

# Weekly Bulletin No. 769, Week Commencing Monday 6th May

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## 1. Webinar: Welcome to Key Travel, Wednesday 15 May, 10h00

Discover how Key Travel (the University's preferred travel supplier) can support you with your travel booking needs, how to get the best out of their *Online Booking Tool* and the possible savings that can be achieved. For more details about this one hour webinar and to book a place, see <https://www.training.cam.ac.uk/fin/event/2913738>.

Issued by [Christine Rogerson](#) - Finance Training

## 2. iProcurement Part 1: Getting Started in iProcurement, Thursday 16 May, 09h30

This course is aimed at new iProcurement users who prefer face to face tuition. It provides an introduction to using iProcurement for creating requisitions and purchase orders. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2651781>.

Issued by [Christine Rogerson](#) - Finance Training

## 3. Internal Trading – Invoice emailing – Attachments

Further to the announcement in Weekly Bulletin No. 763, we would like to remind departments that although we can burst the Internal Trading invoices out to the receiving department nightly, we recognised that this new process does not allow for the attachment of cost breakdowns / additional information to the invoice. For TES invoices this breakdown is now included within the invoice narrative, this is not always possible for more complex charging. Whilst it would be ideal if we could perform the action within CUFS, at this time it is not possible.

As a way of mitigating some of the issue, we have provided a schedule of departmental email addresses. These email address can used to send a breakdown of charges to substantiate the charge.

The link below provides the necessary contact information. <https://www.finance.admin.cam.ac.uk/departmental-contacts> There is also a webpage covering Internal Trading FAQ's <https://www.finance.admin.cam.ac.uk/training/docs/cufs-faqs/internal-trading-faqs>

Issued by [Chris Patten](#) - Head of Accounting Services

## 4. Vacation Internships

The Finance Division have been made aware of the following information by Alice Benton, Head of Education Services.

Previously the EPSRC advised universities that amounts paid to students undertaking vacation internships were not subject to either National Minimum Wage legislation nor were they to be treated as taxable employment income. Following correspondence with the HMRC, the EPSRC are advising all universities that such payments are in fact to be treated in the same way as payments for employment, which are both taxable and subject to the National Minimum Wage legislation.

In light of this change, and to ensure fairness and consistency of treatment of vacation interns, with immediate effect all such internship programmes must be treated as follows:

- Interns must be paid the National Living Wage, which is currently £8.21 per hour. Interns fall outside of the scope of the Real Living Wage (currently £9 per hour) and it is therefore, essential that the job title includes 'Intern' or 'Internship'.
- Interns should be engaged through the UPS2 process, which will ensure deduction of tax and NI via PAYE as appropriate, and should be issued with a Workers Agreement. The UPS2 form can be found here: [UPS2 form](#).
- In line with other workers, a right to work check will need to be carried out before the intern starts work.

These arrangements will be applicable to **all internships or similar programmes where students receive payments for carrying out work and there is some benefit to the Faculty or Department** from the funded activities undertaken by the students. However, in accordance with HMRC guidance, work placements that are an obligatory element of a course are excluded from the rules and continue to be exempt from taxation and National Minimum Wage legislation.

I should be grateful if you would ensure that this information is distributed within your Faculty or Department as appropriate.

If there is any doubt about taxation treatment, please contact the University's tax team via [taxqueries@admin.cam.ac.uk](mailto:taxqueries@admin.cam.ac.uk)

If you have any questions as to whether the above arrangements apply to a particular vacation bursary or summer school, please contact Mary Howe in Education Quality and Policy [mary.howe@admin.cam.ac.uk](mailto:mary.howe@admin.cam.ac.uk) and if you have any questions regarding the UPS process, please contact your HR School Team.

Issued by [Spencer Moore](#) - Head of Tax

## 5. Monthly Accounting Timetable

To view the [status of the monthly process](#) including the month end close dates please use the following link: [Accounting Timetable](#)

[Bulletin Archive](#)