**CEU Travel Policy for Staff and Students**

**Background**

**University Travel Policy (**[**https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-5b-expenses-benefits/travel-university-4**](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-5b-expenses-benefits/travel-university-4)**)**

The University is required to ensure that money is disbursed in accordance with agreed policy and procedures to ensure both fairness and value for money. Therefore, all employees should be aware of the following guidance and procedures:

1. Employees should travel and be accommodated in safety with reasonable comfort and be reimbursed for the actual travel and associated expenses incurred wholly and necessarily in the performance of their duties.
2. Employees should always choose the most cost-effective method of transport for business journeys bearing in mind the numbers travelling and time considerations. Generally, cars should only be used where it is impractical to use other methods of transport or where use of a car is more cost-effective when time and other considerations are taken into account.
3. Preferred suppliers of the University should be used wherever possible.
4. Where several staff are attending the same meeting, conference etc then wherever possible they should try to share cars or taxis.
5. Wherever possible and subject to business needs, travel reservations should be made in time to take advantage of cheaper fares or accommodation e.g. off peak and Apex.
6. Staff must also comply with any further constraints in travel policies contained within terms and conditions imposed by research funders.

**Sustainability**

The University is committed to making a positive impact through outstanding environmental sustainability performance. It has therefore introduced guidelines for sustainable business travel <https://www.environment.admin.cam.ac.uk/files/guidelines_for_sustainable_business_travel_approved.pdf>

The guidelines apply to all University staff and all students who choose to / are required to undertake travel as part of their learning or research. In summary, the guidelines recommend that:

* Staff and students attend meetings and conferences virtually
* Staff and students consider whether their travel is essential (guidance on defining this is provided)
* Staff and students prioritise modes of travel that have the lowest carbon impact, and provide a hierarchy of preferred travel modes
* Flights to UK destinations and to European destinations that can be reached by train within six hours from London terminals are discouraged
* Where it is necessary to travel by plane, staff and students are strongly encouraged to offset the carbon emissions in accordance with the University’s [offsetting policy](https://www.environment.admin.cam.ac.uk/carbon-offsetting).

**CEU Process for booking travel**

1. Get approval from line manager/supervisor for your work away plans. For students, also inform your respective College Tutor.
2. Contact the Operations Team (Tamara Sabri [ts860@medschl.cam.ac.uk](mailto:ts860@medschl.cam.ac.uk) and Ank Michielsen am2710@medschl.cam.a.cuk) and notify them of your intention to travel. They will allocate a member of the team to support you and check there is an appropriate budget available for your trip.
3. The operations team will pre book your travel and accommodation using the University supplier, Key Travel. In some cases, where a preferential rate has been negotiated by the conference host, bookings can be made directly with hotels. They will also pay for any conference fees.
4. If you are travelling overseas, please ensure you apply for travel insurance <https://travelcert.ajg.com/#/activation> You’ll need to input these details to access the university account: Institution: University of Cambridge, Passcode: 300621
5. Please ensure you also complete a risk assessment for your travel: <https://intranet.phpc.cam.ac.uk/human-resources/travel/>
6. Whilst travelling, you will need to adhere to the University subsistence rates for food and drink. The maximum subsistence rates detailed include taxes (e.g. VAT) and gratuities (tips).
7. Upon returning, please submit your expenses claiming via Concur <https://eu2.concursolutions.com/home.asp> (for staff) or by completing the FD1A/1 form <https://www.finance.admin.cam.ac.uk/expense-forms> (for students)
8. Most of the travel expenses will be booked on a research grant. For some grants, a separate declaration form has to be filled in with details of the trip. The Operational Team will contact you if this is applicable for your trip.

**All expense claims must be supported by adequate evidence** (e.g. original copies of receipts, invoices or bills) that the cost has actually been incurred. Without evidence an expense will not be paid unless:

* There are exceptional circumstances e.g. loss of evidence due to theft or fire.
* It is reasonable out of pocket business expenses under £5 where it was not possible to obtain a receipt e.g. parking meters, tube and bus fares, telephone calls from public telephone boxes and toll charges.

Expenses will not be reimbursed for alcoholic beverages.

**Subsistence Rates https://www.expenses.admin.cam.ac.uk/expense-rates/subsistence-rates**

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|  | **As of 1 Feb 2022** |
| For part of a day including breakfast\* | £10.00 |
| For part of a day including lunch | £10.00 |
| For part of a day including dinner | £25.00 |
| For part of a day including lunch and dinner | £35.00 |
| For bed and breakfast | £120.00 |
| For bed and breakfast (London rate) | £150.00 |
| The allowance for a complete period of 24 hours outside London | £155.00 |
| The allowance for a complete period of 24 hours in London | £185.00 |
| Allowance for staying with friends or family | £25.00 |

If a colleague feels it will be difficult for them to stick within the subsistence rates during their travel, they should contact the operations team prior to travel to discuss whether an exception can be applied. **This must be done prior to travel and with sufficient justification in order to meet audit requirements.**

**Mileage**

Where the use of a private vehicle has been agreed a mileage rate can be claimed for the Business journey element of any trip. Business travel means journeys which employees make to or from a place they have to attend in the performance of their duties but not any travel from home to a University site. <https://www.expenses.admin.cam.ac.uk/expense-rates/mileage-rates>

The use of taxis should only be contemplated for business travel where:

* there is no suitable public transport alternative for short journeys; or
* there a number of employees travelling together and the use of a taxi is cheaper than public transport; or
* the use of public transport is not a viable option due to carrying large, heavy or valuable items.