

Procedure for reimbursement of costs in line with the Regulations to allocate financial support from the faculty mobility and sabbatical fund of the faculty of Pharmaceutical Sciences.

(approved by the faculty Board on 21/04/2020)

Bringing in the costs with afterwards the demand for reimbursement and the justification of it has to be done as follows:

- The costs should in any case be booked on a E/01- account of the respective budget holder by an expense claim in SAP with a proof of attendance (invitation mail, inscription, certificate,...). On demand or upon receipt of an invoice (with mentioning of the UGent address and VAT number) the purchase order should also be booked on the same E/01- account.
- The reimbursement can only be demanded once the expense claim or invoice has been completely processed in SAP and the scanned document is present.
- The reimbursement should be requested by the tool via Apollo → Financiën → Overboekingen → Overboeking via interne transfer and the second type overbooking: bench fee (see manual [handleiding interne transfers](#))
- As the costs are charged on the credit of the FCWO an approval should be given by the dean's office at first in order to be reimbursed by the faculty account. Choose ' budgetplaats waarvoor geen proxy' and fill in the faculty account BOF.FF2.2014.0003.01, appoint Monique as proxy to give the approval. Monique shall receive a mail after you have submitted (doorgifte). In case of refusal she needs to give up the reason.
- Next to the amount and the motivation to be given, 'MOBILITY GRANT with mentioning of the name, the congress and the date of the congress', should following proofs be attached for the justification:
 - mail with confirmation of acceptance of the mobility grant of the chair (obliged to add) or other documents can be directly uploaded as pdf
 - the numbers of the bookkeeping documents, week reports (70000xxxx-nr) or invoices (60000xxxx-nr), can be filled in directly with mentioning of the bookkeeping year so that the scan and bookkeeping document are attached automatically
 - where appropriate you can give with the motivation more explanation on how the costs were divided
- After approval of Monique, as proxy of the dean, DFIN will control the internal transfer and finally approve and book it or refuse it with explanation of the reason.
- An overview of the demands with all process data can be searched in Apollo via history. A selection can be done with the filters and the overview can then be exported to an Excel file with more search possibilities. For example the selection of the year, bench fee and faculty account gives a global overview.