



# TRAVEL AND EXPENSES POLICY

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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
v.0.4	Dec 17	Overhauled document due to process changes

# Travel and Expenses Policy

## 1. STATEMENT OF PURPOSE

This document is issued to be effective from 17th January 2018 and sets out the University policy for all claimants when incurring travel, entertainment and related expenses whilst on University business. The policy sets out areas of expenses that will be funded by the University as business costs and identifies areas of expenses where restrictions are in place. It supersedes all other policies, procedures and manuals relating to employee travel and expenses currently in issue.

## 2. OVERVIEW

Claimants are required to complete the appropriate University expenses claim giving details of allowable expenses incurred (including mileage) on University business and attach original receipts as required. Where receipts are generally not available (e.g. small value items purchased on overseas trips or car parking), this must be detailed on the expense claim. Note that credit / debit card slips are not admissible as receipts.

Expense claims must be submitted by the end of the month following that in which the transaction occurred. In exceptional circumstances, such as illness or extended periods of absence, or for low value claims (i.e. the total amount claimed is less than £50), expense claims may be submitted after the deadline above has expired but no later than 3 months after the last transaction date. Where possible, expenses should be claimed in the financial year to which they relate.

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

The Travel and Expenses policy clearly states allowable expenses in section 5 of this document. Maximum reimbursable rates are published with reference to Her Majesty's Revenue and Customs (HMRC) rules and guidelines which will be reviewed annually by Financial Services and any new rates published and communicated.

It is the responsibility of the claimant (and the person authorising the expense for non-staff expense claims) to ensure that only allowable expenses are claimed.

When incurring business expenses, claimants must;

- minimise costs without impairing the efficiency of the University
- avoid unnecessary cost
- minimise adverse impact on carbon footprint measurement within the University
- ensure that additional funding requirements in respect of expenses charged against research grants are also adhered to

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.

### **3. SCOPE**

#### **3.1 Who does this apply to?**

The regulations set out in this policy apply to:

- All members of staff of the University who incur expenses on behalf of the University
- Any non-employees who are entitled to claim reimbursement from the University for expenses incurred on behalf of the University:
  - External examiners
  - Visitors
  - Governors
  - Students
  - Volunteers and those receiving subject payments

#### **3.2 Authorisation**

Employees will self-certify that the expenditure they have incurred is accurate and in accordance with the University's policies and procedures. Expenses must be claimed by submitting monthly expense reports via the i-Expenses system. Access to this system is granted by Financial Services. Itemised receipts must be scanned and attached electronically to the claim form for all individual items claimed, other than mileage.

Non-employees will complete a Non-staff Expense Claim Form (Finform212) accompanied by itemised receipts and obtain authorisation from the relevant budget holder. The claim will then be submitted to Financial Services for processing.

#### **3.3 Duties**

Employees are reminded of their obligation to ensure that value for money is achieved in all cases where expenses are incurred on behalf of the University.

The University will conduct random audits on claims submitted via i-Expenses. 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. Failure to comply with these regulations may be regarded as a disciplinary offence.

These regulations must be read alongside related policies that operate in conjunction with this policy, including the Financial Regulations and Procurement Policy.

### **4. PREFERRED TRAVEL AGENT & HOTEL SUPPLIERS**

The University has appointed a preferred travel agent to rationalise travel providers and reduce booking time. To comply with the University's duty of care obligations, all overseas travel and accommodation **MUST** be booked via the University travel agent. UK travel may be booked via the University travel agent, but is not mandatory.

Bookings via the University travel agent should be made through the online travel portal. Access to the portal is granted to employees by Financial Services and must be authorised by the relevant budget holder. Offline (i.e. those bookings not facilitated by the online portal) and group bookings should be made by the University purchasing team by contacting [purchasing@staffs.ac.uk](mailto:purchasing@staffs.ac.uk).

The University has entered into arrangements with both Premier Inn and Holiday Inn for UK hotel accommodation. UK hotel bookings should therefore be made through either [www.premierinn.com](http://www.premierinn.com) or [www.ihg.com](http://www.ihg.com).

## 5. ALLOWABLE BUSINESS EXPENSES

The detail provided below is a summary of allowable expenses, provided for ease of reference. If items are not listed below then they are not allowable expenses. In the event that an expense claim is contemplated in respect of an item not included in this policy, the matter should be referred - in the first instance - to the relevant School Dean or Service Director who may thereafter refer to Financial Services for guidance if required. If the expense has already been occurred but is not an allowable expense, then the University will not refund the amount.

### 5.1 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, and explicitly excludes commuting to a permanent place(s) of work. Other claimants can seek reimbursement of travel costs incurred whilst on University business.

Note: All international travel and associated accommodation costs MUST be booked via the University preferred travel agent. This process does not require prior approval or purchase orders to be raised.

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

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

#### 5.1.1 Mileage for use of private vehicle

Claimants who use their own vehicle on University business must ensure that their insurance cover extends to business use, that they hold the relevant driving licence and/or permit and that their vehicle is in a roadworthy condition. The University reserves the right to inspect the claimants insurance documentation, licence or permit and MOT certificates for motor vehicles over three years old.

Full details of each journey, including the date, starting point, destination, mileage claimed and reason for travel, should be recorded on the Expenses Report. Claimants are required to embark on the shortest reasonable route for their journey, and can only claim mileage in excess of their normal home to work mileage.

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

#### 5.1.2 Hire Cars

Car hire should be considered where car shares or multiple travellers mean that a hire car is cheaper than other travel options. In the UK, travellers are 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 approved suppliers. If a car has to be hired from any other supplier (i.e. overseas), the traveller should ensure the vehicle is sufficiently insured and if required to purchase the insurance offered by the

hire company the employee will be reimbursed.

When hiring vehicles, employees may claim the cost of fuel actually purchased. 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.

#### 5.1.3 Charges

Motorway, tunnel, congestion and bridge toll charges incurred in the course of business travel may be claimed when supported by a receipt.

#### 5.1.4 Car Parking

The University will reimburse parking costs incurred in the course of business travel 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 or Non-staff Expense Claim Form.

#### 5.1.5 Taxis

Individuals are required to avoid the use of taxis unless alternative means of transport are not available or are impractical. 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 or credit card. Where alternatives are not available or claimants are overseas, the cost of taxis may be claimed via i-Expenses or Non-staff Expense Claim Form. Claims must be supported by receipts (where available).

Late night taxi fares may be claimed ONLY when the employee is required to work later than usual (AND until after 9pm) on an ad-hoc basis and public transport is unavailable or it would not be reasonable to expect the employee to use it.

#### 5.1.6 Tube Fares

Claimants using the London Underground or other metro system will be reimbursed. To-and-from stations for each journey must be stated and a receipt obtained for the ticket purchased or a statement of journeys from their Oyster account. The purchase of an Oyster card is itself not an allowable expense.

#### 5.1.7 Domestic Air & Rail Travel

Domestic air & rail travel may be booked either via the University travel agent online portal or personally at a train station or online. Where tickets are purchased personally the cost should be claimed via [i-Expenses](#).

Advance tickets must be booked whenever possible and rail fares should be standard class. First class must only be used if it is cheaper than standard class (evidence will need to be provided). 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.

Air travel should be used when it is cheaper than rail travel or saves a considerable amount of time. Domestic air travel should always be economy class.

#### 5.1.8 International Air & Rail Travel

International air & rail travel MUST be booked through the University travel agent to comply with the University's duty of care obligations. Employees are expected to book air travel through the University Travel Agents online portal. International rail tickets should be purchased "offline" by the University purchasing team by contacting [purchasing@staffs.ac.uk](mailto:purchasing@staffs.ac.uk). Whilst the needs of the traveller should be taken into account all travel must be cost and time effective.

- Plan travel well in advance – this will ensure the best prices are obtained
- Plan with as much certainty as possible – ‘open’ tickets are expensive and should be avoided
- Utilise Apex fares wherever possible – this will reduce costs
- Travel in tourist/economy or equivalent class
- Upgrades to business or equivalent class may only be made if available at no additional cost

5.1.8.1 Group Bookings

Booking required for groups of travellers will be obtained at the most economical fare and should be booked offline by the University purchasing team. Student group bookings should continue to be made through Travelbound or Studylink on i-buy.

5.1.8.2 Non-staff Bookings

Non-staff bookings should be booked offline by the University purchasing team.

5.1.8.3 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 claimant will not be permitted.

5.1.8.4 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.

5.1.8.5 Cancelled or Unused Tickets

Travellers must notify the University travel agent of all cancelled travel arrangements which have been booked online or the University purchasing team for travel booked offline, returning all tickets immediately to ensure a credit is issued.

5.1.8.6 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.

5.1.8.7 Excess Baggage

Excess baggage charges may only be reclaimed where they arise wholly due to the necessity of taking items for business reasons.

## 5.2 Hotel Accommodation

5.2.1 International Hotel Accommodation

International hotel accommodation (other than when included in a conference or training package) must be booked through the University travel agent to comply with the University’s duty of care obligations. Employees are expected to book through the University Travel Agents online portal.

5.2.2 UK Hotel Accommodation

UK hotel bookings may be made through either [www.premierinn.com](http://www.premierinn.com) or [www.ihg.com](http://www.ihg.com) as the University preferred suppliers, or personally and claimed via i-Expenses.



### 5.2.3 General Rules

Hotel accommodation should be limited to standard rooms with en-suite facilities and should be reasonable for the location and business purpose required. This should include value options where available (e.g. Travelodge etc.). The overnight rate should include VAT and breakfast. 'No show' charges are not reimbursable except in exceptional circumstances.

### 5.2.4 Maximum Rates

The maximum hotel accommodation costs are detailed below:

Type of expense	Location	Maximum Daily Rate
Hotel Accommodation	London	£200 per night
Hotel Accommodation	Other UK cities	£130 per night
Hotel Accommodation	Other UK locations	£130 per night
Hotel Accommodation	Major International cities	£200 per night
Hotel Accommodation	Other International locations	£150 per night

### 5.2.5 Allowable Incidental Hotel Expenses

The University will reimburse claimants 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 in assessing claims. Examples of allowable incidental hotel expenses are newspapers and laundry charges.

## 5.3 Subsistence

Individuals who are required to travel more than five miles away from any University site in the course of their work and away for more than three hours are entitled to claim the cost of meals taken whilst away on business. Allowable expenses are:

- The actual, reasonable costs of food and non-alcoholic drink up to a maximum as per the table below. All claims must be supported by receipts (where available). Reasonable gratuities and service charges may also be claimed.
- Claims for subsistence during normal working hours, e.g. lunch, which claimants would have to provide for themselves, will not be allowed unless this can be justified by the claimant (e.g. whilst on overseas business).

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

These rates apply to all countries but where costs are higher or lower overseas, the rates should be consistent with what would be the equivalent cost in the UK.

## 5.4 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 (i.e. one glass per meal) may be reclaimed.

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

## 5.5 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.

## 6. ADDITIONAL NOTES FOR INTERNATIONAL TRAVEL

### 6.1 Insurance Cover Whilst Overseas

When travelling abroad on University business a traveller will, other than in exceptional circumstances, be covered by the University's travel insurance policy; the University will not pay for privately arranged travel insurance. Full details of the insurance cover can be obtained from Financial Services. A copy of the policy cover note can be found on the landing page of the travel portal (insert link).

Do not pack money or valuable items in checked-in luggage when in transit, retain these in hand luggage.

In the event of a claim you must report any loss, theft or damage to either the local police or where appropriate, the airline (or other carrier) within 24 hours and obtain a written report. Obtain invoices and/or receipts in relation to any expenses incurred.

## 6.2 Visas

Employees may obtain visas via the University's Purchasing Team. 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.

## 6.3 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.

## 6.4 Foreign Currency Expenses

The University will make all payments, both to individuals and suppliers, in pounds sterling (GBP), unless the contract specifically states otherwise.

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 exchange 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. Individuals claiming via a Non-Staff Expense Claim Form must use an exchange rate calculation using rates in force at the time of conversion from a verifiable and reliable source.

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

## 6.5 University Mobile Phones

Employees who hold a University mobile telephone may be required to make and receive calls and send text messages whilst overseas on University business. In such circumstances, the employee should contact the Digital Assets team at [ITresources@staffs.ac.uk](mailto:ITresources@staffs.ac.uk) to ensure an international price plan is in place at least 1 week prior to travel. Further details can be found on the landing page of the travel portal.

## 6.6 EU Flight Delay Compensation

Where an individual is eligible for compensation for cancelled or delayed flights under EU Regulation 261/2004, the traveller is entitled to retain the compensation. However, no additional subsistence payments will be made to the individual for the period of the delay as the compensation is intended to cover additional costs.

## 6.7 Advances for Travel

Where a member of staff has not been issued with a University credit card, an advance against expenses for overseas business travel may be claimed subject to the following conditions:

- Advances requests must be received by Financial Services no less than fourteen working days prior to the date of travel in the form of a memorandum signed by the employee's Dean of School 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
- Advances will be limited to a maximum daily allowance (excluding hotel costs \*) of £50 per day's travel per employee, subject to a minimum total amount of £100 and a maximum total amount of £1,500 for each overseas trip.
- All advances will be made in pounds sterling (GBP).
- Employee advances must be reconciled by submission of an Expenses report via [i-Expenses](#) 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.
- 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.

\* Where the employee is expected to meet the costs of the hotel accommodation (e.g. when hotel accommodation is booked by The British Council or partner in order to obtain a preferential rate), an advance for the hotel costs may be requested, subject to the overnight rate stated in Section 5.2.4. 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.

## 7. NON ALLOWABLE EXPENDITURE

Unless an item is listed in Section 5 or Section 6 of this document it cannot be claimed as Expenses. In particular, the expenses system cannot be used for the following:

- Equipment and Consumables
  - Purchases of equipment or consumables must be made through the normal purchasing procedures by raising a purchase order. Purchases made through expenses will not be refunded.
- 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
- Gifts of a personal nature – if gifts from the University are required these should be made using University merchandise.
- Retirement/leaving gifts
- Spouses'/partners'/children's' travel costs
  - 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.
- 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.
- Confectionery, other than when purchased as part of a meal
- Prizes – other than as specifically authorised by the Vice Chancellor for academic or sporting achievement
- 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 – including uniforms and protective clothing
- Luggage
- Childcare
- Cost of caring for animals
- Books, DVDs, CDs, magazines for personal use
- Non receipted expenditure

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

- Courses and conferences
- Catering Services
- Publications/journals necessary for the performance of an employee's duties
- 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
Blackheath Lane / Stoke on Trent campus	36
Blackheath Lane / Lichfield Campus	38
Stoke on Trent Campus / Lichfield Campus	65
Blackheath Lane / Royal Shrewsbury Hospital	78
Blackheath Lane / 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
Blackheath Lane / 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
Blackheath Lane / Princess Royal Hospital Telford	48