Financial guidelines

All income and expenditure must be recorded in SAP in advance. If you wish to make a purchase using University funds or if you are expecting money to be transferred into a budget account, make sure to contact your finance officer to make the necessary arrangements.

Order form / Purchases

Order form: For each purchase, an SAP order form must be created by your finance officer in advance. The Purchasing Office has entered into framework agreements for the purchase of a number of common goods. Some of these are mandatory. An overview of existing framework agreements is available at https://admin.kuleuven.be/t/aankoop/associatielenet/en/frameworkagreementsandcontractsgoods. IT resources such as software licenses, external hard disks, printers, laptops, desktop computers, monitors, etc.) must be ordered via the DIV Office. Only consumables (e.g. toner cartridges, USB sticks, CDs and DVDs) can be ordered directly by your finance officer.

Exceptions: Sometimes it is not possible to create an order form in advance and send the invoice later (e.g. a book bought at a conference, a supplier demanding cash payment on delivery). In these cases, you can either pay up front and claim reimbursement using an expense form or use your corporate credit card.

Expense form: An electronic claim form, available on KU Loket (Finance & Purchasing > Professional Expenses > Expenses claim), can be used to request reimbursement of expenses. Send the completed form to your finance officer electronically and submit all original supporting documents (attached to a single-sided A4 sheet). Invoices should include your KU Leuven work address as well as VAT number BE 0419.052.173. Make sure to specify the budget to be used. For expenses made abroad, you should also complete an electronic Absences on University Business form (KU Loket > Personnel > Register Missions). For more information on different types of professional expenses, see https://admin.kuleuven.be/sab/ic/intranet/en/operatingcosts/index. Ask your finance officer about specific arrangements regarding work-related expenses within the subfaculty.

Corporate credit card: You can use your corporate credit card to pay for hotel and restaurant costs, subscriptions, registration fees, etc. Exceptionally, it can also be used to purchase moveable goods worth up to 125 Euro. For more information, click https://admin.kuleuven.be/fd/intranet/en/corporate-credit-card-regulations. The credit card statement will automatically be shown on KU Loket. Again, submit all original supporting documents to your finance officer (attached to a single-sided A4 sheet). Invoices should include your KU Leuven work address as well as VAT number BE 0419.052.173. Make sure to specify the budget to be used. For expenses made abroad, you should also complete an electronic Absences on University Business form (KU Loket > Personnel > Register Missions).

Mileage allowance: Provided your head of department approves, you can receive a mileage allowance for using your own car on work-related journeys. If your absence has been approved, indicate this on KU Loket (Personnel > My details > Travel details). If you are entitled to a mileage allowance, complete a travel expenses form (Reiswijzer/Travel expenses) on KU Loket (Finance & Purchasing > Expenditure > Professional expenses > Travel Expenses form). Send this form to your finance officer, specifying the budget from which expenses are to be paid.

Notes: hardware and software must be ordered via the DIV Office; library books paid for using research or project funds should be ordered via your IT administrator or via the library https://bib.kuleuven.be/bib/bestelling-projectboeken; office supplies should be ordered from KU Leuven's Central Warehouse (tip: select items in KU Loket > Finance and Purchasing > My shopping carts > Shop, and send this to your finance officer, specifying the budget to be used).

Income / Sales

In general: all expected income must be recorded in SAP in advance by means of an invoice or a structured payment (VGS) to ensure that the money is paid into the correct account. Contact your finance officer to make the necessary arrangements.

HR matters

For HR-related matters (including student employees), contact Greet Danckaerts or Nele Nijs.