

Guidance for Special Fund Expense Claims

Guidance for fundholders

1. You will have received an email from the Charity with a unique link to your fund's claim form. If you haven't received this email please contact the Charity at specialfunds@gsttcharity.org.uk to request the link. It might be useful to add this claim form to your bookmark bar. You can share this link with members of your team who wish to make an expense claim. Fundholders who have responsibility for several funds, please ensure that you use the right form for the different funds, as otherwise the incorrect fund may be charged.
2. Claimants can fill in the form themselves, or fundholders can fill it on their behalf. Please see the 'for claimants' section for guidance on completing the form following this.
3. Once the form has been submitted the Charity will then send it to you, the fundholder, for approval and matching with your spending plan projects, if your fund has a spending plan.
4. You will receive an email notifying you that an expense claim requires your approval. There will also be a link to your spending plan projects, if your fund has a plan. At the bottom of the email will be any notes sent to you about the claim by the Charity, if we think that there is a problem with the claim or if we have any questions about it.

Dear Emily Mangles,

We have received an expense claim from Tertius Lydgate that requires your approval.

Please review this claim here: <https://www.tfaforms.com/4661031?expid=a1J0000008Su4Q&conid=00300000026NnUd&accnum=1>

Please note we cannot process this claim without your approval. Please submit the form at your earliest opportunity to ensure we can reimburse Emily Mangles as soon as possible. As part of this approval, for those funds which submitted spending plans for this year, you will need to let us know which project in your spending plan this expenditure relates to. The link below will tell you the reference numbers for your spending plan projects. If your fund didn't submit a spending plan, please enter 'n/a' for the project reference.

Spending Plan Budget References <https://www.tfaforms.com/4702812?fund=a1M0000003prIF>

If we have any specific comments about this claim, they will appear below.

Many thanks,

The Funding Operations Team
Guy's and St Thomas' Charity

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5. The first link in the email will take you to the claim form for your review. Please check that the claimant and claim details are correct and that you approve this being supported by your charitable fund.
6. You will then need to review each expense and enter the code (eg 000000167) for the relevant spending plan project. You can check your project codes by clicking the second link in the email. If you don't have a spending plan, please enter n/a.

Below is a list of your Spending Plans to support this Expense Claim

Spending Plans Projects	
Project	Reference
How long is a piece of string	000000167
find out the price of fish	000000166

7. In the Activity analysis box please select the purpose of the expense from the below list. More detailed guidance on these sections can be found in our fundholders workbook but the below quick reference guide and some examples should help:
 - ◆ Medical Research- staff costs, training, presenting research at conferences, academic journal costs, laboratory expenses and consumables.
 - ◆ Staff Benefit- staff training, annual staff parties, support to attend a conference, staff welfare.
 - ◆ Clinical Activity- New equipment, clinical innovation, clinical staffing
 - ◆ Physical Environment- Refit of staff rooms, new kit of training rooms (projector) upgrade of outdoor spaces, kit for patient or carers (new chairs), art.
 - ◆ Non-clinical support- patient information & support, volunteer costs, support groups



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Claim Line items

£ Amount	300.00		
Date	01/08/2018		
Description	conference fee		
Category			
Spending plan project ref	<input type="text" value="000000167"/>	* Activity analysis	<input type="text" value="Please select..."/> Medical Research Staff Benefit Clinical Activity

£ Amount	20.00		
Date	17/08/2018		
Description	train ticket		
Category			
Spending plan project ref	<input type="text" value="000000167"/>	* Activity analysis	<input type="text" value="Please select..."/> Medical Research Staff Benefit Clinical Activity

- Once you have entered this information please check the supporting information and then click whether you approve or reject the claim form. Please add any comments you might have, especially if you are rejecting the claim as these will be sent directly to the claimant.

Approval

Fundholder Declaration:
I certify that the amounts listed above have been properly expended in accordance with the regulations for the administration of Special Purpose Funds and are within the charitable objectives of the above fund.

Status Approved Rejected

Comments

- If you reject the claim, we will contact the claimant to let them know your reasons.

The claimant will then be emailed notifying them on your decision on their claim. Please check claim forms as a matter of urgency as claimants will not be paid until the form has been approved. Once we have your approval, payments should reach accounts within 10 working days.

For instructions on how to make a claim either for yourself or to support one of your team, please see the following [Guidance for Claimants](#).

