



**Please read the following guidance notes before your submit your form.**

Expenses of up to £800 per academic year (October-September for tenures commencing in Michaelmas Term; or April to March for tenures commencing in Easter Term) may be claimed by College members with JRF status. As long as you have spent the sum claimed on any of the expenses listed below wholly, exclusively and necessarily in connection with your research during the academic year, and have not already claimed / will not claim the expenses elsewhere, you may claim up to the full amount. Receipts and other documentary evidence of the expenditure must be provided with your claim for taxation purposes (please complete the continuation sheet).

**Permissible expenses are costs for:**

- Travel (during the academic year);
- Conference charges;
- Laboratory charges;
- Books;
- Other overheads (such as payment for work carried out by students/postdocs for your research);
- Laptops (see the note below).

**Laptops**

Fellows are office holders for employment tax purposes. Therefore as an office holder of the College it is the responsibility of the College to report and consider any expenses and benefits provided to Fellows.

If a laptop is to be claimed as part of your research allowance, then please be aware that the following conditions apply:

- The laptop must only be used for academic research purposes;
- The laptop remains the property of the College; and
- The laptop must be returned to the College when you cease to be a Junior Research Fellow.

If however, you wish to keep the laptop when you cease to be a Junior Research Fellow, you have the option of purchasing it from the College at the market value of the laptop at that time. In addition, for laptops only, the allowance for future years may be spent in advance.

**Payment**

Payment is made via your College account which will be credited with the amount claimed. Any resulting credit balance on your account (i.e. after any outstanding charges have been deducted) can then be requested to be transferred to your bank. Please sign the claim form below and return it to Natalia Ponomarchouk in the Finance Office with the associated documents or via email with the correct attachments to [accounts@wolfson.cam.ac.uk](mailto:accounts@wolfson.cam.ac.uk).

Please note that a Junior Research Fellowship is held for three years. Therefore, no more than three sets of annual expense claims can be made. In addition, unspent funds cannot be carried forward and claims cannot be backdated to a prior year.

# Research Expenses Claim Form



WOLFSON COLLEGE CAMBRIDGE

I claim for research expenses as detailed below:	
Name (Print)	
Signature	Date

EITHER\*

Please pay any resulting credit balance on my College account to my bank, details below:

Bank Name	Sort Code
Account Name	Account No

OR\*

Please leave any credit balance on my College account.

*\*delete as required*

Date	Receipt Number	Details (including exchange rate where necessary)	Amount £
<b>Total Claimed</b>			£