

From: UFS Communications
Sent: 17 April 2020 16:48
Subject: COVID-19 Finance Departmental Guidance Issue 17

Dear All

Please find today's round up of news from the Finance Division. Key Contacts are asked to share with staff in their areas.

- [AP: Bank details – fraud awareness, email subject lines and a new form](#)
- [Travel Insurance - trips in near future, trips later in year and claims](#)
- [FUG – recording now available](#)

This information is also available from the [Finance Division website](#). However, if you have any additional queries please do continue to contact the Help Desk on 01223 (7)65999 or at UFS_enquiries@admin.cam.ac.uk

In the meantime stay safe and we wish you all a lovely weekend.

COVID-19
FINANCE DEPARTMENTAL GUIDANCE – ISSUE 17
17th April 2020

AP - Bank details

Collection of data for students and individuals

Could departments please include 'BACS Information' and the 'Name of the supplier' in the subject line when forwarding banking information to the AP team, this will help us sort and search emails easily.

New BACS form for suppliers

A new BACS form template is available from the Finance Division website for departments to part-complete and forward to any suppliers that we currently pay via cheque. Departments should enter the suppliers details as we have on file on the accompanying letter, and then their name and address at the top of the form before forwarding to the supplier to verify, add their bank details and return to Accounts Payable. See <https://www.finance.admin.cam.ac.uk/staff-and-departmental-services/forms>

Keep alert!

In the last 24 hours alone, we have received three scam emails purporting to be from suppliers and requesting for their bank details to be changed. Therefore, you are reminded to be alert to the

possibility of fraudsters and where possible speak to the individual to verify. If you have any doubts please contact the Helpdesk for advice on UFS_enquiries@admin.cam.ac.uk or call 01223 (7)65999.

Travel Insurance update

Trips in the near future

The FCO continue to advise against all non-essential overseas travel. Teaching and research - unless directly connected to the fight against COVID and unavoidable - is not considered essential. Newly booked travel insurance cover for trips in the near future is only valid if the trip is directly connected to the fight against COVID and unavoidable. In case of a claim, the traveller will be asked to provide their departmental authorisation and risk assessment evidencing this. In the absence of this proof, they will not be provided with assistance and any claim they submit will not be reimbursed.

Trips later in the year

We are currently in discussion with Chubb regarding booking cover for business trips further in the future (e.g. a conference in September) as it is quite possible that at least some travel restrictions will be lifted in a few months' time. However, as long as the FCO travel advisory is in force, the policy will not cover non-essential trips. Travellers should only book trips with flexible arrangements, if at all.

Travel claims

Chubb have provided a few guidelines for common claim scenarios, as follows:

- Trips cancelled due to travel ban: covered as long as the cancellation was due to the FCO advice and not a Government Order (which for the UK was 26 March)
- Traveller returning to the UK early (as per FCO recommendation): covered
- Traveller unable to return to the UK, staying at destination: medical expenses covered, accommodation/amended flights not (there is cover for flights in the rare case when the airline proactively cancelled the flight but didn't provide a full refund)
- Traveller unable to return to the UK, travelling to home country instead: flight to home country covered, then all cover ceases

FUG – recording now available

Thank you to everyone who attended our first-ever virtual Finance User Group meeting this morning. Despite a few initial hiccups we were joined by a record 155 attendees . For anyone who missed it a recording of the session is now available at <https://ufs.admin.cam.ac.uk/financial-users-group/fug-papers> and we will publish all the Q&As shortly.