Request Ref: 2805

FOI Request dated **31/01/2023** as follows –

Expenses:
1. What finance system do you use?
2. What system do you use to manage and process your staff's expenses?
3. What is the expense submission & reimbursement process?
4. What is the current approval workflow for expense claims?
5. How long does it take to process one expense claim?
6. What is the current period of reimbursement (from submission) for staff expenses?
7. How many expense claims were made during your last financial year? And what was total value of expense claimed?
8. Can your staff submit expenses remotely?
9. Are staff able to submit claims on their mobile device via a dedicated application?
10. If you are allowed, how are you claiming VAT back on expense claims?
11. What percentage of expense claims are audited?
12. How many full-time-employees (FTEs) do you have processing expense claims?
13. Which department oversees / owns the expense processes/workflows?
14. Who is the named contact within the organisation who owns the expense process?
15. Can the University of Hull procure their own services or is it a shared services centre?

Invoices:
1. What system do you use for managing/processing invoices?
2. What is your current invoice process for handling supplier invoices, from receipt to when it is posted in the ERP/finance system and ready for payment?
3. How many invoices were processed during your last financial year?
4. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?
5. What percentage of invoices were paid late during your last financial year?
6. What is the approval workflow for Invoices?
7. Who is the named contact within the organisation that decides which systems are upgraded each year?
8. Do you use Optical Character Recognition (OCR) to scan invoices?
9. Do you currently have a PO system or a non-PO system? If you use both types – what is the percentage of PO invoices vs. non-PO invoices?
10. Are you claiming VAT on invoices? If so, how are you doing this?

Travel:
1. Do you use a travel booking platform to assist staff/students with booking Travel?
2. Do you use a travel management partner(s), if so who?
3. Do you operate across multiple countries, if so what are the top 5 countries and the approximate volume of people per country?
4. Do you have a global travel booking programme?

<u>Response</u>

1. UNIT 4 DREAM
2. PROACTIS P2P
3. P2P, normally within 7 days
4. Budget Holder Approval
5. 5 mins
6. 7-10 days
7. 2,834 - £500,072.34
8. Yes
9. Yes
10. VAT not reclaimed on expenses
11. 10%
12. https://www.hull.ac.uk/legal/docs/foi/finance/2679-invoices.pdf
13. Finance Shared Services/Finance Systems
14. Finance Shared Services Manager
15. Can procure own services

Invoices:
1. PROACTIS P2P
2. Payment terms are 30 days and once receipted providing no discrepancy, invoice is released for payment and interfaced into the finance system within 3 hours. Providing the invoice is due for payment, pay runs are processed weekly and will pick up any invoice with a due date according to payment terms.
3. 20,212
4. 3
5. 65%
6. 3 Approvals depending on the amount of spend
7. Not a one-person decision, Senior Management Decision
8. No
9. PO SYSTEM
10. Finance Accounts indexed to treat VAT correctly

Travel:
1. Yes
2. HRG
3. 2021/22 Top 5 destinations by Air Bookings

South Africa	27
United States	21
Greece	21
Italy	21
India	19

4. No