



Allowances for stipendiary lecturers of Jesus College, Oxford: guidance notes

1. Research allowance
2. Book allowance
3. Entertainment allowance (also known as hospitality allowance)
4. Subject Dinners

Note 1 – if you were appointed since Trinity Term 2004, please refer to your contract of employment and/or further particulars for a statement of your eligibility for schemes 1–3.

Note 2 – Governing Body reviews the value of all these allowances in-year.

1. Research allowance for stipendiary lecturers

Eligibility: all stipendiary lecturers (unless they are Fellows at another College who also hold a lecturer's appointment at Jesus as part of a 'joint-joint' appointment)

Value: the value of the allowance is half that of the separate Fellows' research allowance. The lecturers' research grant value for 2020-21 will be £500. Lecturers for less than three terms will receive an allowance pro rata to the length of their employment (i.e. one third if employed for one term, or two thirds if employed for two terms).

Please note that **any items purchased from the Research Allowance (such as items of equipment or books) will remain the property of the College for five years, whilst their value is depreciated over that period. After that, they may become the property of the lecturer. For the five years, the items may still be held and used by the lecturer. If the lecturer leaves the College before the five years has elapsed, they will have two options:**

1. return the items purchased to the College
2. purchase the items from the College at a third of the purchase price

Lecturers may therefore prefer to spend the research allowance on expenses such as conference attendance or travel for research purposes, to avoid this

situation arising.

Purpose: assistance with expenses relating to research (e.g. conference travel, equipment, research assistance, books for research, research publication costs, purchase of a computer; although note that consumables such as printer ink and computer insurance are not eligible). Funding may not be used to visit countries that go against the current Foreign Office advice

Guidance on Allowable Expenses: guidance on appropriate expenditure on travel, meals, hotels etc is given in the guidance section of the claim form (on the Allowances section of the College intranet at <https://intranet.jesus.ox.ac.uk/academic-office/for-fellows-lecturers#tab-2128706>. If there is a valid reason not to follow this guidance please contact the Academic Director for advice and approval.

Definition of year: the scheme operates according to the College's financial year, i.e. 1 August to 31 July.

Ability to vire between financial years? None.

Lecturers

- must use their annual/termly allowance within that year/term
- may not carry their allowance forward or spend a future year in advance

How to apply: the allowance may be claimed in part or in whole at any time by completing the Expenses Claim Form which can be downloaded from the Allowances section of the College intranet at <https://intranet.jesus.ox.ac.uk/academic-office/for-fellows-lecturers#tab-2128706>. The form has a tab with guidance notes explaining both the responsibilities of the claimant and the authoriser on claiming 'business expenses only' for which they need to sign off when they claim. The completed form giving brief details of the research activities/items to be supported and the amount required along with the receipts should be emailed or handed to the Graduate Administrator, Emily Huang, in the Academic Office at graduate.administrator@jesus.ox.ac.uk. Claims can be made prospectively or retrospectively within the time limits set out above. Receipts or other evidence of expenditure are requested wherever possible. The Academic Director approves all applications, and may refer any doubtful or difficult cases to the Academic Committee or Governing Body.

Deadline: claims may be made throughout the financial year.

Administrative contact: Emily Huang in the Academic Office:
graduate.administrator@jesus.ox.ac.uk

How payment is made: invoices can either be settled directly or payment made to the claimant via the Accounts Office.

2. Book allowance for stipendiary lecturers and Career Development Fellows

Eligibility: Jesus College stipendiary lecturers (unless they are Fellows at another College who also hold a lecturer’s appointment at Jesus as part of a ‘joint-joint’ appointment) and Career Development Fellows.

Value: Lecturers are entitled to purchase books for teaching on the lecturers’ book scheme up to a maximum stated amount in any one financial year. The scheme then reimburses the lecturer for half the costs of the books purchased, up to the maximum stated amount, as tabulated below. The maximum overall value of the books purchased is half the separate Fellows’ book allowance. Lecturers for less than three terms will receive an allowance pro rata to the length of their employment (i.e. one third if employed for one term, or two thirds if employed for two terms).

How many terms a lecturer	Max. overall value of books purchased	50% of purchase costs reimbursed up to max. shown
3	£500	£250
2	£333	£166.50
1	£167	£83.50

The College’s payment has been ruled to be non-taxable and does not, of course, affect your right to claim your half payment as an expense.

Purpose: for the purchase of teaching books. Books bought under this scheme are your property from the moment of purchase and you may therefore retain them on leaving the College’s employment.

How to apply: the allowance may be claimed in part or in whole at any time by completing the Expenses Claim Form which can be downloaded from the Allowances section of the College intranet at <https://intranet.jesus.ox.ac.uk/academic-office/for-fellows-lecturers#tab-2128706>. The form has a tab with guidance notes explaining both the responsibilities of the claimant and the authoriser on claiming ‘business expenses only’ for which they need to sign off when they claim. The completed form listing the titles of the books, their purchase price and the amount required along with the receipts should be emailed or handed to the Graduate Administrator, Emily Huang, in the Academic Office at graduate.administrator@jesus.ox.ac.uk. Claims can be made prospectively or retrospectively within the time limits set out above. The Academic Director approves all applications, and may refer any doubtful or difficult cases to the Academic Committee or Governing Body.

Deadline: 31 July.

Definition of year: the scheme operates according to the College’s financial year, i.e. 1 August to 31 July. Any unspent portion of the annual entitlement

may not be carried forward into the next financial year, nor may a future year's entitlement be spent in advance.

Administrative contact: the Graduate Administrator, Emily Huang,
graduate.administrator@jesus.ox.ac.uk

3. Entertainment allowance for stipendiary lecturers (also known as hospitality allowance)

Eligibility: Stipendiary lecturers (unless they are Fellows at another College who also hold a lecturer's appointment at Jesus as part of a 'joint-joint' appointment) **and** who are in charge of a subject at Jesus College.

Value: £150 pa pro rata for Stipendiary Lecturers *in charge of a subject* (ie where there is no Tutorial Fellow in charge of the subject)

How to claim: please present receipts to the Academic Director.

Purpose: to assist with the cost of entertaining students whilst on academic visits away from College (eg refreshments on a field or theatre trip).

Administrative contact: the Accountant, Melinda Mattu

4. Subject Dinners

GB has agreed to subsidise Subject Dinners to ensure that the cost of the tutors' and lecturers' meals are no longer the responsibility of the students attending. GB also agreed that the cost per student will not be greater than £15.00. The preferred days for Subject Dinners will be Mondays and Tuesdays, however, other days may be possible if there is availability. Dinners will be based on the SCR menu of the night with College wines and port to follow. The Conference and Events department will be able to advise on available dates and also book the dinners into the events diary.

The organizer should get in touch with our Conference and Events team early in order to secure a date for your Subject Dinner (conference.office@jesus.ox.ac.uk).

Dr Alexandra Lumbers
Academic Director
September 2023