

Research Degrees: SAP guidance for Internal Examiners

This guide provides an overview of claiming expenses related to the entertainment of a co-examiner for a research examination. Full training materials on using SAP and making a claim can be found on the [finance webpages](#).

1. Create new expenses claim

When you have [logged in to SAP](#), create a new expenses claim. Ensure that the claim title is something that reflects the expense, so that you can locate it once you have submitted it, eg Viva for [Student Name].

- 1) **Ensure you select the department.** SAP will default to your home department, but the student whom you are examining may have a different department. Check the email that you have received for the first two digits of the cost code that can be used to find the correct department.
- 2) **Enter the cost code provided in the email.** Your claim will be referred back to you by the Research Degrees Team if you use a different cost code to the one provided in the email. You can leave Source of Funds and Activity set to the default values.

Create New Report

* Required field

Claim Name *

Business Purpose * 57/500

Claim Date

Organisation * 1 X

Department * ? 2 X

Cost Type * 3 X

Cost Code * 4 X

Source of Funds * ? X

Activity * ? X

Comment 0/500

Create Report Cancel

2. Add expenses details and save claim

Add the expenses to your claim by selecting **Add Expense**. Remember, as an internal examiner, you are only eligible to claim expenses related to the entertainment of your co-examiner as defined in section 11.2 (b) and (c) of the University's [Expenses and Benefits Guide](#).

Complete the expense details, noting the following:

- The expense type must be **Research Degrees: Entertaining co-examiner**
- 3) The cost type should be **General Ledger**.
- The transaction date is the date of the expense, the viva date must be entered separately and match the date you have provided the Research Degrees Team.
- 4) Double check the cost code and department are the same as those provided in the email you have received.

You must add participants to the claim by selecting the **Attendees** button at the top of the claim. For this expense type you must add three attendees. You will be added automatically, but please ensure that the co-examiner and the student are added as participants (even if the student was not present when the expense was incurred).

Receipts must be added to all claims, and should match the amounts specified in the claim.

Clicking **Save Expense** will save the details you have entered. If any fields have not been completed correctly, an alert will appear at the top of the screen advising you what needs to be updated:

Alerts: 2

All ✖ 1 ⚠ 1

✖ **Error:** Action: Receipt required - Upload your receipts using Upload Receipt Image before submitting your claim.

⚠ **Warning:** You must attach a receipt image to this expense.

Research Degrees: Entertaining co-examiner £49.99

3. Submit claim

Once any alerts have been resolved, the following summary page will appear. When you are ready to submit your claim select **Submit Report**:

Viva for Stewart Lee £49.99

Not Submitted | Report Number: YB0K7K

Report Details ▼ Print/Share ▼ Manage Receipts ▼ View Available Receipts

Expenses + Add Expense ▼ Edit Delete Copy Allocate Combine Expenses Move ▼

<input type="checkbox"/>	Receipt \updownarrow	Payment Type \updownarrow	Expense Type \updownarrow	Vendor Details \updownarrow	Date \downarrow	Requested \updownarrow	
<input type="checkbox"/>		Cash	Research Degrees: Entertaining co-examiner Attendees (3)	Restaurant Number 1 Oxford, Oxfordshire	09/11/2025	£49.99	...
						£49.99	

This will send a notification to the Research Degrees Team, who will review your claim and verify that the cost code, department and receipts you have provided are valid, along with checking the viva date. Your claim will be returned if this information is not correct. Once the Research Degrees Team has approved your claim, it will be sent to the relevant Finance approvers for the cost code, to approve before payment is made. You can keep track of the progress of your claim in SAP.

If you have any questions about this process, please write to researchdegrees@admin.ox.ac.uk