

**Finance Document Summary**

* 1. Staff timesheet
  + To be used by individual staff members working on the project to list down their hours worked on the project and what they’ve been working on
  + Has to be appropriately authorised
* 2. Mileage Claim template
  + To be used by individual staff members working on the project to claim mileage for journeys taken while working on the project
  + Has to be appropriately authorised
* 3. Expenditure Claim template
  + For both staff expenses and non-staff expenses on the project
  + Has to have supporting receipts/invoices etc
  + Sum at bottom of sheet to be entered on 6. Monthly finance return
* 4. Mileage claim cost summary sheet
  + All individual mileage claims to be entered on here with the total value
  + Purpose is to sum up all mileage claims
  + Sum at bottom of sheet to be entered on 6. Monthly finance return
* 5. Staff cost calculator
  + To calculate staff costs on the project
  + Use timesheets to populate this
  + Complete relevant options indicating if a full time project member or partial and the cost will work itself out
  + Must have relevant backup behind rates etc such as payslips etc
  + Sum at bottom of sheet to be entered on 6. Monthly finance return
  + Info on 1720 method used by Oxford and seemingly part of ESF policy here:
    - <https://www.valonline.org.uk/budget-direct-spend-project/1720-method>
* 6. Monthly finance return
  + Overall finance summary to be sent to CXK each month
  + Totals entered here from sheets 3, 4 and 5 above