APPENDIX K - RBC MONITORING AND CLAIMING PROCESS

YES

NO

Project incurs expenditure

Project pays invoices out of its own Project Cost Centre

RBC Finance transfers claim amount from Town Deal Cost Centre to Project Cost Centre

RBC Finance does own checks

PMO checks progress is satisfactory and meets Project Plan and expenditure is eligible for reimbursement

Project Manager submits Monthly / Quarterly Monitoring Return & Claim Form to the Programme Management Office (PMO)

PMO confirms payment approval with RBC Finance