**FUG Questions 18th March 2022**

* Does the App send a reminder to Credit Card holders to Upload their receipts, when it comes to P11D deadline?
  + Credit cards should be "claimed" with all items categorised and receipted on a monthly basis - once they are in Concur.
  + There is a report you can run to see who hasn't submitted their coding.
* Will TES employees be treated as employees for the rollout? I think they currently submit a non-staff expense claim.
  + Workers (TES and casuals) will be not be treated as employees.
* Are you looking into having the University expenses guidance (eg £ limits on various types of claims / day) built into the platform?
  + Yes - there are warnings when you go over limits
* Who should be signing the approval section expense claim form - Budget holder or Finance person who does final checks?
  + It is a 3-tier system: Claimant > 1st approver > 2nd approver. 1st approver is normally the line manager / budget holder, 2nd approver will be finance. So very similar to now.
* Is there a list of which departments will be going live each month, so we can plan? Thanks
  + This will be on the expenses website in the next month.
* Subsistence limits, are these set by HMRC and how much wriggle room is there around exceeding these rates when they fall outside our 'guidance'?
  + HMRC does not, as a rule, set limits. The University policy tries to align with the prevailing legislation. Whether or not an item is taxable will depend on a number of facts. The complexities will be dealt with in the updated part 2 of FPM 5b (which will be processes and guidance). As opposed to part 1 which will be the actual policy.
* Is it possible to know when the year-end certificates will be distributed to the departments?
  + We will be aiming to get them out either the 12th/13th September 2022