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## Travel and Expenses Policy

### 1. Introduction

This document sets out the rules governing travel arrangements and for claiming expenses. These apply to staff, Governors and anyone else, including External Examiners, incurring expenditure while on University business.

YSJ believes that a person should not gain or lose financially as a result of travel on University business but that expenditure and travel must always reflect the needs of the University first and provide value for money consistent with the use of public funds and student fees. Where possible and practical, low-carbon options should be considered for every potential journey. The relative net benefits of commercial cost, time duration, environmental and social impact as well as overall effectiveness of the travel's outcomes should always be balanced to ensure all journeys are optimised.

This policy applies to all expenditure, regardless of the source of funding. If you submit a false claim this will lead to disciplinary action and the University's Anti-Fraud Policy and Procedure will be followed.

The Appendix summarises the rates that may be paid for travel and subsistence. These apply to all methods of payment (whether booked via the University's travel supplier, purchasing systems or expense claims).

## **2. Submitting an Expense Claim**

The University will reimburse expenses necessarily incurred in relation to journeys undertaken in the course of University business on submission of an official Expenses Claim Form (non-staff<sup>1</sup>, visiting lecturers (VLs), external examiners (EEs) and Governors) or OneUni Travel and Expenses online expense claim, which has been properly authorised and coded.

Claims will be monitored and may be reported to HMRC where the University is legally obliged to do so. Completed expense claim records and forms will be retained by the Finance department for at least six years. However, you must retain your own photocopies of expense claims for your own tax purposes.

The OneUni Travel and Expenses process should only be used to reclaim personal business expenses set out in this document. Items such as stationery, printing and equipment should be purchased through a OneUni online requisition for goods and services. All purchasing must be in accordance with the University's purchasing procedures which are available on the Finance Policies section of the [Staff Intranet](#).

Mileage claims relating to Maintenance staff travelling from home to a call out are a special form of expense claim and must be submitted directly to the Payroll Department via email to [Salary Claims](#), and will be paid as part of your monthly pay.

If you are paid via payroll but are not a University employee, for example an External Examiner, and are entitled to claim reimbursement of expenses, these claims must be submitted directly to the Payroll Department via email to [Salary Claims](#), and will be paid through the payroll system. If you are an employee of YSJ you will receive

your reimbursed expenses as a separate direct credit to your nominated bank account.

Approved staff expense claims submitted via a OneUni Travel and Expenses online form are reimbursed on a weekly basis. These expenses will not be subject to any form of taxation and will be paid in full<sup>1</sup>.

Claims must be supported by valid original (not photocopied) VAT receipts/invoices/tickets otherwise reimbursement of expenses will not be made unless;

- The original has been scanned and submitted in support of an electronic expense claim. This is the normal form of delivery required under OneUni. It is your responsibility to retain and provide original receipts if requested to do so for HMRC regulations.
- The original has been submitted to another organisation, who will reimburse the University. In this situation, it is your responsibility to ensure a valid claim is made to that organisation and enough information is available to them to make the payment.
- The original is held by someone else, who is claiming a proportion of the cost. This may happen for example when you shared the bill for a meal with a colleague.

In such cases, you should explain the circumstances and the whereabouts of the original receipt on the claim form or OneUni Travel and Expenses document.

Payment card statements will not be accepted without detailed receipts showing the goods or services purchased. In order to claim travel and expenses, OneUni requires you to upload detailed receipts for authorisation and payment. Every

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<sup>1</sup> With the exception of Maintenance staff travelling from home to a call out where an enhanced rate will be paid subject to taxation.

authorised travel and expenses claim provided for within the policy, will be paid weekly in arrears.

Claims must be made promptly. Claims for expenditure incurred more than three months ago will not be paid.

Incomplete or incorrect claim forms submitted, including those without an authorised signature, will be returned to you with an explanation as to why it cannot be processed. The claim will need to be completed correctly and resubmitted. If the corrected claim is not received before the deadline for the month, payment will be delayed. OneUni facilitates the entry of online claims under a digital authorisation workflow. Once approved within the workflow, the claim is able to be scheduled for payment without further user intervention. Please note that only YSJ staff, or those workers deemed to require access to OneUni, will be able to lodge a OneUni expense claim or Travel Itinerary. All other claims, excluding those pertaining to Maintenance staff travelling from home to a call out, or lodged by External Examiners, must be submitted to Accounts Payable using one of the claim forms listed below.

Under the OneUni Travel and Expenses process, where expenses are incurred in foreign currencies the amounts should be shown, in the currency in question, in the descriptive narrative section of the form. Governors should still use the EXP06 Governors Expenses Claim Form for Overseas Travel, and where expenses are incurred in foreign currencies the amounts should be shown, in the currency in question, in the relevant column. In either case, the reimbursement will be made in £Sterling. Where cash has been changed into currency, the receipt for the transaction should be retained as evidence of the rate used. In the case of purchase by credit card this should be the rate charged on the credit card statement, in which case a digitised copy of the statement should be submitted with the claim. Manual claims for overseas expenses should be accompanied by an authorised International Travel Authorisation form (see section 10 below). Under OneUni, an International Travel Itinerary must be created and approved before any overseas travel claims can be submitted for approval.

If the statement is not available at the time the claim is made exchange rates can be obtained from the [Bank of England](#) website and evidence should be attached to the claim to support the conversion rate used.

If you receive payment for University services whilst travelling please contact the Finance department immediately to arrange an invoice for receipting purposes.

The following forms are available on the Finance Policies section of the [Staff Intranet](#).

**EXP01** Expenses Claim Form for Governors (UK Travel)

**EXP02** Expenses Claim Form for Visitors (Non Staff and Non VL)

**EXP06** Governors Expenses Claim Form for Overseas Travel

[External Examiner expenses claim form \(Registry\)](#)

### **3. Travel Costs**

Public transport is a shared asset and every journey taken via public transport instead of a car reduces the University's environmental footprint. You should prioritise the use of public transport rather than a car or other vehicle where public transport is reasonably accessible, time reasonably allows and where to do so will be cheaper.

Staff are encouraged to seek and claim external sponsorship or other funding for their travel where it is reasonable to do so.

If you have two normal places of work, travel between those places of work may be regarded as a business journey, however travel between your home and either place of work will not be a business journey and will be classed as normal commuting.

Section 10 of this policy includes additional information for International Travel.

### 3.1 Car Travel

If you drive any car or other vehicle whilst on YSJ business you must hold a current full driving licence and motor insurance that covers business travel.

Journeys between where you live and your normal place of work are regarded as private. The costs of these journeys are not to be claimed, unless special arrangements are in place in which case these may be paid subject to taxation.

Any journey between the normal place of work and a temporary place of work may be regarded as a business journey for which costs may be claimed.

Where a journey commences or ends at your home, the '10-mile rule' must be applied: if a temporary place of work is within 10 miles of the normal place of work, the journey between home and the temporary place of work is regarded as private (considered substantially equivalent to the normal commute by HMRC). The costs of these journeys are not to be claimed.

Where a journey commences or ends at your home and the temporary place of work is 10 miles or more from the normal place of work, the journey counts as a business journey and the individual may therefore claim costs for the **lesser** of:

- the distance actually travelled; and
- the distance which would have been travelled if the journey had started or ended at their normal place of work.

Before using your own car for University travel purposes, you will be assessed under the Driving for Work policy and must take the precaution of obtaining confirmation from your own insurance company that your motor policy covers the following:

- use by you in person on behalf of the University.
- the carriage of trade goods where University goods are transported.
- you must also ensure that the receipt of a mileage allowance for use of your vehicle on the University's behalf does not invalidate your insurance.

Car parking costs incurred whilst travelling away from University on business, (away from the normal office) will be reimbursed. Claims for car parking must be supported by a valid receipt.

Parking fines or other penalties will not be reimbursed.

The OneUni Travel and Expenses process has been configured to correctly assess mileage claims lodged by staff or other approved users as specified in the Appendix, with the exception of Maintenance staff travelling from home to a call out. Where the manual claim forms (refer 2. Submitting an Expense Claim, above) are used, details of the business mileage must be recorded on the form and should include the date of the journey, place where the journey started, destination, reasons for the journey and the total miles claimed. Mileage rates which may be claimed are set out in the Appendix.

Any employee using a cycle on University business must take the precaution of wearing a properly fitted helmet.

### **3.2 Rail Travel**

Wherever possible tickets should be purchased at the cheapest available fare and in advance of the journey using the normal University purchasing procedures.

YSJ Travel is the University's mandatory in-house travel management supplier and must be used to procure all rail travel. It is advisable to order rail tickets at least fourteen days in advance of the intended departure date. This is to ensure that budget holders can be given adequate time to review travel requests and that the best value tickets are still available before the chosen travel time. Staff will receive eTickets by default as these incur no additional postage or printing fees. A 'Ticket on Departure' option can be made available where possible, though travellers will be required to collect physical tickets themselves from a staffed rail station.

First Class rail travel must always be approved by a member of Executive Board, with no exceptions. Standard class rail travel will be booked by default unless there

is an exceptional business reason to travel First Class, or that First Class travel can provide demonstrable best value for money. Before purchasing First Class travel YSJ will consider whether the following criteria made it more cost-effective and productive to travel First Class due to:

- the length of the journey and therefore the length of time spent travelling;
- alternative arrangements were inappropriate;
- the costs are to be borne by any external sponsor;
- there is a clear and quantifiable benefit to the University

Where rail travel is available, this should always take precedent over the use of domestic flights. Flights within the mainland of the UK are not permitted due to their disproportionately high level of environmental impact. Other forms of public transport, such as rail, should be used instead. Offshore destinations within the UK such as Northern Ireland and the Isle of Man are exempt from this.

In the event that a rail ticket needs to be cancelled, the YSJ Travel team must be informed at the earliest opportunity, so that any refunded amounts can be reclaimed by the University.

### **3.3 Hire Cars**

Hire car bookings should be made via the University's preferred hire company (Enterprise) using the University's electronic ordering system.

### **3.4 Taxis**

Taxis should only be used when all other modes of transport are unavailable, inappropriate or significantly more expensive. Taxi fares should be claimed for via the standard expenses process, and receipts should be produced in order to support the expense claim.

Taxis should also be used in the event of minor injuries (So called, 'Walking Wounded' incidents) where an individual requires transportation to receive medical



assistance, but the nature of the injury does not necessitate the use of an ambulance. For these circumstances, access to a University booking account is accessible by contacting the Governance, Assurance & Compliance team.

### **3.5 Car Sharing Services**

The UK has a robust regulatory system for taxi and car hire. Peer-to-peer car sharing services (e.g Uber, Hiyacar) do not always demonstrate the same rigorous standards of quality as those necessitated under law by other forms of public transportation. This represents a risk to the health and safety of travellers as there are not the equivalent assurances of the suitability of the car or driver. Nor do they demonstrate high standards of employee welfare. As such, the University does not support their use and will not refund any expense claims for their use. University payment cards should not be linked to apps or online accounts relating to these services.

Outside of the UK, local taxi and car hire networks may not operate with the same levels of regulatory oversight. In such cases, peer-to-peer car sharing services may be the only viable option for transport. The University acknowledges this and will accept expense claims for these services but only where no suitable alternatives exist. However, it is essential for travellers to conduct thorough research prior to their trip to assess the availability and safety of transport options in their destination. This includes determining whether peer-to-peer services are widely used and considered safe, as well as identifying potential risks.

Travellers are advised to plan their journeys to minimise unnecessary risks. This includes avoiding travelling alone, particularly in remote areas, and ensuring that travel arrangements are made during times and in locations where safety concerns are reduced. Where possible, staff should seek recommendations from reputable sources, such as local authorities or trusted colleagues, regarding safe transport options. The University encourages all travellers to exercise caution and prioritise their wellbeing when selecting transport services abroad.

## **4. Subsistence**

Staff and Governors who are required to travel in the course of their duties are entitled to claim the cost of meals taken enroute during business journeys away from their normal place of work. Where an overnight stay is necessary, they should instead book a hotel room rate that is inclusive of breakfast and an evening meal by using YSJ Travel, where such facilities are available.

The evening meal allowance covers soft drinks, hot beverages, and 1 x alcoholic drink when consumed with a meal.

The University will reimburse actual expenditure incurred on meals up to the subsistence allowance rates set out in the Appendix. All receipts must be submitted in support of claims for expenses.

If a claim covers subsistence for someone other than the claimant, the form should clearly show the names of those covered.

## **5. Telephone Calls/Internet Usage**

The University will reimburse the reasonable cost of one short telephone call home for each evening if you are required to stay away from home overnight because of University business. The costs of any phone calls necessary for work purposes will be reimbursed.

The University will reimburse the reasonable cost of internet usage, if you are required to work whilst away on University business unless Wi-Fi was available free of charge in the place where you are working.

Claims should be made in line with general expenses procedure (refer to Section 2, Submitting an Expense Claim, above).

## 6. Hotel Accommodation

YSJ Travel is the University's mandatory in-house travel management supplier and should be used for all hotel accommodation booking. Hotel accommodation should be safe, reasonably comfortable, and have essential amenities. It is advisable to book hotel accommodation no less than fourteen days in advance of the intended arrival date. This is to ensure that budget holders can be given adequate time to review accommodation requests and that the best value rooms are still available before the chosen departure time. YSJ Travel cannot guarantee the availability of any specific hotel, but they will always aim to obtain accommodation that is as close as practically possible to the required place of destination. Accommodation may be booked up to the maximum rates set out in the Appendix. Normally hotels of three-star rating (or equivalent) should be adequate.

Sometimes it is not possible to keep within the set rates, for example if the cost of travel to and from the nearest option is greater than the additional cost of the hotel. If this is the case, the steps taken to stay within the maximum rates and the reason why the maximum has been breached must be recorded on the expense claim or purchase order.

Hotel accommodation in the UK should be booked through the University's in-house travel supplier YSJ Travel using the OneUni system where possible, or if not, via their offline support team. Information regarding booking via this system is available on the [Staff Intranet](#). In emergency situations, if not booked through YSJ Travel, you should pay your bill on departure and claim the cost back, attaching the digitised receipt on the expense claim.

Short-term room letting services (e.g. Airbnb, Homestay, Blueground) do not demonstrate the same rigorous standards of quality as those necessitated under law by other forms of accommodation/hotel services. This represents a risk to the health and safety of travellers as there are no reliable assurances of the suitability of the premises. As such, the University does not support their use and will not refund any

expense claims for their use. University payment cards should not be linked to apps or online accounts relating to these services.

In the event that a pre-booked hotel reservation needs to be cancelled, the YSJ Travel team must be informed at the earliest opportunity, so that any refunded amounts can be reclaimed by the University.

## **7. Personal Incidental Expenses**

Reasonable laundry and cleaning charges will be paid for to the maximum shown in the Appendix if you take an overseas trip on business that exceeds five consecutive nights.

The following items will not be paid for by the University:

- Hotel mini-bar bills
- Newspapers
- Charges made by hotels for the use of facilities such as pay per view videos, fitness suites etc.

Where such items are included in the hotel account, which you have yourself settled, those costs should be deducted by you prior to the submission of the expense claim. Where the account is paid by the University directly, items that cannot be included in an expense claim should be settled by you on checking out.

## **8. Leisure Activities During Business Travel**

Staff who undertake leisure or non-work-related activities during business travel must ensure that they have adequate personal insurance to cover these activities. The University's insurance policy is strictly limited to work-related activities, and any leisure activities conducted parallel to business travel may not be fully covered.

It is the traveller's responsibility to confirm and demonstrate prior to departure that they have their own suitable insurance coverage for such activities. The University will not accept liability or financial responsibility for incidents arising from leisure activities. Failure to arrange appropriate insurance could result in personal financial liability in the event of an incident.

## **9. Accompanied Travel**

Non-staff (e.g. partners, friends or family members) should not travel or be entertained at the University's expense except where their presence is for a bona fide business purpose. Such persons will not be covered by the University's travel insurance as the Institution does not have an insurable interest in them. The University will not pay for their travel or accommodation costs or facilitate any part of their booking processes.

Where someone else accompanies you for personal reasons the University must not be charged more than if you had travelled alone. If managing a travel request incurs substantial significant additional administration or processing time due to the non-staff persons being included, then the University will not facilitate such a booking.

If a business guest is to be accompanied, it may be appropriate for the party to include the partner of the host or other members of the University team. In these cases, written permission must be granted by the Vice Chancellor in advance of the activity, and the cost of the entertainment can be claimed up to the limits set out in the Appendix. See section 9 below for further details.

YSJ Travel will need prior notification of any such arrangement, in order to provide individual billing. This will separate the costs incurred by the University and the costs incurred by the accompanying party.

## **10. Business Entertainment**

Business Entertainment is defined as the provision of hospitality/entertainment for anyone who is not a direct employee of the University. It also covers entertaining a member of staff who is away from their normal place of employment and, in exceptional circumstances, external examiners. It does not include staff social events or catering for regular team meetings.

Necessary costs of entertaining business contacts and external examiners will be reimbursed up to the limits shown in the Appendix. It is an HMRC requirement that, where entertainment is provided, the names of all recipients of the entertainment are recorded. Therefore, the following information must be shown on the expense claim:

- The name(s) of the attendee(s)
- The organisation(s) which they represent
- The purpose of their entertainment
- Any reciprocal benefits to be received by the individual and/or the University

For external examiners authorisation must be obtained in advance from the budget holder and line manager. Attendance should be limited to the School Assessment Panel Chair and the relevant Academic staff plus external examiner(s) and necessary costs will be reimbursed up to the limits shown in the Appendix.

## **11. Overseas Travel**

The same principles that apply to UK travel apply to all staff and Governors incurring overseas travel and expenses.

### **10.1 Prior Approval for International Travel**

Overseas travel should not be undertaken without prior approval of the budget holder and the Pro Vice Chancellor – Research and International:

- In the case of the Pro Vice Chancellor requesting international travel, the Vice Chancellor must give prior approval.
- In the case of the Vice Chancellor requesting international travel, the Chair of the Board of Governors or one of the Board of Governors Designated Signatories must give approval prior to the confirmation of the travel arrangements.
- Where any member of Board of Governors (other than the Vice Chancellor) is requesting international travel, this should receive prior authorisation by the Chair of the Board of Governors before the confirmation of any travel arrangements. In the event of the Chair of the Board of Governors requesting international travel, this should be reported in advance to the Board of Governors.
- Governors will need to attach a copy of the authorised International Travel Authorisation Form to the **EXP06** Governors Expenses Claim Form for Overseas Travel if claiming any expenses.
- Staff and other approved OneUni users will need to complete an 'International Travel Authorisation Form' and have this signed by their budget holder. This must be scanned and attached to their OneUni Travel and Expenses requisition and then submitted to the PVC Research and Knowledge Transfer for final approval. Any expenses can subsequently be added to their approved International Travel Itinerary if claiming any expenses.
- Upon approval of the International Travel Authorisation via manual form or OneUni Travel and Expenses International Travel Itinerary request, the International Office will arrange the necessary travel insurance documents and forward to the member of staff.

## **10.2 Purchasing Arrangements for International Travel**

YSJ Travel is the mandatory in-house supplier for the University's business travel and accommodation management and should be used to undertake all travel arrangements.

When travelling overseas, the maximum daily subsistence (i.e. one night accommodation and three meals) for the UK is replaced by the rates stated in the Appendix.

Flights - Business Class/Premium Economy travel is not normally allowable for any individual. However, Business Class/Premium Economy may be purchased in exceptional cases applying the same considerations as apply to First Class rail travel in the UK (as per Section 3.2).

In order to ensure prompt approval by budget holders and the efficient booking of flights, requests should be raised in OneUni for international travel no less than 8 weeks before the intended departure date.

You must receive approval to travel Business Class/Premium Economy from the Vice Chancellor or Director of Finance in advance of the journey, irrespective of the source of funding. Details of the purpose of the journey, giving reasons why Business Class/Premium Economy travel is necessary, must be submitted to the principal budget holder in writing (as per Section 3.2).

If you wish to stay in a hotel close to the airport prior to flying this should be booked in accordance with the limits advised in the Appendix.

If there is a wait of more than 3 hours at airports between connecting flights, you may wait in a business lounge and claim the associated fee via the expenses process. However, you should ensure that these costs are kept within reasonable limits.



Baggage storage costs will be reimbursed via the expenses process where reasonable, proportionate and justified by the itinerary.

Airline baggage charges should be pre-booked as it is more cost effective than paying at check-in.

When travelling overseas, care should be taken to ensure that accommodation and meals are reasonable, given the prevailing local circumstances. In respect of hotels, you are expected to book 3-star hotels or their local equivalent, although careful consideration should be given to securing value for money and reduced costs in the context of the prevailing security circumstances in the country concerned. You should not put your safety at risk.

It is important that all members of the party have the appropriate travel documentation in their possession. This documentation must state the dates of travel and the names of those covered.

All claims should be supported by receipts and submitted promptly (see Section 2). Effort should always be made to try to minimise costs incurred and to ensure they are proportionate. For example, if the local market rate for a typical hotel stay is below the UK equivalent, it would not be appropriate to use accommodation of higher-than-normal standard. This applies even if it is within the usual limits of this policy.

In the case of student trips where staff are travelling with the student cohort and where the international accommodation for staff has been organised as a group booking with the students, the staff accommodation costs will not be included in the per diem maximum subsistence limits described in the Appendix. In such cases the accommodation-exclusive subsistence limit will be applied separately and limited to the amount stated in the appendix.

If the maximum subsistence levels set out in the Appendix are not adequate for the requirements of the visit, the amount and reasons for the expected overspend must

be approved in writing by line management and the Director of Finance prior to travel.

In the event that any overseas travel needs to be cancelled, the YSJ Travel team must be informed at the earliest opportunity, so that any refunded amounts can be reclaimed by the University.

### **10.3 Cash Advances for Overseas Travel**

Members of staff can apply for a cash advance when undertaking international travel on business. The amount of the advance is at the discretion of your line manager or budget holder and must reflect how payment for travel and accommodation has been made. For example, if flights and accommodation have already been paid in advance by the University, then the full advance will not be necessary. Approvers should also consider if the member of staff applying for an advance also holds a YSJ Corporate payment card which can be used while overseas.

Cash advances will not normally be given for amounts less than £100.

The OneUni Travel and Expenses process enables staff and other approved users to make claims for cash advances within an approved International Travel Itinerary. Claims for advances should be made no later than 2 weeks before the date of travel. Payment will be made in £Sterling directly into the bank accounts used for salary payments.

All receipts must be retained and digitised for attachment to expense claims. Staff and other approved OneUni users must submit all expense claims and attached receipts against a OneUni Travel and Expenses Expense claim, citing the TEnnnnnnn reference assigned to their International Travel Itinerary. This can be done whilst travelling or immediately on return to work. Governors must submit their expense claims and receipts using the EXP06 Overseas Expenses Claim form upon returning to work. Where a cash advance has been made, if the claim is more than the advance, the amount of the advance will be deducted from the total of the claim.

Any unused cash advance funds must be returned to Finance (in £Sterling) on return to work (by cash, cheque or direct credit to the University's Bank Account as provided on the University Website). Cash advances are not transferrable between different journeys and remain a liability against the requesting staff member until all receipts have been applied and any excess advance returned to the University's Bank Account as provided on the University Website. Any advance or part of an advance that is not accounted for by the second pay day after the period overseas may be deducted from the employee's salary. A second advance will not be approved while receipts relating to an earlier advance are outstanding.

## **12. Eye Examinations and Glasses for VDU/DSE Operators**

The University policy for reimbursement of costs to staff for eye examinations and contribution towards glasses, (prescribed spectacles specifically for DSE work only) if required, is set out in the [DSE pages](#) on the staff intranet and applies only to those staff employed for **less than six months**. All staff with more than six months service at York St John receive the benefit of a Health Cash Plan, which provides up to £60 towards optical treatment per annum. Where provided, the cost of eye tests and for spectacles (including those for DSE use only) should be reclaimed from this entitlement. See [Health Cash Plan](#) on the staff intranet for further details.

Please note that part of the form must be completed by the optician. This form should be sent to [Governance and Compliance](#) along with the supporting receipt.

## **13. University Payment Cards**

The University may, at its discretion, arrange for a corporate Credit Card or Purchasing Card (hereon referred to as Payment Cards collectively) to be provided to frequent travellers if it is considered that such a facility is necessary. This will require the approval of the Director of Finance and their Head of School, Director or Head of Department.

Where such a card is issued it should be used only for University business purposes in accordance with the University Payment Card Policy, which is available on the Finance website under Documents and Policies.

Under the manual card processing procedure, a University Payment Card Expense Claim form is to be completed in respect of all credit card expenditure. This form, together with all original receipts, should be authorised in accordance with the procedures set out in Section 13. All University card holders will be required to lodge card payment expense records electronically. When the card statement has been loaded onto OneUni, each card holders must reconcile all card transactions to the assigned card account, ensuring that all costings are correct and all receipts have been attached to the appropriate card entry. Once reconciled the enclosing OneUni document is submitted to the Budget Holder for approval. Once approval has been given, the card statement of account is authorised for payment. Under either mode of card management, the University must be reimbursed for all private use of the University card account.

Under the University's Payment Card Guide for University-issued Mastercards, the completed log and scanned receipts must be returned to Finance within 14 (Fourteen) days. Under OneUni, all card statement entries must be coded, evidenced (receipts attached) and submitted for approval within 14 (Fourteen) days of the electronic card statement being loaded into the card holder's Expenses tab within the OneUni Travel and Expenses function.

## **14. Authorised Signatories Roles and Responsibilities**

Expense claims can be authorised by budget holders as set out in the Financial Regulations or their recognised deputy. OneUni maintains an auditable register of all budget holders and their appointed delegates. The scope of persons still able to claim expenses using the manual forms has been significantly reduced, being limited to Governors, External Examiners and Visitors (Non-Staff and Non VL). OneUni online expense management must be used by all staff and other authorised users.

Authorisations submitted as an email from the University email account of an Authorised Signatory or their delegate, together with attachments supporting the request, are deemed to be an approved electronic authorisation. The Signature Authority database is no longer being used to verify signatures on University financial processing forms, as the processes have been replaced by OneUni digital workflow and digitised forms with approved electronic authorisations.

Authorised signatories should check that all claims are valid within this policy. If approving any expenditure that departs from this policy a reason should be given.

A claimant cannot authorise their own expense claim. Where the claimant is also the Principal Budget Holder (or their deputy), the line manager should authorise the expense claim.

Authorised signatories must digitise and submit all manual expense claim forms together with electronic authorisations as soon as practicable following receipt and email them to Salary Claims for payment. These expense claims are processed through payroll and should be received in the Finance office by the payroll deadline dates published on the Finance website. Authorised signatories must approve all OneUni expense claims as soon as practicable following receipt to avoid delays in reimbursing the claimant.

Manual claim forms submitted without authorisation by an Authorised Signatory or one which exceeds the signatory's limits will be returned to the claimant, which may delay payment of the claim. The OneUni digital workflow will manage this aspect without further user intervention.

# APPENDIX

## 1. Travel and Subsistence Rates (effective from February 2024)

Mileage allowances for the use of private cars by staff are as follows:

For the first 50 miles of each journey - 45p per mile.

Thereafter - 25p per mile.

The rates applicable to University owned vehicles can be found at the [HMRC website](#).

A rate of 12p per mile is paid for use of private pedal cycles on official business.

### What is a journey?

A return journey is classed as one journey e.g. travelling from A to B at 60 miles, then returning from B to A at 60 miles is a total journey of 120 miles. This will be paid as 50 miles at 45p, then 70 miles at 25p per mile.

## 2. UK Accommodation and Hotel Rates (Bed and Breakfast)

The following maximum rates apply to all travel on University business:

UK, London - £165.00 per night (B&B)

UK, Other - £120 per night (B&B)

The above rates should include breakfast and VAT.

### 3. UK Subsistence Rates (covers meals and drinks only)

The following rates apply to all travel on University business:

**Up to a maximum of:**

Meal	Rate	Travel Times
Breakfast	Up to £10.00	(Requiring travel before 7.30 a.m.)
Lunch	Up to £15.00 (Within London) Up to £10.00 (Outside London)	(Requiring travel before 10 a.m. and continuing after 2 p.m.)
Dinner	Up to £30.00 (Within London) Up to £20.00 (Outside London)	(Requiring travel after 7.30 p.m.)

### 4. Overseas Subsistence Rates (covers 1 night's accommodation and 3 meals)

£230 per night.

Accommodation-exclusive limit is £50 per night (only applicable to student trips where staff accommodation is booked as a block with the students)

Laundry expenses up to a maximum of £15.00 (see section 7).

### 5. External Business Entertaining

Necessary costs of entertaining external business contacts will be reimbursed up to the following limits:

Lunchtime     a maximum of £20 per person.

Evening        a maximum of £30 per person for an evening meal which includes reasonable drink expenditure.

Business entertaining must be pre-agreed with the corresponding Head of School or Department at least 48hrs prior to the event taking place. These must be accompanied by a clear of all reciprocal benefits received by the individual and/or the University.