

EXTERNAL QUALITY ADVISOR EXPENSES POLICY

University of Staffordshire will reimburse reasonable expenses incurred by External Quality Advisors. Expenses will be paid in accordance with the principles set out in University of Staffordshire's Travel and Expenses Policy.

1. Submission of Expenses

Expenses should be submitted using the External Quality Advisor Expense Claim Form (Available at: <https://www.staffs.ac.uk/about/corporate-information/quality/docs/word/external-quality-advisor-expense-claim-form.docx>).

Itemised receipts or invoices must be attached to the claim form for all individual items claimed, other than mileage. Credit/debit card slips are not admissible as receipts. Where receipts are generally not available, this must be detailed on the claim form.

2. Rail Travel

The university will reimburse the cost of standard class or equivalent rail travel.

External Quality Advisors are asked to purchase the cheapest available ticket(s). Planning and booking the journey in advance is strongly encouraged to secure competitive fares.

First Class travel is only permitted where it is secured at a cheaper rate than standard class. Where a first-class ticket is purchased, evidence of the two fare options must be submitted with the expenses claim form.

External Quality Advisors using the London Underground or other metro system will only be reimbursed actual cost on production of tickets and/or receipts. If an underground or metro ticket is retained by an automated exit barrier the actual cost of the journey can be claimed however this must be detailed on the expense form.

Oyster card top ups will not be reimbursed. If an oyster card is used then reimbursement can be made on production of an official statement showing the actual journeys undertaken for business travel.

3. Car Travel

3.1 Mileage Allowance

University of Staffordshire encourages the use of public transport whenever possible.

External Quality Advisors using their own vehicles may claim mileage allowance in accordance with Appendix A of the university's Policy and Procedures for the Reimbursement of Travel and Subsistence; currently:

- Car or van - 55p per mile
- Motorcycle - 24p per mile

3.2 Toll Charges

Motorway, tunnel and bridge toll charges may be claimed when supported by a receipt.

3.3 Car Parking

The university will reimburse parking costs which must be supported by a receipt/ticket. If a parking meter is used and no receipt is available a note to that effect must be included in the expense report.

4. **Taxis**

External Quality Advisors should avoid the use of taxis in the UK unless alternatives are not available or are impractical. Where alternatives are not available, the cost of taxis may be included on the External Quality Advisor Expense Claim Form. Claims must be supported by receipts.

External Quality Advisors appointed to international partners should liaise with the School regarding airport transfers.

5. **Air Travel**

Air Travel will normally be arranged and paid directly by the university or partner institution. Only in exceptional circumstances, and with the prior agreement of the School, may the cost of air travel be claimed on an expenses form.

6. **Hotel Accommodation**

UK Hotel accommodation will be offered to all External Quality Advisors who would otherwise be required to depart from their home address prior to 7:00am, in order to arrive at the university at the agreed time. Estimated journey times will be based upon the use of public transport.

UK and International hotel accommodation will normally be arranged and paid directly by the university or partner institution. Accommodation costs may only be claimed on the expenses form in exceptional circumstances.

The maximum hotel accommodation costs are:

- London - £250 per night
- Other major UK cities - £150 per night
- Other UK locations - £130 per night
- Major International cities - £200 per night
- Other International cities - £150 per night

The university will reimburse food and drink expenses as follows:

- Dinner – Hotel Table d’hôte or £20.00 (whichever is greater)
- Breakfast – Standard hotel rate or £8.00 (whichever is greater)

The cost of a glass of wine or similar alcoholic beverage may be included as part of the overall cost of an evening meal. Cost of drinks outside of an evening meal should not be claimed.

7. **Subsistence**

The university will reimburse the following claims for subsistence:

- Lunch – £10.00

Snacks and refreshments are not an allowable expense under the Travel and Expenses Policy.

8. **Non Allowable Expenses**

Non allowable expenditure as detailed below may not be claimed:

- 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

- Parking or speeding fines or court fees for traffic offences
- Spouses'/partners'/childrens' travel costs
- Toiletries and cosmetics
- Clothing
- Luggage
- Childcare
- Books, DVDs, CDs, magazines for personal use
- Non receipted expenditure
- Cost of caring for animals
- Privately purchased insurance

9. **International Travel**

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. 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.

Passports

Costs associated with the issue/renewal of passports and visa must be met by the External Quality Advisor and are not normally reclaimable from the University.

Foreign Currency Transactions

Where expenses are incurred in a foreign currency, the amount incurred should be recorded in the original currency. The External Quality Advisor should submit evidence of the exchange rate used (such as a copy credit card statement or currency purchase receipt). Where this exchange rate information is unavailable or not provided, the calculation must be based upon the rate provided on the day the transaction was made using a suitable online currency converter.

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