

Commitments at Final Claim

The general rule of thumb is not to claim commitments, as claiming commitments which do not materialise is fraudulent, especially if income is received based on actual expenditure. For Fixed Priced funders this does not matter so much, however they should still materialise as actual or be cancelled prior to award closure.

Examples of where this can happen:

- The actual cost incurred did not match the PO/commitment raised at the time.
- Exchange rates for foreign suppliers creates an imbalance in what we claimed to what has been incurred.

Therefore, the JRO will request the section/dept admin to confirm if any of the outstanding commitments are real and should be included in the final claim to the funder. This will only be honoured if the section/dept/PI can provide evidence of the invoice or receipt from the supplier or research team. **Copies of these should be sent to the JRO and if these can be verified they will be included in the claim.**

Most funders allow 3 months to be in receipt of the final expenditure statement. This will allow the depts ample time to contact the suppliers to ensure all invoices are received and for the PI/researcher team to process their receipts through My Expenses.

Outstanding Commitments

Any outstanding commitments which have not been included in the final claim should be cleared* by the section/dept admin as early as possible to prevent a build-up of legacy commitments, as this will also save time at award closure and the commitments will be easier to clear if they're more current.

*The depts have the ability to amend the PO to transfer to another account (a research-related P-code or Dept code) by adding a new line to the PO for the new account. Once approved the previous line is cancelled, hence clearing the commitment from the award to be claimed.

Some suppliers can take a while to process their invoices, namely ICHT, therefore we have put a clause in the funding letter to ensure all invoices are received within 60 days of the end of the project, otherwise these will not be honoured. The process for Egencia travel invoices has also been improved and made more efficient as it is now run on a weekly basis, rather than monthly.