



Travel and Expenses Policy

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1. Purpose

- 1.1 This document sets out the University's policy relating to travel, subsistence, and expenses. The Policy aims to provide clear guidance to enable University activity whilst complying with statutory regulations and the University's charitable and strategic objectives.
- 1.2 Expenses may only be incurred where required for University activity and should aim to keep the overall cost to the University to a minimum.
- 1.3 The Policy seeks to support the University's broader environmental objectives by encouraging more sustainable behaviours and discouraging carbon-intensive methods of working and travelling.
- 1.4

3.5 Booking method

Travel should be booked using the University's preferred method as set out in this Policy and on the [University Travel Sharepoint](#) site.

3.6 Loyalty schemes

Travellers are required to travel in the most cost-effective class available regardless of carrier. Provided there is no cost impact to the University, the traveller's private loyalty scheme points may be used where appropriate. For example, a 10% discount on a private loyalty scheme may be used where it results in a lower cost for the University.

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4.2.2 Claimants should ensure claims are:

- x Submitted in a timely manner (no later than 60 calendar days from the return date or date of incurring the expenditure, or within project close date if earlier),
- x Are reasonable, legitimate, within limits set out in this Policy, and
- x Relate to genuine business expenditure incurred while undertaking their role/duties.

The timely submission of expenses claims is important as it enables budget holders to manage their budgets effectively and ensure that grant claims can be processed in a timely manner.

4.3 Expenses claims without prior approval

It is acknowledged that there may be times when a claimant will not have been able to get approval in advance, i.e. an unforeseen taxi or the need for a meal due to delays. The claimant is still able to claim for these unforeseen expenses although they will require

4.5.2

5.3.2 Information and guidance on specific insurance requirements can be found on the

6.1.4 Car sharing with colleagues from within or external to the University should be considered as a viable option wherever appropriate and safe to do so.

6.1.5 Transport via active travel (e.g. walking or cycling) is encouraged whenever possible, recognising that for some travellers this will not be possible.

6.2 Taxis

6.2.1 Taxis should only be used when other forms of public transport are not available or suitable. Justification for the use of taxis is required when claiming.

6.2.2 An example of when other forms of public transport might not be suitable might be:

- x Individual circumstances, e.g. disability, personal safety/security, illness, or injury.
- x Requirement to carry luggage or bulky equipment.
- x Group travel – value for money.
- x Time constraints.
- x Language difficulties/unfamiliarity with local geography.

6.3 UK car hire

6.3.1 Hire cars must be booked through the University's approved supplier; details on the [University Travel Sharepoint](#) site. Hire cars should, in the first instance, be delivered to the University campus during normal business hours. The delivery of hire cars to domestic addresses is subject to prior approval

- 6.3.6 Staff planning on hiring a vehicle for Work Related Travel need to complete a [Work Related Driver Questionnaire](#).
- 6.4 Overseas car hire
- 6.4.1 Overseas car hire can be arranged through the TMC alongside flights and hotel bookings. This approach removes the need to claim for car hire via the expenses system.
- 6.4.2. Overseas car hire can also be booked by the traveller and claimed as an expense. Expense claims should be submitted with confirmation of the car hire booking and evidence of payment.
- 6.4.3 Please note the University's insurer does not provide cover for hire vehicles overseas; travellers must ensure appropriate insurance for the hire period is in place.
- 6.4.4 The cost of fuel for vehicles hired for University business can be claimed with a fully itemised receipt.
- 6.4.5 Staff planning on hiring a vehicle for Work Related Travel need to complete a [Work Related Driver Questionnaire](#).

6.6 Private vehicles

- 6.6.1 The use of private vehicles should be kept to a minimum and public transport and the University owned vehicle should be considered.
- 6.6.2 The driver must ensure that they have the appropriate level of insurance for any journeys they are undertaking on University business. The Insurance Certificate and a valid MOT (where applicable) should be uploaded onto the University's expenses system. Any additional costs for business use insurance cover will not be reimbursed by the University.
- 6.6.3 Mileage rates are reimbursed as follows and are in line with [HMRC guidance](#):

Transport	Mileage rate
Car and vans	x 45p up to 10,000 miles per annum
	x 25p over 10,000 miles per annum
Motorcycle	x 25p per mile
Bicycle	x 20p per mile

- 6.6.4 Claims covering commuting (travel to staff member's place of work as specified in their contract) are not permissible as this is deemed to be a taxable benefit by HMRC. See section 4 for details and the worked Mileage Claim Examples on the [University Travel Sharepoint](#) site.
- 6.6.5 Staff planning to use their own vehicle for business purposes should ensure that they have appropriate insurance cover in place. See [HMRC guidance](#) for more information.

6.9 Coach and bus

6.9.1 Travelling by coach and bus is often highly economical and is encouraged. Travellers are asked to book these on the relevant website, or pay on the bus itself, retain the receipts and claim reimbursement.

6.10 Rail and tube/metro

6.10.1 Standard class rail tickets must be used on rail journeys. First class travel is only permitted in exceptional or emergency situations with appropriate approval (see section 3.1). When booking Open/Anytime rail tickets, a suitable justification must be provided; Open/Anytime rail tickets to London are not permitted. Staff are not required to use the University TMC to book UK rail tickets (see section 3.4.3)

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6.12.2 Where UK air travel is approved, economy class must be booked.

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6.13.1 Overseas flights are subject to approval in advance of booking (see sect on 3.1). Overseas flights should be booked via the University's Travel Management Company (see sect on 3.4) or for more complex travel arrangements, via the Procurement Office, unless alternative arrangements have been agreed. .

6.13.2 Class of travel is set as below:

Class	When to book
Economy	When flying time is 7 hours or less
Premium Economy	For any leg of a journey where the uninterrupted flying time is greater than 7 hours (where this service is available)
Business	Only if approved to meet reasonable adjustment and/or business effectiveness

6.13.3 Airport lounges – for long haul flights or flights with a long stopover, airport lounges will be considered with pre-approval (see Sect on 3.1).

6.13.4

The University will not pay for items that are considered personal choice expenses (e.g. seat selection or personal excess baggage).

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7.1 UK a }uu} }v

7.1.1 UK overnight accommodat on is subject to approval prior to booking (see Sect on 3.1). The maximum rates per night inclusive of breakfast, all taxes and fees are:

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Lunch	£10
Dinner	£30

8.2 Overseas subsistence

- 8.2.1 Staff who are travelling overseas on University business are entitled to claim subsistence. Claims, supported by receipts, will be reimbursed up to a maximum level of expenditure as shown below. These rates are inclusive of tips and drinks:

Meal	Maximum reimbursed
Breakfast	£10
Lunch	£15
Dinner	£30

8.3 Tips and gratuities

- 8.3.1 In countries, including the UK, where it is the culture to tip, the costs can be reimbursed. Tips above 18% will require specific justification. If during audit(s) tip amounts are deemed excessive a claim may be rejected. All tips and gratuities are included in the subsistence rates.

9. Miscellaneous expenses

9.1 Telephones and wi-fi

- 9.1.1 Personal telephone (landline or mobile) contracts cannot be reimbursed as this would have Tax and National Insurance implications. However, additional one-off charges incurred for utilising a personal mobile phone for business use (for example to resolve urgent matters whilst travelling) can be reimbursed with appropriate justification and supporting documentation, e.g. a redacted itemised bill.

- 9.1.2 Before travelling it is important to ensure that the appropriate package is uploaded to the mobile phone. University mobile phone users should seek advice in advance from IT. Where a personal mobile phone is being used see IT (be)-7(ho)2 (83n(k)-10 (4r)20f14 (e)nd (be) 0 (i)4 (be)

9.3 Gifts

- 9.3.1 There may be occasions where it is appropriate to give gifts, e.g. it may be culturally expected in some countries. If this is the case, in the first instance consideration should be given to corporate gifts, e.g. University print or book. Please see [Policy on Gifts, Hospitality and Bribery Prevention](#) for further information.
- 9.3.2 Expenditure on flowers, on behalf of a department or team, is an acceptable charge in the case of long-term sickness or bereavement of a current member of staff/student. These items should be purchased through University procurement channels and cannot be claimed as an expense.
- 9.3.3 Expenditure relating to other gifts, sympathy, retirement, or goodwill tokens are not permitted.

9.4 Incidental travel expenditure

- 9.4.1 In urgent or emergency circumstances low value items can be purchased provided a full itemised invoice/receipt, evidence of payment and a full justification is provided to support an expense claim. This would include, for example, the replacement of a broken laptop charger in order to continue working.
- 9.4.2 Minor incidental expenses can be claimed such as laundry costs when travelling on University business. Incidental expenses that cannot be claimed include toiletries and newspapers.

9.5 Childcare

- 9.5.1 The University does not fund childcare for staff in any circumstances including when a member of staff works outside standard office hours or travels.

9.6 Eye tests

- 9.6.1. The University can offer limited contributions towards the costs of eye care due to HMRC restrictions. Information on how to claim for eye tests is available on the [Health & Safety webpages](#).

9.7 Work clothes

- 9.7.1 The University will provide specific items to ensure safety, such as protective goggles, as well as uniforms, but will not reimburse for items ordinarily worn by any member of staff e.g. waterproof coat.

9.8 Other

9.8.1 Expenses claims for goods or services that are available through the standard procurement process are not allowed. Where a University contract for goods or services is unavailable or unable to supply a suitable product to meet the need, claimants should liaise with the Procurement Team or the holder of a Departmental Purchase Card to discuss purchase.

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