

RA CREDITS

RA credits system was set up to allow RA's to do work where instead of getting money, they would get credits allowing them to use on equipment/activity for work related purposes.

Below are the rules for RA credits usage:

- To use credits for equipment, purchases have to be done via PO
- The credits can only be used if the RA has accumulated enough to match the price of the equipment, they are not able to top up their credits with personal funds, e.g if RA has £100 of credit and equipment costs £110, they are not able to put in personal money into their RA credits account to match the £110 amount
- The equipment purchased is college property, RA's are not able to take this with them when they depart the college – i.e. the equipment which is purchased is to be done via College preferred suppliers and IP lies with College
- Travel which is booked for conferences should also follow the above rules – RA's should use the College preferred agency (Egencia, RSH) to book using their credits

However below are the only alternatives to where RA's are allowed to purchase using personal funds then claim back from their credits:

- Conferences/workshops can be paid for using credits, and RA's are able to pay for this from their personal card and expense back – this is because majority of conferences/workshops are booked direct from website
- Subsistence during conferences/workshops (breakfast, lunch, dinner) can also be claimed from RA credits

If there are special circumstances where the RA would like to use their credits outside of the above rules then please contact the Finance Officer and an alternative can be discussed, however this is only for **SPECIAL** circumstances.

RA's should not purchase any type of equipment personally and then try expensing it back as these may not be approved, all personal purchases with the intention to claim back should be first discussed with the Finance Officer.