and Incidentals will be uploaded on to your Cash Passport if requested on Travel Request also
Step 4: Cash Passport Reconciliation (After Travel)

- Please make sure that you have all your original Tax Invoices/Receipts from your travel.
- Request the Travelex Statement via the Travel Form
- Reconcile the Cash Passport as much as possible – Please do not click “Complete Reconciliation” until the statement has been checked by a Finance Officer.
- Forward the electronic copy of the Travelex Statement to Chris Alexander (c.alexander@uq.edu.au) for checking along with the original receipts (hardcopy).
Step 5: Travel Reconciliation (After Travel)

- Please ensure you finalise your Travel Request Form whether funding/no funding used for the trip (in a timely manner)
- Please ensure you reconcile your Cash Passport on return from trip (in a timely manner)
- Both finalisation of Travel Request Form and Reconciliation of Cash Passport can be quite complex for first time users, please contact the Finance Officer (Christine Alexander – Room 821 – Ext 51852) for assistance
URL:

- SHRS Internal Requisition Form:

- IT Request Form:

- Hospitality Calculator Form:
  [http://www.fbs.uq.edu.au/?page=126455&s=4672816efa3704c36524ddc5757089c8](http://www.fbs.uq.edu.au/?page=126455&s=4672816efa3704c36524ddc5757089c8)

- Student Domestic Reimbursement Form:
  [http://www.fbs.uq.edu.au/?page=126455&s=4672816efa3704c36524ddc5757089c8](http://www.fbs.uq.edu.au/?page=126455&s=4672816efa3704c36524ddc5757089c8)

- Dual Purpose Travel Calculator Form:
  [http://www.fbs.uq.edu.au/?page=126455&s=4672816efa3704c36524ddc5757089c8](http://www.fbs.uq.edu.au/?page=126455&s=4672816efa3704c36524ddc5757089c8)
Appendices:

- Appendix 1: New RHD Budget Proforma and Guidelines (email sent by Professor Linda Worrall on 13/2/13)
- Appendix 2: New Dual Purpose Travel Guidelines (email sent by Wayne Pitman on 26/2/13)
- Appendix 3: The Internal Requisition Form
- Appendix 4: IT Request Form
- Appendix 5: Hospitality Calculator Form
- Appendix 6: Student Reimbursement Form
- Appendix 7: Dual Purpose Travel Calculator Form
Finance Contacts

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