

School of Media, Arts and Humanities research finance tasks overview – updated March 2021

What?	Who?	Link to central guidance and/or forms
Procurement and purchasing		
Setting up a new supplier	Reception team	http://www.sussex.ac.uk/finance/how/purchasing
Raising a Purchase Order and dealing with invoices	Reception team	https://www.sussex.ac.uk/webteam/gateway/file.php?name=purchasing-goods-and-services-v8---july-2020.pdf&site=262
Procuring goods and services using a purchasing card (PC)	Elaine Saunders, Sarah Maddox and Danielle Salvage have a PC	https://www.sussex.ac.uk/webteam/gateway/file.php?name=purchasing-card-guide-v10-may-2020.pdf&site=262
Employment		
Casual fee payment forms (e.g. for ERAs; external PhD supervisors; research seminar guest speakers)	RTW checks carried out by relevant team. RECs could process the actual casual pay forms since they know the rates of pay, budget codes etc. Note that the budget holder must send the completed casual pay form to Payroll	http://www.sussex.ac.uk/humanresources/business-services/forms/otherforms
IR35 (off Payroll working, e.g. for research consultants)	Reception team working with the 'engaging manager' (normally member of faculty) – try to get engaging manager to do as much of this process as possible – e.g. complete the ESQ	http://www.sussex.ac.uk/humanresources/business-services/policies and https://www.sussex.ac.uk/webteam/gateway/file.php?name=ir35-flowchart.pdf&site=302 MAH off Payroll working process flowchart https://www.sussex.ac.uk/schools/media-arts-humanities/internal/documents/mah-off-payroll-supplier-payment-process-map.pdf

PhD student-related		
Expenses claim forms	RECs	http://www.sussex.ac.uk/finance/forms
Fee waiver forms from staff studying for a PhD	RECs/PGR Coordinator	https://www.sussex.ac.uk/organisational-development/planning/fee-waivers
Bursaries and studentships	RECs	https://www.sussex.ac.uk/study/fees-funding/phd-funding
Research faculty related		
Expenses claims	Faculty do themselves via Unit 4	http://www.sussex.ac.uk/finance/how/expenses
Key Travel (supplier of travel, hotel and international vehicle hire services)	Reception team with backup from the School Coordinators This involves raising POs. Faculty are responsible for getting the initial quote from Key Travel which they would pass on to the Reception Team	https://www.keytravel.com/uk
Personal incentive fund expenditure approval	RECs in liaison with DRaKEs/Assoc Dean for Research	
Catering for events	RECs can help with ordering	https://www.sussexfoodhospitality.com/updated/default.aspx
Visiting Research Fellows/Research Associates	Michele Harrison/School Coordinators (for bench fee invoicing)	Guide for Applicants for Visiting Research Fellowships/Research Associates : Research : School of Media, Arts and Humanities : University of Sussex

Link to finance training information:-

<http://www.sussex.ac.uk/finance/financialliteracytraining>