

Expenditure Guidelines

The following sets out the relevant approvals required for expenditure in the Division of Humanities. While the tighter controls placed on expenditure during and immediately post-Covid are being relaxed, it is imperative that expenditure must remain within budget. If in doubt, please check with your relevant Finance Associate. If it is not within budget, please discuss with your Head or Dean of School.

The University remains in a constrained financial environment, largely due to lost revenue from international students and significant capital expenditure required on buildings and technology in the foreseeable future.

Note: Any expenditure request for gifts, donations, or events where the requester will be participating is **sensitive expenditure** and must comply with the University's sensitive expenditure approvals process, rather than the Divisional approvals process listed here. Apply using the relevant form found [here](#). See also specific information for [koha](#) and [Pacific gifts](#).

Teaching and research expenditure:

What?	Approval by	Process
Normal teaching and administration expenses (including workshop and other essential support), <i>provided they are within budget</i>	Head of School/Dean	Finance Advisory can confirm availability of budget or source of funds if unsure Email to Head of School/Dean for approval.
Research expenditure using Humanities Research Funding	Head of School/Dean	Follow the guidelines and online application form here
Research expenditure using S-account balances	Head of School/Dean	Head may give standing approval for expenditure within annual budget Email to Head of School/Dean for approval.
Expenditure from externally funded grants <i>provided they are within the budget set for the grant</i>	Principal Investigator (PI)	Endorsement from Finance Advisory not required but any queries re budget, consult Finance Associate and/or Research Advisors

Capital expenditure	Head of School/Dean	Head may give standing approval for expenditure within annual budget Email to Head of School/Dean for approval
---------------------	----------------------------	---

Recruitment and employment contracts:

What?	Approval by	Process
Casual (CASPER) appointments for tutors, demonstrators, and research assistants <i>provided they are within budget</i>	Head of School/Dean	Email to Administrator or Lead Administrator to set up Email to Head of School/Dean for approval
Casual (CASPER) appointments and short-term contract extensions (up to 3 months) funded by external research grants <i>provided they are within budget</i>	Head of School/Dean	Email to Administrator or Lead Administrator to set up Email to Head of School/Dean for approval
Fixed-term appointments	PVC	Follow the Humanities HR guidelines and memo template here
Permanent appointments	PVC	Follow the Humanities HR guidelines and memo template here

Travel:

All travel decisions and approvals should consider the significant impact air travel has on climate change as well as the financial implications of travel. Consider combining trips to achieve multiple purposes and whether other (online) alternatives can achieve the desired outcomes.

What?	Approval by	Process
Domestic travel for teaching, student recruitment, guest lecturers and visitors etc	Head of School/Dean	Email to Head of School/Dean for approval

Domestic conference and research travel	PVC	Apply using the Academic Conference, Study and Professional Attendance form in OURDrive here .
Domestic conference and research travel for PhDs from Divisional funding	Associate Dean, Graduate Studies	Complete the Graduate Studies forms
Domestic travel from externally funded grants	Primary Investigator (PI)	Endorsement from Finance Advisory not required but any queries re budget, consult Finance Associate and/or Research Advisors
All international travel	PVC This will only be approved in exceptional circumstances. Effect on teaching and costs, such as quarantine costs and insurance, need to be considered.	Email to PVC with details of request and justification and, where appropriate, confirmation from Finance Advisory that expenditure can be covered within budget.

For any other unbudgeted expenditure, please approach your Head of School/Dean first, who will assess whether PVC approval is required.