Additional funding support is available to all Clinical Lecturers trainees in the form of an annual training bursary of £1,000 per year which can be used to cover expenses incurred in attending academic courses and conferences. The year runs from 1 August to 31 July and bursaries cannot be rolled forward to future years.

Please follow these steps to complete your training bursary claim.

**Step One** - Claims for the annual academic training bursary should be made via the University's [Expenses Hub](cam.ac.uk). Please log onto Concur from the Expenses Hub by clicking on the Sap Concur log.

**Step Two** - Click on ‘Start Claim’

**Step Three** – please add the following information to the relevant boxes.

- Claim Description*, add **CATO Annual Bursary CL Expenses**
- Purpose of Claim*, i.e Academic Courses / Conferences / Academic Travel Expenses
- Then click on ‘Create Claim’

**Step Four** – Click on ‘Add Expense’, a pop-up box will come up where you then select ‘Create New Expense’. Select the relevant category for your claim. Please ensure that the total amount claimed does not exceed your annual bursary entitlement of £1000.

**Note** – Please note you need to enter a claim for each category to itemise your claim.

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1 Please ensure that this is clearly noted on your online claim form.

2 Example: Accommodation, Travel, Conference fee etc. For further guidance on using Concur categories please visit [Using Concur - Contents](cam.ac.uk) | [Expenses Hub](cam.ac.uk)
Step Five – Complete the information required, please add under ‘Add Receipts’ the following requirements.

- Proof of attendance.
- Original receipts for costs incurred.

Please use the ‘Notes for Approver’ to give further information on how this expenses claim is within the annual training bursary criteria. For the eligibility criteria please kindly check Clinical Lectureships (CL) – Annual Training Bursary

Final Step – Once you have completed all the necessary details, click on the “Submit Claim” button.

After clicking “Submit Claim,” a pop-up box labelled “Edit Approval Flow” will appear.

Within the “Edit Approval Flow” box, click on “Add Step”

Under the “Manager Approval” please make sure to change the default approver provided to Arlene Dobson ad2178@medschl.cam.ac.uk or Andrew Marriott asm85@medschl.cam.ac.uk from the list of available approvers.

Under the “User-Added Approver”, please add the email address / name of your academic supervisor.

After adding and changing the information on the approvers, click on the “Submit Claim” button within the “Edit Approval Flow” box.

Once the default approver is changed, the claim will be automatically routed to CATO who will then check the claim, update the funding code account, and then approve to return the claim for the final payment stage in the department’s finance team.

Please ensure that you have completed all the necessary information and attached the required documents to ensure a smooth process and prevent any delays. For any questions, please contact us on cato@medschl.cam.ac.uk

Please clearly state the nature of expense to justify the claim.