

# Claimants Quick Guide to Expenses



THE UNIVERSITY  
of EDINBURGH



Public Transport  
Fares

Car and bicycle  
Mileage

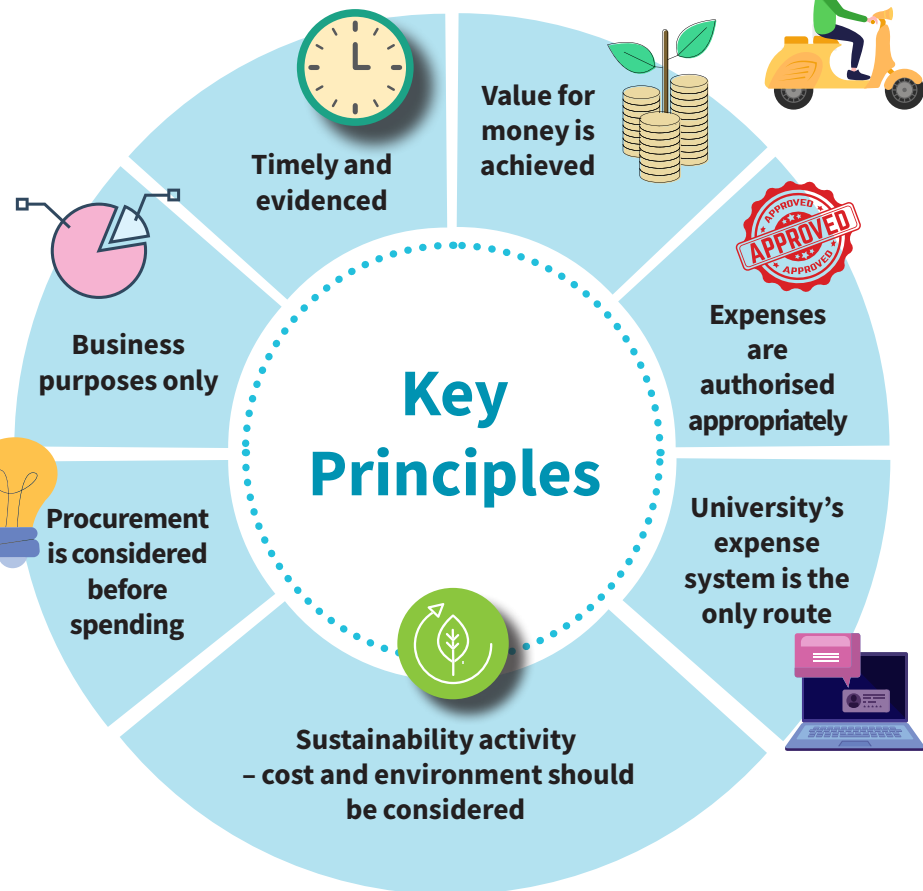
Taxi's while  
working away

Meals /beverages  
away from work

Expense Advances

Incidentals –  
WIFI, snacks,  
newspapers, laundry

Entertaining for  
business purposes



## Travel Pass



- ☒ Use the Universities Travel Management Service
- ☒ Travel sustainably; walk, cycle or use public transport where possible
- ☒ Refer to the Universities Sustainability Travel Policy
- ☒ Keep receipts for all expenditure Maintain mileage records
- ☒ The University will not reimburse the cost of ordinary travel.

The University will reimburse the costs of necessary travel for University purposes between one University workplace and another temporary place of work for meetings or other purposes (on University or other premises).

## While working away

Living cost incurred when away from home are covered, this includes taxis, mileage, public transport, incidentals, meals and beverages (up to recommended limits).

### Mileage costs

- ✓ Cars and vans 45p up to 10,000 miles
- ✓ Bikes 20p
- ✓ Motorcycles 24p

### Incidentals/subsistence i.e. WIFI, beverages, snacks, newspapers

- ✓ £5 per night for overnight stays within the UK
- ✓ £10 per night for overnight stays outside the UK

### Meals and Beverages

- ✓ Breakfast £10
- ✓ Lunch £10
- ✓ Dinner £25

The University will reimburse costs incurred wholly and necessarily for University business, in compliance with HMRC legislation and Sponsors' Terms and Conditions



Flights and  
Accommodation

Excessive Alcohol  
purchased while  
entertaining

Tips above 15%

Visa Fees

1st Class Travel  
(see policy for  
exceptions)

Penalties or fines

Goods & Services

