

# Quick Guide to the Travel & Related Expenses Policy

The [Expenses webpages](#) have more guidance on how to make a claim.



## Key Principles

**Reimbursement not reward:** expenses are for legitimate business costs only<sup>1</sup>

**Best use of University funds:** consider all approved procurement routes first

**Value for money:** seek to minimise costs wherever possible<sup>2</sup> - we are a charity!

**Authorisation:** business expenses are only considered legitimate after approval.

**Timely<sup>3</sup> and evidenced:** only actual and evidenced costs are reclaimable.

**Consult:** if in doubt consult with colleagues in Finance or Procurement.

1. Staff must avoid incurring costs that lead them, or their family and friends, to gain a financial or other material benefit.
2. Without compromising personal safety or impairing the efficiency of the University.
3. Expenses must be claimed as soon as practical and no later than three months after they are incurred.

## Travel

- ☒ Travel using public transport, considering value for money and sustainability wherever possible.
- ☒ Rail travel should be booked in advance and for standard class travel only.
- ☒ All international travel must be pre-approved by a Head of Department.
- ☒ The University will not reimburse the costs of private travel or ordinary commuting.

## Accommodation & Subsistence

- ☒ Maximum allowances for meals are: £15 breakfast; £15 lunch; £40 evening meal.
- ☒ Accommodation must be within policy limits: £250/night (London); £150/night (other).
- ☒ Hospitality must be less than £30/person for lunch or £60/person for evening meal and a staff to guest ratio of no more than 3:1.
- ☒ Alcohol is not an allowable expense unless as part of qualifying business hospitality.

### Claimant

Must ensure only legitimate costs within budget are incurred and claimed with receipts and within required timescales.

### Approver

Confirm that expense claims are compliant and within budget, receipts are valid and coding is correct.

### Finance

Holds Schools and claimants accountable for compliance with policy. Will decline reimbursement for non-compliant claims.



Public transport

Subsistence within limits

Keep your receipts

Prior approval

Timely claims

Sustainable options

First class travel

Alcohol

5-star hotels

