



POLICY AND PROCEDURES FOR THE REIMBURSEMENT OF TRAVEL AND SUBSISTENCE

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VERSION CONTROL

Version	Date of effect	Summary of amendment
v.0.1	Jan 16	First draft of overhauled document since 2013
v.0.2	Feb 16	Wording slightly revised after consultation with Unions
v.0.3	Apr 16	Wording slightly revised after consultation with employees

Policy and Procedures for the Reimbursement of Travel and Subsistence

1. INTRODUCTION

This Policy document is issued to be effective on the 1st August 2016 and sets out the procedures to be followed for the reimbursement of travel and subsistence. It supersedes all other policies, procedures and manuals relating to employee business expenses currently in issue. It should be read in conjunction with the University's Financial Regulations which are available from the [Financial Services](#) web site.

Travel costs and related expenses form a substantial part of the University's total expenditure. It is essential that they are managed efficiently and effectively and with concern for the welfare and safety of employees travelling on behalf of the University. ([Health and Safety Policies](#))

This policy will inform employees of the University's policy for reimbursement of travel expenses and subsistence claims. This policy will be used as the basis of audit for all claims and therefore, any claims outside of the policy may be liable to further scrutiny by Financial Services.

This policy and procedures document is applicable to all employees of the University. It does not apply to self-employed persons or non-University employees.

The University needs to demonstrate compliance with Her Majesty's Revenue and Customs (HMRC) rules and requirements. In the event that an expense claim is contemplated in respect of an item not included in this manual, or an employee has a query relating to the payment of expenses under this policy, the matter should be referred - in the first instance - to their Faculty Dean or Service Director who may thereafter refer to the Head of Accounts Payable/Receivable for guidance if required.

The University has a responsibility under the Equality Act 2010 to make reasonable adjustments for disabled employees. While the needs of disabled staff have been taken into account during the review of this policy, any request for an exception to be made due to disability will be given serious consideration by the relevant line manager in terms of a potential reasonable adjustment.

2. POLICY

The University will reimburse to employees the actual cost of allowable, business expenses incurred wholly, exclusively and necessarily in the performance of the duties of their employment through i-Expenses. For the purposes of business expense reimbursement, allowable expenses are as described in sections 8 to 14 of this document. Business travel is as described in section 3.

When incurring business expenses, employees must;

- minimise costs without impairing the efficiency of the University
- avoid unnecessary cost
- minimise adverse impact on carbon footprint measurement within the University

Reimbursement of allowable business expenses will only be made on the production of scanned images of receipts or invoices. Credit/debit card vouchers, e.g. visa receipts are not admissible as receipts.

3. BUSINESS TRAVEL

Business travel occurs when an employee is required to travel in the performance of the duties of their employment, or to attend training courses or conferences necessary for the performance of those duties. For example, where an employee normally works at one location but occasionally travels to other destinations.

All journeys between home and the normal location, either within or outside of normal working hours, e.g. for call outs, evening work and open days, are regarded by HMRC as private and considered for income tax purposes as 'substantially ordinary commuting', therefore these expenses will not be re-imbursed by the University (See section 8.1 for specific example concerning car mileage).

Where possible, employees should aim to travel using public transport. Use of a personal car should only be considered if:

- Public transport was impractical because of timing or frequency.
- Heavy equipment was being transported
- The number of staff travelling by car made it economic
- Where it can be demonstrated that there was a significant saving in staff time by the use of the car, and reason is stated on the claim
- An employee's disability restricts travel by public transport

4. PROCEDURE

The University expects that all business expenses are booked, ordered and paid for by Staffordshire University and by employees as an exception only.

Allowable business expenses incurred on behalf of the University by employees must be claimed by submitting monthly expense reports via the i-Expenses module of Oracle Financials. Access to this system is granted by Financial Services.

- **Itemised receipts or invoices must be scanned and attached electronically to the claim form for all individual items claimed, other than mileage (see section 8.1).**
- **Credit/debit card slips are not admissible as receipts.**
- **Where receipts are generally not available (e.g. small value items purchased on foreign trips), this must be detailed via i-Expenses.**
- **All original receipts must be retained by the claimant for the current tax year (6th April – 5th April) for inspection by HMRC or for instances where the original is required for reclaiming monies from external bodies.**

Exchange Rates: Where expenses are incurred in foreign currency, the amounts incurred should be entered into i-Expenses in the currency incurred. The system will then use pre-loaded daily currency rates to convert the amounts to sterling. If the Employee has evidence of the exchange rate used (such as a copy credit card statement or currency purchase receipt) they can override the system exchange rate and enter their spot rate. The system will check the entered rate against the system rate to an agreed tolerance level to check the validity of this conversion.

Approved expense reports will be audited by Financial Services within required deadlines (see section 6). Any claims containing violations to the policy that do not contain explanations will be rejected electronically to the claimant for additional information and re-submission.

Expense reports ready for payment will be processed by the University on 17th or nearest working day after of each month employees must, when requested, provide appropriate bank account details to Financial Services to allow claims to be processed.

5. AUTHORISATION

Employees will self-certify that the expenditure they have incurred is accurate and in accordance with the University's policies and procedures. All employees must ensure that all travel on University business is justified, consideration has been given to value for money in choosing the mode of transport, is in line with the University's sustainable [travel plan objectives](#), and that all claims relating to that travel are in accordance with HMRC procedures. The claim will then be submitted to Financial Services for processing.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO ENSURE THEIR CLAIM IS ACCURATE AND IS IN ACCORDANCE WITH THE UNIVERSITY'S POLICIES AND PROCEDURES. THE UNIVERSITY WILL CONDUCT RANDOM AUDITS ON CLAIMS SUBMITTED VIA I-EXPENSES. ANY ATTEMPT TO SUBMIT A FALSE EXPENSE REPORT WILL BE TREATED AS A SERIOUS OFFENCE AND WILL BE DEALT WITH IN ACCORDANCE WITH THE UNIVERSITY'S DISCIPLINARY PROCEDURES AND RULES FOR THE CONDUCT OF EMPLOYEES

6. DEADLINES

Individual items of expense being claimed must be submitted via i-expenses by the end of the month following that in which the transaction occurred. For example, for an item of expenditure incurred on 12th February, the expenses report must be submitted on or before 31st March of the same year.

Deadline Exceptions

The only exception to this is for low value claims. Expense reports may be accumulated over longer periods provided the total amount claimed is less than £45. Accumulated claims must be approved and received by Financial Services via i-Expenses no later than 4 weeks after the last transaction date.

Exceptional Circumstances

In exceptional circumstances, such as illness, extended periods of overseas business travel, late availability of supporting information or holidays of more than two weeks duration, expense reports may be submitted within a reasonable period of time after the deadlines above has expired. Such claims will be reviewed by the Head of Accounts Payable/Receivable for additional authorisation and should contain a brief description of the relevant circumstances. **Important: Workload issues are not considered to be exceptional circumstances for these purposes.**

Claim Process Dates

All approved claims will be processed for payment on 17th of each month, or nearest working day after. Payment via BACS will be received by the claimant two working days after the payment is processed.

7. ADVANCE PAYMENTS

Employees may claim an advance against expenses for overseas business travel subject to the following conditions:

- a) Advances will be limited to a maximum daily allowance (excluding hotel costs) of £50 per day's travel per employee.
- b) Advances will be limited to a minimum total amount of £100 and a maximum total amount of £1,500.00 for each overseas trip.
- c) Advances must be requested in the form of a memorandum signed by the employee's Dean of Faculty or Director of Services detailing:
 - name of the employee travelling
 - dates of travel and number of days for which an advance is claimed
 - total advance claimed
 - travel destination
 - cost centre
- d) Employees should not normally require an advance for the cost of hotel accommodation as hotels must be booked via the University's Travel Desk (see link on Financial Services web site). Exception to this is when hotel accommodation is booked by The British Council or partner in order to obtain a preferential rate. In this instance and where the employee is expected to meet the costs of the hotel accommodation an advance for the hotel costs may be requested, subject to the overnight rate stated in appendix 2. The amount required for hotel accommodation must be stated clearly on the advance request and show the cost per night and the number of nights required for each hotel booked.
- e) The advance request must be received by Financial Services no less than fourteen working days prior to the date of travel to guarantee availability of funds.
- f) Advances will be paid directly into the employee bank account by BACS no earlier than seven days prior to the date of travel.
- g) All advances will be made in pounds sterling.
- h) If an employee is travelling with someone who is not an employee of the University, e.g. external examiner, the employee may request an advance for each person not employed by the University. The employee must detail the names of the person(s), dates of travel and reason for travel. The employee takes responsibility of the reconciliation of the actual expenses against the amount advanced.

In order to keep requests to a minimum, arrangements should be made for the direct payment of air fares, car hire, hotel expenses, etc.

Employee advances must subsequently be reconciled by submission of an Expenses report via [Expenses](#). The Expense Report and supporting information in the form of receipts, invoices, credit card statements, and foreign exchange receipts must be approved and submitted to Financial Services no later than four weeks after the end of the period of travel for which the advance was claimed. No further advances or travel expenses will be paid whilst an existing advance reconciliation is overdue. The University reserves the right to recover any uncleared advances from monies owed to the employee.

Items claimed against an advance must be in accordance with the expenditure allowable in this policy.

ALLOWABLE BUSINESS EXPENSES

8. CLASS AND MODE OF TRANSPORT

Employees should travel and be accommodated in safety and reasonable comfort. The mode of transport should be the most cost effective for the business needs of the University. Where possible, employees should aim to travel using public transport use of a personal car should only be considered if:

- Public transport was impractical because of timing or frequency.
- Heavy equipment was being transported
- The number of staff travelling by car made it economic
- Where it can be demonstrated that there was a significant saving in staff time by the use of the car, and reason is stated on the claim

8.1 Travel by car/bicycle

Employees are encouraged to use public transport wherever possible and a car as the last resort (for hire cars see section 8.2). Employees who use their own car on University business must ensure that their insurance cover extends to business use. The insurer must be asked to endorse the certificate to confirm that driving in the performance of the employer's business is covered by the insurance policy. The University reserves the right to inspect the employee's insurance documentation. No liability for claims made against employees who fail to take out appropriate insurance can be accepted.

The University takes the safety of its employees seriously therefore employees should ensure their vehicle is in roadworthy condition and that statutory tests are up to date. The University reserves the right to inspect MOT certificates for motor vehicles over three years old.

Employees must additionally ensure they hold the relevant driving licence and/or permit. The University reserves the right to inspect the employee's licence or permit. Employees must ensure they are fit and healthy in order to drive safely, and where driving a University vehicle is a requirement of their role, they must comply with the procedure for the Management of Alcohol, Drugs and Substance Misuse Policy.

In relation to business travel; employees' normal home to work mileage cannot be claimed (see section 3) - if travelling on business employees can only claim any mileage in excess of their normal home to work mileage. For example;

Normal mileage home to work is 20 miles round trip. Employee has a business commitment and travels 45 miles in total. Employee is reimbursed 25 miles for the complete claim.

Full details of each journey, including the date, starting point, destination, mileage claimed and reason for travel, should be recorded on the Expenses Report. Employees are required to embark on the shortest reasonable route for their journey.

Subject to the above, business travel will be reimbursed at the rates detailed in Appendix 1 of this document.

8.2 Hire Cars

For road journeys exceeding 100 miles, employees should consider whether the use of a hire car would be more economic for the University. If so, an employee is required to use a hire car booked through the University's approved car and van rental companies. The University's insurers will cover the cost of accidental damage to vehicles hired from the University's approved car and van rental companies. If an employee's situation is such that a car has to be hired from a supplier other than the approved supplier the employee should ensure the vehicle is insured sufficiently and if required to purchase the insurance offered by the hire company the employee will be reimbursed.

In such circumstances employees may claim the cost of fuel actually purchased. Employees must ensure that the amount of fuel purchased is appropriate to the journey being undertaken.

The University will not directly reimburse employees for any costs associated with accidents or damage to hire cars as all claims should be made through the relevant insurer. For the avoidance of doubt, any costs associated with filling cars with the wrong type of fuel will have to be reimbursed by the employee.

The University will not reimburse employees any costs relating to any penalty charges incurred whilst hiring a vehicle

8.3 Charges

Motorway, tunnel, congestion and bridge toll charges incurred in relation to and necessary for business travel may be claimed when supported by a receipt.

8.4 Car Parking

The University will reimburse parking costs for business travel away from home and the employee's normal place of work when supported by a receipt/ticket. If a parking meter is used and or no receipt is available a note to that effect must be included in the expense report via i-Expenses.

8.5 Rail Travel

Employees should book rail travel in advance through the University's Travel Desk wherever possible. An individual should only purchase a rail ticket on the day of travel due to time constraints or late change in schedule or change in travel plan. Where this occurs the cost should be claimed via [i-Expenses](#).

8.5.1 First class rail travel: Advanced booking may result in first class being the lowest possible fare, in this instance employees may choose the first class option. In exceptional circumstances staff may travel first class at the full fare provided **prior approval is given by a member of Executive in writing**. Members of Executive must gain approval from the Vice-Chancellor.

8.5.2 Employees using the London Underground or other metro system will be reimbursed. Claimant must state to-and-from stations for each journey and must obtain a receipt for the ticket purchased or a statement of journeys from their Oyster account.

8.5.3 [Oyster card](#): Expenditure incurred using personal Oyster cards whilst on University business will be reimbursed once a history of Oyster journeys is submitted via i-expenses. In order to do this you must log into your Oyster Account to retrieve your journey history.

Employees are reminded that any false claim will be treated as a serious offence will be dealt with in accordance with the University's Disciplinary Procedures and Rules for the Conduct of Employees.

8.6 Taxis

Travelling employees are required to avoid the use of taxis in the UK unless alternatives are not available or are impractical. The use of cost effective public transport or airport/hotel courtesy buses is encouraged whenever possible. The University has a number of local taxi hire companies who are preferred suppliers for airport transfers and where a taxi is necessary, these companies should be contacted in the first instance and payment made via a University purchase order. Where alternatives are not available or claimants are overseas, the cost of taxis may be claimed via i-Expenses. Claims must be supported by receipts.

A limit of £25 per journey applies to taxi travel in the UK except in exceptional circumstances. Exceptional circumstances include travel to Airports for international flights (in the UK, University approved taxi suppliers should be used where ever possible and payment made via a University purchase order)

8.6.1 Taxis for late working

The University will cover costs of taxis for late working subject to the following conditions:

- The employee is required to work later than usual and until after 9pm.
- Late working is on an occasional basis only and is neither regular nor frequent. For these purposes:
 - Regular means a predictable pattern e.g., every Friday night
 - Frequent means more than 60 journeys per year
- Public transport is unavailable or it would not be reasonable to expect the employee to use it.

8.7 Air Travel

Employees are expected to book air travel in advance through the University's Travel Desk (see link on Financial Services web site). Whilst the needs of the traveller will be taken into account all travel must be cost and time effective. The University's Travel Desk will discuss the best options with travelling employees whilst making the reservation. The University's Travel Desk is committed to our cost reduction programme and will offer the lowest cost practicable fare at the time of booking. A change of itinerary may be offered as a cost effective alternative.

Employees can help the University's Travel Desk to provide an efficient and economical service by:

- Planning travel well in advance – this will ensure the best prices are obtained.
- Planning with as much certainty as possible – 'open' tickets are expensive and should be avoided.
- Discussing travel arrangements with the University's Travel Desk – may assist with your itinerary and will ensure that promotional fares are taken advantage of where possible.
- Specifying any non-standard criteria such as the need for flexibility - this will avoid late changes to bookings which can be costly.
- Utilising Apex fares wherever possible – this will reduce costs.
- Travel is in tourist/economy or equivalent class.
- Upgrades to business or equivalent class may only be made if available at no additional cost.

In exceptional circumstances reimbursement of air travel booked directly by an employee may be claimed via i-Expenses subject to the following:

- Where it can be proved that the University's Travel Desk was unable to source a competitive price for the University's required quality of service.
- It was impractical to use the Travel Desk (e.g. cancelled flight upon arriving at the Airport)
- Where internal overseas flights cannot be booked in the UK

- 8.7.1 Group Bookings
Booking required for groups of travellers will be obtained at the most economical fare.
- 8.7.2 Trading Down
"Trading down" of tickets i.e., travelling by a lower class in order to claim an extra ticket for a guest of the employee, is not permitted and is considered to be a serious offence.
- 8.7.3 Business Class Air Travel
Only in exceptional circumstances may employees travel in business class or equivalent provided prior approval is granted by a member of Executive in writing. Members of Executive must seek prior approval from the Vice Chancellor and the Vice Chancellor from the Chair of Governors.
- 8.7.4 Seat Upgrades
Costs associated with upgrades of seats (i.e. for extra legroom or to guarantee an aisle or window seat) will only be reimbursed if there is a substantiated medical reason or prior approval is granted by a member of Executive in writing. Members of Executive must seek prior approval from the Vice Chancellor and the Vice Chancellor from the Chair of Governors
- 8.7.5 Cancelled or Unused Tickets
Travellers must notify the University's Travel Desk of all cancelled travel arrangements which have been booked, returning all tickets immediately to ensure a credit is issued.
- 8.7.6 Frequent Flyer
Travellers may retain frequent flyer programme benefits only on the basis participation in these programmes will not result in any incremental costs to the University. Employees are not permitted to choose airlines on the basis of their inclusion in any particular frequent flyer programme. The University will not be responsible for any tax liability, which may result from the use of these benefits.
- 8.7.7 Excess Baggage
Excess baggage charges may only be reclaimed where they arise wholly due to the necessity of taking items for business reasons.

9. INTERNATIONAL TRAVEL

- 9.1 Insurance cover whilst overseas:
To ensure sufficient insurance cover for overseas travel, employees are responsible for advising Financial Services of their travel plans at least 7 days prior to travel. Full details of the insurance cover will be provided to the employee by Financial Services on receipt of the details of their travel plans. Employees who fail to give advance notice of their travel plans may not be covered by the University's insurance.
- 9.2 Visas
Employees are must obtain visas via the University's Travel Desk. In exceptional circumstances where the employee is required to arrange the visa directly, the University will reimburse the cost of visas associated with business travel on production of a receipt.
- 9.3 Inoculations and medication required for overseas travel
Where recommended by a medical practitioner or GP, charges associated with inoculations and other travel related medication may be claimed on production of actual receipts. Medication purchased prior to the date of travel as a precaution may not be claimed. Prescription or over the counter drugs that are taken normally, i.e.: headache tablets, cold relief remedies, etc. are not considered travel related and cannot be claimed.

9.4 Currency exchange costs

Reasonable charges associated with currency exchange via cash transactions, travellers cheques, currency cards may be claimed if supported by receipts.

10. HOTEL ACCOMMODATION

Employees must book hotel accommodation (other than when included in a conference or training package) through the University's Travel Desk. In exceptional circumstances (e.g. unforeseen changes to travel plans whilst abroad), reimbursement of hotel accommodation costs may be claimed via i-expenses.

Another exception to this is when hotel accommodation is booked by The British Council or partner in order to obtain a preferential rate. In this instance and where the employee is expected to meet the costs of the hotel accommodation, an advance for the hotel costs may be requested – see Section 7.

Hotel accommodation and associated costs are covered by subsistence payments see Appendix 2.

11. HOSPITALITY AND ENTERTAINING

Employees must use 'in house' catering services as a cost effective first choice for hospitality and entertaining. Necessary and reasonable entertaining costs will, however, be reimbursed by the University on production of receipts. The following information must be entered on the Hospitality Booking Form or i-Expenses report:

- Names of all attendees (internal and external)
- Organisations attendees represent
- Purpose of the entertainment

Unless approved by a Dean or Director of Service, external hospitality will only be reimbursed where the ratio of employees to guests does not exceed 2:1.

Under no circumstances can entertainment involve University employees only, except in the case of essential meetings or training which span a normal meal time. Such events must be kept to an absolute minimum and in-house catering must be used whenever possible.

Incidental costs associated with business entertainment (for example the cost of a taxi to a restaurant where a guest is to be entertained) should be categorised as business entertainment via i-Expenses rather than, for example, travel.

Alcoholic drinks incidental to entertaining to a reasonable level may be reclaimed.

Reasonable gratuities and service charges may be claimed, and when available receipts provided.

12. SPOUSE'S/PARTNER'S/CHILDREN'S TRAVEL

The University will not meet any costs relating to the spouse, partner or child of an employee who accompanies the employee on a business trip.

A spouse, partner or child may accompany a member of staff for personal reasons, however the University must not be charged more than if the employee had travelled alone. Where possible the partner's travel costs should be billed for and paid separately.

In instances where invoices cover both parties' costs the employee should settle the invoice and claim their entitlement from the University. Such claims must be supported by receipts and the items claimed by the employee must be clearly marked.

Private insurance must be taken out to cover the accompanying party's travel, this is not reclaimable from the University in any circumstances.

13. HOME AND PERSONAL MOBILE TELEPHONE CALLS

Employees required to make business calls using their home telephone or personal mobile phone should claim reimbursement of such calls by entering the amount to be claimed via i-Expenses. Supporting documentation, such as copy statement with the claimed calls highlighted, must be attached. Allowable calls for the purpose of expense claims include itemised costs of 'dial-up' calls to University systems. Employees who regularly make business calls are encouraged to obtain a University mobile telephone.

The University will not:

- meet the cost of any part of rental costs
- reimburse any private calls (except those incurred whilst away from home on University Business),
- reimburse the cost of any mobile telephone 'top up' cards (except when using local sim cards abroad)
- reimburse any proportion of the cost of home Broadband facilities.

Fax, photocopying and email/internet charges for business purposes only may be reclaimed when supported by receipts.

Employees who hold a University mobile telephone may make personal calls and send text messages whilst away from home on University business. The cost of reasonable use will be covered by the University subject to the limitations stated on the agreements signed by the employee at the time of obtaining the device.

14. LINKING HOLIDAYS TO BUSINESS TRAVEL

The University will not reimburse any additional costs incurred (including travel costs, subsistence or other expenses) when employees add holidays on to a business trip. Private insurance must be taken out to cover such trips, which are regarded as private.

15. NON ALLOWABLE EXPENDITURE

Non allowable expenditure as detailed below may not be claimed, charged to the University or reimbursed to employees in any circumstances or by any method. This includes by purchase order, direct invoice, employee expense report, i-Expenses, employee advance or petty cash.

- Travel clubs membership – giving access to airport lounges, complimentary drinks etc.
- Leisure clubs/spa treatments and facilities
- Miscellaneous hotel charges as follows:
 - Mini bar drinks and snacks (except soft drinks purchased overseas where this is the least cost option)
 - Video/DVD/film rental charges
- Alcohol (exceeding a reasonable amount i.e. one glass per meal)
- Parking or speeding fines or court fees for traffic offences
- Hospitality where staff only are in attendance, except for essential meetings or training which span a normal meal time
- Refreshments purchased on any University campus for the consumption of staff during their normal working day cannot be reclaimed and must be paid for by the individual.

- Floral gifts – other than on the death or serious illness of an employee or an employee's partner or child
- Spouses'/partners'/children's' travel costs
- Confectionery, other than when purchased as part of a meal – see appendix 2
- Gifts of a personal nature – if gifts from the University are required these should be made using University merchandise.
- Prizes – other than as specifically authorised by the Vice Chancellor for academic or sporting achievement
- Retirement/leaving gifts
- Christmas functions
- Christmas decorations – other than as supplied by Estates for public areas
- Personal subscriptions to professional bodies. In exceptional circumstances the Vice-Chancellor may authorise such a reimbursement if it is proven to be wholly and necessarily to enable an employee to perform their duties
- Toiletries and cosmetics
- Clothing – other than staff uniforms and protective clothing which is provided by the University
- Luggage
- Childcare
- Books, DVDs, CDs, magazines for personal use
- Non receipted expenditure
- Cost of caring for animals
- Privately purchased insurance

The following expenditure purchased for use by the University may not be claimed for reimbursement via i-Expenses:

- Equipment and consumables
- Courses and conferences
- Catering Services
- Publications/journals necessary for the performance of an employee's duties
- Uniforms and protective clothing
- Casual employees' costs

APPENDIX ONE

Employees using their own vehicles to claim mileage allowance

Employees using their own vehicles on University business may claim mileage allowance not exceeding:

Category	Mileage	Rate per Mile
Car or van	First 10,000 miles When mileage exceeds 10,000 miles in a year	45p 25p
Motorcycle	Any distance	20p
Bicycle (staff using Cycle scheme Salary Sacrifice cannot claim mileage)	Any distance	20p

Standard mileages for commonly used routes are as follows and will be paid using the mileage listed below:

Return journey from/to	Return Mileage
Stafford campus / Stoke on Trent campus	36
Stafford campus / Lichfield Campus	38
Stoke on Trent Campus / Lichfield Campus	65
Stafford campus / Royal Shrewsbury Hospital	78
Stafford campus / Robert Jones and Agnes Hunt Trust (Oswestry)	110
Stoke on Trent campus / Royal Shrewsbury Hospital	86
Stoke on Trent campus / Robert Jones and Agnes Hunt Trust (Oswestry)	94
Stoke on Trent campus / Princess Royal Hospital Telford	98
Stafford campus / Trentham Gardens	28
Stoke campus / Trentham Gardens	8
Royal Shrewsbury Hospital / Princes Royal Hospital Telford	31
Royal Shrewsbury Hospital / Robert Jones and Agnes Hunt Trust	38
Princes Royal Hospital / Robert Jones and Agnes Hunt Trust	68
Stafford campus / Princess Royal Hospital Telford	48

Please note: Blackheath Lane is considered to be part of the Stafford campus for travel to other sites.

APPENDIX TWO

Subsistence Rates

1. When employees are more than 5 miles away from any University site on business and away for more than three hours and incur expenses on food and accommodation, subsistence may be claimed as detailed in table 1. Any University site is defined as:
 - Stafford campus – Beaconside, Blackheath Lane, Stafford Business Village
 - Stoke on Trent campus – College Road and Leek Road campuses
 - Lichfield campus
 - Partner Colleges
 - NHS sites (with restaurant facilities)
2. All claims for subsistence must be for actual expenditure and must be supported by receipts (where reasonable). **Credit/ debit card vouchers are not admissible as receipts.**
3. **Reasonable gratuities and service charges may also be claimed (receipts should be supplied where available)**
4. The subsistence rates shown in table 1 are the maximum amounts that will be ordinarily paid however employees should always seek to secure value for money. In cases where expenditure exceeds the amounts shown below, a full explanation should be provided on the expense report.
5. Claims for subsistence during normal working hours, e.g. lunch, which employees would have to provide for themselves, will not be allowed unless this can be justified by the claimant (e.g. whilst on overseas business).
6. Hotel accommodation should be limited to standard rooms with en-suite facilities, the overnight rate should include VAT and breakfast
7. 'No show' charges are not reimbursable except in exceptional circumstances.
8. The standard of hotel selected should be reasonable for the location and business purpose required. This should include value options where available (e.g. Travelodge etc.)

Type of expense	Location	Maximum Daily Rate
Breakfast	More than 5 miles from site	£8.00
Lunch	More than 5 miles from site	£10.00
Dinner	More than 5 miles from site	£20.00
Hotels meals	Hotel	Table d'hote/equiv.
Snacks & Refreshments	More than 5 miles from site	£5.00
Hotel Accommodation	London	£200 per night *
Hotel Accommodation	Other UK cities	£130 per night*
Hotel Accommodation	Other UK locations	£130 per night*
Hotel Accommodation	Europe & USA	£150 per night*
Hotel Accommodation	Rest of the world	£150 per night*

* At the discretion of the Staffordshire University Travel Desk

Allowable incidental hotel expenses

The University will reimburse employees for certain incidental hotel expenses on production of charges detailed on the hotel bill or on a separate receipt. No flat rate claims will be considered. A guide of £5 per night (UK), £10 per night (overseas) will be used as a guide in assessing claims. Examples of allowable incidental hotel expenses are newspapers, laundry charges, and mini bar (excludes alcoholic drinks).