TRAVEL EXPENSES AND REQUISITIONS
SUMMARY OF MAIN POINTS

1 The University will only reimburse actual expenditure supported by original itemised receipts. The costs should also be reasonable.

2 Travel should be taken at the cheapest way ie no first class travel unless a valid reason and explanation is supplied. If first class travel is taken on medical grounds a Doctor’s letter is required to support this.

3 When travelling for the University all mileage must be taken from the place of work to the destination unless mileage from home is the shorter distance.

4 The website we use for checking mileage is www.theaa.com/route-planner/index.jsp
   We allow a 10% leeway on mileage.

5 Mileage rates for car travel (own car)
The first 50 miles of any round trip is paid at 40p per mile with the remainder of the journey paid at 23p.
   Motorcycles are paid all miles at 15p per mile
   Bicycles are paid all miles at 10p per mile

   **CAR HIRE IS NOT REIMBURSED USING MILEAGE RATES. ACTUAL RECEIPTS ARE REQUIRED**

6 Interview claims. All mileage is paid at 23p per mile.

7 Destinations and reasons for journey must be entered on all claims.

8 Airfares will be reimbursed for economy class only. Two exceptions are.
   Medical grounds. GP letter must be provided to support business class travel.
   Long haul flight followed by an immediate business event. If the flight is over 8 hours and upon landing the individual attends a business event, business class travel is allowed.

9 Subsistence rate when travelling abroad is £35 per 24 hours on foreign soil.
   Boarding passes or proof of the dates abroad should be supplied.

10 If food is supplied in hotels or at conferences etc we would deduct £8 for breakfast, £9 for lunch and £18 for evening meal from the cost of the subsistence rate.

11 You cannot mix subsistence rate and receipted expenditure it must be all receipts or daily subsistence.

12 There is no subsistence rate for travel within the UK, Northern Ireland, Isle of Man or The Channel Islands. Original itemised receipts must be supplied.
Personal expenses must be deducted from claims ie alcohol, movies, laundry etc.

Alcohol can only be claimed when entertaining and then we need to know who is being entertained and what organisation they are from.

The ratio for entertaining is 2 members of staff to each visitor when eating off campus and 3 members of staff to each visitor on campus. If the visitor brings a wife/husband/partner then the member of staff can also take a wife/husband/partner. There is no limit to number of visitors providing the staff ratio is not exceeded.

IT equipment etc is not to be purchased by members of staff unless they have approval from ISolutions to say they are unable to supply it.

Memberships/Subscriptions should only be purchased if a list has been supplied to Accounts Payable by the Dean of the Faculty.

Broadband and Telephone line rentals addressed to a personal address must be passed to payroll services.

Travel claims from Estates and Facilities that are yellow and have Call Outs written on the top also have to go to payroll services.

Claims that have been converted from a foreign currency can be checked by using www.oanda.com/currency/converter/ We allow a 10% leeway on these conversions.