Rules for the use of the working budget of the Institute’s Research centres

1. Mail and copying

- Mail: extensive mailings (colloquia, …): expenses to be covered by the Research centre or project; other mail: covered by the Institute.
- Copying: use your Research centre copy code (Institute’s copy machines) or copy card (library copy machine); ask for a separate code or copy card for colloquia.
- Fax: if more than one page, preferably via Ms. Lombaerts (016/326322).

2. Other individual expenses: via the person responsible for financial transactions in SAP

Who can request a refund of expenses?
All staff members of the Research centre, except doctoral students. Doctoral students (whether or not they are staff members) should use the working budget of the doctoral education programme (see infra).
Staff members not belonging to a Research centre should use the working budget of their administrative unit.

General rules
- A written (E-mail or letter) request for the refunding of expenses, giving the reasons for the request must be directed to the Coordinator of the Research centre in advance. The Coordinator should reply immediately to such a request.
- First try to use other funds (projects, translation funds; Nijmegen Convenant for travel expenses to Nijmegen (second class train tickets); Research Foundation Flanders (FWO) and Academische Stichting Leuven for congresses).
- Priority is given to activities that are important for the Institute or Research centre as a whole and/or for international relations.
- To be refunded one needs to turn in the original invoice (or train ticket, tax ticket, …), together with a form F1 (third person expenses), F2 (staff member expenses) or Reiswijzer (travel costs with one’s own car).
- Expenses can be refunded within a three month period.
- Computers and office equipment are paid by the Institute; books are bought with the library budget and remain the property of the library.
- In case of doubt, ask Ms. Lombaerts.

Travel expenses and congresses
- Congresses abroad: expenses can only be refunded when one gives a lecture or actively participates in the programme, and when expenses are not covered by the organisers. Always turn in the original invoice and the F2 form. (Attention: staff members need the Dean’s permission to travel abroad.)
- Congresses and seminars in Belgium and the Netherlands: first try to use other funds (Nijmegen Convenant for travel expenses to Nijmegen). Travelling by car: try to ride together. Authorisation from the Human Resources Office is required to use one’s own car.

Publications
- The Research centre’s working budget may not be used to pay editors for the publication of books.
- The Research centre’s working budget may not be used to pay readers of proof sheets, except for common publications of the Centre (colloquia proceedings, …).
- The purpose of the working budget is to encourage publications in international journals. It can therefore be used to pay native speakers to proof-read articles in a foreign language (in exceptional cases it can also be used to pay for the translation of articles). To this end, native speakers will be employed as job students by the Institute. They will be at the disposal of the Research centres and write down how many hours they work for each centre, allowing the Institute to charge the centres for their use of the job students.
- Besides the job students, articles can also be proof-read by official interpreters’ bureau or freelance translators.
**Representation costs**

- Priority is given to costs for common activities of the Research centre (guest lecturers and organisers, not all participants).
- Individual expenses that result from inviting colleagues from other universities can be refunded if the invitation was important for the Research centre or the Institute, or necessary for the staff member’s academic work. Requests have to be submitted in advance; original invoice and form F2 must be turned in to refund expenses.

**Rules for the use of the working budget of the Doctoral education programme**

1. The purpose of the working budget of the Doctoral education programme is for:
   1) individual expenses of the doctoral student (3 x 250 €);
   2) fees, travel expenses and other costs of the external jury member(s);
   3) fees and expenses of guest speakers in the MPhil or doctoral programme.

2. Moreover, doctoral students (staff members and other doctoral students) can submit a request to the President of the Doctoral commission for the refund of the expenses listed below. Requests must be submitted in advance.

**Linguistic revision of texts**

The rules are the same as for the Research centres: the purpose of the working budget is to encourage publications in international journals. It can therefore be used to pay native speakers to proofread articles in a foreign language (and in exceptional cases to pay for the translation of articles). The job students, employed by the Institute for the revision of texts of staff members, will also be at the disposal of the doctoral students (with the approval of the President of the Doctoral commission). They will write down how many hours they work for the doctoral students, allowing the Institute to charge the Doctoral commission for the use of the job students.

**Travel expenses**

The rules are the same as for the Research centres:

- Congresses abroad: expenses can only be refunded when one gives a lecture or actively participates in the programme, and when expenses are not covered by the organisers. Always turn in the original invoice and the form F2.
- Congresses and seminars in Belgium and the Netherlands: first try to use other funds (Nijmegen Convenant for travel expenses to Nijmegen). Travelling by car: try to ride together. Authorisation from the Human Resources Office is required to use one's own car.

3. Doctoral students can submit proposals to the President of the Doctoral commission regarding activities such as information sessions about the doctoral programme, seminars on how to publish in international journals, etc. The Doctoral commission decides about the financial support of these initiatives.

**Practical information**

- form F1 (third person expenses): download the form from CWIS: K.U.Leuven search matrix/ among the ‘databanken’ (top of the page) choose ‘forms’/ under ‘financieel’ choose form F1; fill out and print
- form F2 (staff member expenses) and Reiswijzer (travel costs with one’s own car): online form to be found in K.U.Loket under ‘Personeelslid’/ ‘Mijn beroepskosten’
- request permission to use one’s own car: K.U.Loket, ‘Personeelslid’/ ‘Mobiliteit’