

## **Travel and Expenses**

**Policy Revised November 2015**

## **Top tips for reducing travel costs**

To reduce the cost to your faculty or department, try these tips.

- Use the University's contracted travel and hotel agreements to gain the price advantage of bulk purchasing through London Universities Purchasing Consortium.
- Book your travel as far in advance as possible, to get the best discounts on flights, trains and accommodation.
- Sometimes two single train tickets can be purchased for a combined price which is lower than the cost of a return ticket.
- Use Oyster cards for travel between Holloway Road, Moorgate and Aldgate university buildings during the working day.
- Use audio or video conferencing to minimise the need to travel.
- Consider hosting meetings locally, to minimise the number of people who have to travel.
- Consider walking or cycling, where practical.
- Remember that the true cost of travel includes the cost of the time you spend making the travel arrangements. The cost of the time spent looking for cheaper prices than quoted by the University's contracted suppliers and getting like-for-like quotes might exceed the reduction in the travel cost.

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#### **Maximum reimbursable amounts**

#### **Claims procedures**

Further guidance is available from:

The Strategic Procurement Unit - issues relating to procurement of travel, hotel and other services

Finance department accounts payable section - issues relating to reimbursement and payment of expenses

Finance department cashiers section- issues relating to travel advances & season ticket loans

Human Resources department payroll section - issues relating to taxation of expenses.

#### **Links:**

For cheapest UK train fares book on-line via [www.trainline.com](http://www.trainline.com).

To book travel, accommodation and/or hotels using the University's contracted Travel Management Company, use the on-line service at

[Expense claims](#)

[Relocation expense form](#)

## **Introduction**

1. This policy applies to all employees of the University who incur expenses when on University business. Claims for reimbursement that do not comply with this policy will not be reimbursed.
2. The policy is designed to ensure that expenditure for travel, subsistence and hospitality is properly controlled and processed in the most cost effective way to obtain the best value for money for the University and to ensure proper use of public funds.
3. Everyone who incurs expenses on behalf of the University must take reasonable steps to minimise the cost and get best value for money. Factors taken into account in assessing value for money will include: cost, commercial risk, comfort and convenience as well as the indirect cost of making arrangements and organising payments. Where possible, the carbon impact of options should also be taken into account, by reducing travel (for example by using video conferencing) and by using low carbon travel options (walking, cycling, and public transport).
4. In the event that an employee has a query relating to the claiming or payment of expenses under this policy, the matter should be referred in the first instance to their budget holder.

## **General**

5. All members of staff will be reimbursed the actual cost of expenses incurred by them wholly, exclusively and necessarily in the performance of their duties, providing that claims are made in accordance with this policy.
6. In most cases, the cost of travel, accommodation and other expenses can be paid for either by using the University's procedures for ordering goods and services with direct payment by the University to the supplier, or by using a University Purchasing Card. All members of staff are expected to use these methods wherever possible, so that reimbursement of costs paid from their own funds is on an exceptional basis only.
7. Reimbursement can be claimed only for necessary business expenditure.
8. Members of staff are expected to travel by the cheapest possible method at all times. This will usually be standard class rail fares and economy or tourist class air fares. If a member of staff wishes to upgrade, he or she must obtain the

approval of their Dean or Director, prior to booking. This will only be considered in exceptional circumstances.

9. Members of staff are required to demonstrate best value-for-money and to minimise expenses incurred consistent with achieving their overall objectives.
10. Claims must be made within one month of the expense being incurred. Claims made after this period will only be paid if the budget holder confirms that sufficient current budget is available to pay the claim. Claims greater than 3 months old may not be paid.
11. All items claimed must be supported by original VAT receipts or invoices wherever the supplier can reasonably be expected to provide one. Credit card vouchers are not acceptable.
12. Personal expense claim forms must not be used for purchasing goods and services for use by the University. These must be purchased using the University's procurement policy and associated procedures.

## **Travel between home and work**

13. The cost of travel between home and the University cannot be claimed from the University, as the cost of travelling between a member of staff's home and normal place of employment is not an expense incurred in the performance of the duties of employment.
14. A member of staff's normal place of work will be specified in their contract of employment in the first instance, but from time to time their line manager may agree that this shall be taken to be a different location to that specified in the contract.
15. Members of staff whose contract of employment specifies that their place of work is their home address, but occasionally visit a university location, may treat travel to the University as a business journey.

## **Travel in the UK**

### **Use of public transport**

16. Public transport must be used whenever practicable. Train travel will be reimbursed at a maximum of the standard class rate; every effort should be made to ensure that tickets are booked in advance to take advantage of lower fares where these apply.

17. Most faculties and departments hold pre-paid Oyster cards to use for travel on the university's business in London during the working day. Underground fares and bus fares may be claimed if it is not practicable to use a faculty or department Oyster card.
18. Taxi fares will only be reimbursed in instances where public transport is unavailable or inappropriate. A receipt must be obtained to support every taxi fare claimed.

### **Car hire**

19. Where use of public transport is not practical, members of staff should consider the use of a self-drive hire car for undertaking longer business journeys, as this may be a cheaper alternative to using their own car and claiming a mileage allowance.
20. Car hire must be booked using the University's contracted supplier. Use of car hire must be approved by the relevant budget holder before any booking is made.
21. 'Third party liability' motor insurance together with 'Collision damage waiver and excess protection' is not required, but details of the car registration make and model must be forwarded to the University's insurance manager in the finance department.
22. Where a hire car is used for a business journey, the cost of re-fuelling the car can be claimed on the relevant expense claim form. All hire vehicles should be returned with a full tank of fuel to avoid unnecessary costs, unless the hire agreement specifically states that this is not required. Details of the journey, together with a note that a hire car was used, must be included on the claim form. All relevant receipts should be attached to the claim. Normal mileage rates cannot be claimed.

### **Own means of transport**

23. When public transport is readily available, but for personal reasons a member of staff wishes to use their own means of transport, their line manager may authorise such use in advance.
24. Members of staff using their own means of transport for business purposes are responsible for:

- Any congestion charges, parking fines, tickets, clamping costs and speeding or other road traffic offences incurred whilst using the vehicle;
  - Ensuring that their vehicle insurance cover includes business use and provides appropriate cover in respect of everyone who may be a driver or passenger in this context. Additional costs of insuring the vehicle for business use are not reclaimable, as this is accounted for in the mileage rate.
  - Ensuring that their vehicle has a current MOT certificate (where applicable) and is in a fit condition to drive, in accordance with the Road Traffic Act.
  - Ensuring that they have a current and valid driving license (where applicable) for the type of vehicle they are using.
25. In some cases a member of staff might wish to use their own car. As long as prior approval of the budget holder has been obtained and the conditions set out above are satisfied, the University will reimburse members of staff using their own car for business journeys at the current mileage rate, which can be found in 'Maximum Allowable Reimbursements', included at Appendix 1.
26. Opportunities to car share on business journeys should be maximized but the car owner must ensure that appropriate vehicle insurance cover is in place before the commencement of travel.
27. If other means of personal transport are used reimbursement of expenditure will be at the equivalent cost of the lowest cost public transport to which the member of staff would normally be entitled to undertake the relevant business journey at the appropriate time. Documentary evidence of equivalent public transport costs should be attached to the expense claim form.

## **Travel outside the UK**

### **Travel Management Company**

28. The University, working with the London Universities Purchasing Consortium (LUPC), has put in place an agreement with a Travel Management Company (TMC), to ensure that value-for-money based on bulk purchase rates is obtained for all travel outside the UK.
29. Bookings should be made using the TMC's portal, which provides access to the best price and, typically, is cheaper than booking by telephone. The TMC must be used to purchase all overseas air travel and accommodation abroad unless:
- the contracted TMC is unable to make the necessary arrangements, or



- it can be demonstrated that there is a material saving to be made by booking the same journey (i.e., same start and end point at the same time on the same day) with an alternative supplier. It should be noted that there are significant costs associated with obtaining alternative quotations, which could offset any potential savings.
30. If a cheaper price is found from a different supplier, that provides the same services to the University as the TMC for an identical journey, please notify the Strategic Procurement Unit, ideally before booking, so that an investigation can be undertaken to ascertain the reason. Feedback will be given to the LUPC which oversees the travel contract. The TMC's service levels are monitored by the Purchasing Consortium, to ensure they are supplied as agreed. The service includes travel risk management which is not usually available within quotes from alternative suppliers. They include:
- Cover with regards to the University's duty of care under the Corporate Manslaughter and Corporate Homicide Act 2007. This extends to employees on business travel whose travel puts them generally at higher risk of harm than employees who work in a single office environment.
  - Provision of information for our insurance policies.
  - Up-to-date information about any risks associated with the destination, including pre-trip information about issues including security, health, weather and transportation with updates of any changes.
  - Airline safety check. In 2006, the European Union (EU) first published its "Black List" of unsafe airlines i.e. those airlines prohibited from flying or restricted in their flights within European airspace. While the Black List is specific to the EU, many airlines on the list operate outside of the EU.
  - A safety hotline providing a global hotline for medical assistance, security evacuations, kidnapping response and theft.
31. If an alternative supplier is used, then a quotation must be obtained from the TMC and kept with the quote from the alternative supplier as a proof of their lack of competitiveness. A copy of these quotes must be attached to the expense claim form if seeking reimbursement.
32. The purchasing decision shall not be influenced by any promotional incentives such as airline mileage credits or personal cash credit card discounts or rebates. Members of staff must not benefit personally from these incentives but should use them to offset the cost of the current or future business journeys. All loyalty cards that are intended to be used for business purposes must be lodged with the TMC.

### **Air fares**

33. Air fares paid for by a member of staff will be reimbursed at the rate for standard (tourist) class travel. Business class fares will only be reimbursed with the prior approval of the budget holder; this will only be permitted in exceptional circumstances.
34. Fares tend to be cheapest the further in advance of travel they are booked. Accordingly, staff should book their travel at the earliest opportunity, taking advantage of flexible fares wherever possible.

### **Travel to and from the airport**

35. Travel to and from main travel hubs (i.e. airports, seaports and rail stations) is claimable. Public transport should be used wherever possible. Use of a personal car which involves expensive long-term parking charges should be avoided. Use should be made either of an airport service or self drive single trip car hire, using the University's TMC.

### **Overseas car hire**

36. Wherever possible, this should be booked in advance through the University's TMC. 'Third party liability' motor insurance together with 'Collision Damage Waiver and Excess Protection' must be taken out at the time of booking.
37. The prior consent of the budget holder should be obtained before any bookings are made.

### **Visas**

38. Where required for travel, visas can be obtained via the TMC. Any relevant cost of visas or departure taxes incurred by a member of staff undertaking business travel on behalf of the University will be reimbursed. Supporting information should be attached to the claim form.

## **Accommodation and incidental expenses - UK and overseas**

### **Subsistence**

39. Members of staff undertaking a journey on the University's business who, as a result, incur additional expenditure in purchasing meals or refreshments, may claim reimbursement of the actual cost of meals that are consumed whilst away

from home and normal workplace, within the subsistence rate limits set out in 'Maximum Allowable Reimbursements', included at Appendix 1.

40. The following eligibility conditions apply to all subsistence reimbursement claims relating to each meal within a 24-hour period from midnight to midnight. Claims may be made for reimbursement of one, two, or three meals during a day provided that the above eligibility conditions are met for each meal:
- **Breakfast:** Away from both home and office for more than 4 hours, and left home before 07:00.
  - **Lunch:** Away from both home and office for more than 4 hours, including the whole of the period between the hours of 11:30 and 14:30.
  - **Dinner:** Away from both home and office for more than 4 hours, and arrived home after 20:00.
41. No claim can be made if the meal is provided at no cost to the staff member, for example for lunch provided as part of a conference or where the staff member is being entertained.
42. Tips will only be reimbursed where there is evidence of payment i.e. they are included on the restaurant or hotel bill or are shown on the member of staff's credit card statement or slip, and they fall within the overall maximum of 10% of the cost of the meal
43. If two or more members of staff are eligible for separate reimbursement of meals but one member of staff pays and reclaims the whole bill, then the names and faculty/department of the other members of staff should be recorded on the expense claim.

### **Accommodation**

44. Where overnight accommodation is required, the University will pay the cost of room, breakfast and evening meal.
45. Accommodation within the UK must be pre-booked using the University's TMC. This also applies to bookings made on behalf of visitors to the University (for example, visiting lecturers or external examiners).
46. Overseas accommodation must be pre-booked using the University's TMC.
47. If the accommodation offered by the University's TMC is not suitable, either in terms of price or location, then quotations (formal or informal) must be obtained with comparable prices before booking with an alternative provider. The bed

and breakfast element of alternative hotel accommodation should then be booked using an official University purchase order and quotation details should be attached to the purchase requisition. The cost will then be paid directly by the University, either on receipt of an authorised invoice or via University purchasing card.

48. Accommodation should be comfortable rather than luxurious, for example Holiday Inn/ Premier Inn/ Travelodge chains. Standard, rather than upgraded rooms should be taken unless there is no difference in cost or because standard rooms are unavailable.
49. Other factors to be taken into consideration when booking the accommodation include the member of staff's personal safety and security and the distance and cost of travel between the hotel and the place where the University business will be conducted i.e. the overall cost to the University.
50. Where a conference or course has pre-arranged or recommended accommodation, this may also be used.
51. Any member of staff who opts to stay in private accommodation whilst on University business, rather than in a hotel, may claim in accordance with the current subsistence rates. The dates and reasons for the stay should be included on the claim.

### **Business telephone calls and internet charges**

52. The University will reimburse the cost of business telephone calls and internet charges made whilst on a business trip. The name of the person called and their telephone number should be recorded on the expense claim. Documentary evidence, such as the hotel bill or mobile phone bill should be attached to the claim.

### **Laundry charges**

53. Laundry charges will be reimbursed for members of staff who stay away from home on University business for a period exceeding 5 consecutive nights. Expense claims should be supported by an invoice either from the hotel or local laundry.

### **Foreign exchange commission**

54. Reasonable foreign exchange commission and other charges for changing money to local currencies may be claimed when supported by appropriate documentary evidence.

### **Other expenses**

55. Charges for items for personal use, such as DVD hire, newspapers will not be reimbursed by the University.

### **Partner accompanying a member of staff on a business trip**

56. A member of staff's partner might accompany a member of staff on a business trip for personal reasons. However, the University will not reimburse any costs relating to the partner's travel, accommodation or subsistence.
57. In such instances the University must not be charged more than if the member of staff had travelled alone. All the partner's travel costs, additional accommodation charges, meals and expenses such as laundry should, where practical, be invoiced separately and paid privately. If the invoice used to claim reimbursement from the University includes both private and University costs the member of staff should settle the total invoice and reclaim the official element from the University.
58. Private insurance must be taken out to cover the partner's travel.

### **Holidays linked to business journeys**

59. A member of staff may not claim any additional travel costs, subsistence or other expenses for days taken as holiday linked to a business trip. The University will only reimburse the minimum amount due for travel and accommodation on University business under the rules set out above, based on using the most appropriate routes on the dates required to meet the objectives of the trip.
60. Where a member of staff wishes to combine holiday with a business trip, any additional travel cost, or the difference between the cost of the direct business trip and the trip plus holiday must be paid for by the member of staff. The expense claim must be supported by sufficient evidence to demonstrate that this is the case, including quotes from the University's TMC for travel and accommodation for the University business element.
61. Private insurance must be taken out to cover the private part of the journey.

### **Entertainment and hospitality**

#### **Entertaining guests of the University**

62. All entertaining of guests of the University should be approved in advance by the member of staff's line manager and the budget-holder concerned. Members of staff will be reimbursed reasonable entertaining costs for themselves and guests on production of receipts, where the guest is present for a business purpose and their attendance is judged likely to be beneficial to the University.
63. The number of members of staff who take part in any entertainment event should be considered with regard to the nature of the guest and the purpose of the visit. The ratio of staff members to guests should not normally exceed one member of staff to one guest. Where the ratio exceeds one to one the Head of Department must be satisfied that the expenditure is the only practical way in which the University's business may be conducted in the particular circumstances.
64. All claims must be supported with receipts and a record of:
- the names(s) of all the attendees(s);
  - the organisation which they represent; and
  - the purpose of the entertainment.
65. All expenditure that is incidental to business entertainment, for example, the cost of a taxi to a restaurant where a guest is to be entertained, should be categorised as business entertainment on the expense claim form.
66. Reimbursement may not be claimed for any entertainment involving solely London Metropolitan University employees.

### **Gifts**

67. The giving of gifts is not permitted without the express prior permission of the member of staff's line manager, who must have due regard to the provisions of The Bribery Act. Where small gifts are given, usually in accordance with local cultural practice, they should be restricted to small tokens such as flowers, or University branded merchandise.
68. The giving of gratuities is not permitted under any circumstances.

### **Purchase of food and alcohol for University departmental events**

69. The University has a contract in place that covers the supply of all internal catering and hospitality services. This contract ensures that we comply with licensing, food safety and other relevant regulations at all times.

70. All food and alcohol purchases for events taking place on University premises must be made using this catering contract unless prior permission is given by the Head of Campus Services, as contract manager. Without this permission, no reimbursement will be made for internal catering procured from other suppliers.

### **Meetings – Refreshments and working lunches**

71. Refreshments for meetings involving only University staff should not be ordered unless that meeting is scheduled to run for more than four hours. Meetings involving non University staff scheduled to last less than four hours can be provided with catering, but this should be with the prior approval of the budget holder. Where refreshments (tea, coffee, biscuits etc.) are provided by the University's caterers for a meeting, the member of staff who places the internal order for the refreshments should ensure that a record is kept of the reason for the meeting and the names of the attendees.
72. Bottled water should not be ordered for any meeting unless there is no practical alternative, as it is expensive and contrary to the University's environmental policy. Water should be provided from appropriately signed taps and water coolers where necessary.
73. Working lunches are considered to be in the interest of the University's business only when they necessarily involve working through the normal lunch break. Working lunches should not be held on a regular basis and, where possible, meetings should be scheduled to avoid the lunch hour. Food and beverages should be ordered using the normal departmental catering order procedures and the member of staff who places the internal order should ensure that a record is kept of the reason for the meeting and the names of the attendees.
74. If the meeting, and the associated working lunch, are held off-campus for sound business reasons, then, ordinarily, the cost of the venue should be purchased and invoiced to the University in accordance with general procurement rules. However, if exceptionally it is necessary for a member of staff to pay the bill and seek reimbursement, full details of the reason for the meeting and the names of the attendees must be provided.

### **Personal tax implications of entertainment**

75. It should be noted that tax relief for business expenditure is only available when the cost is "wholly, exclusively and necessarily incurred in the performance of

the employee's duties". Where a business meeting has concluded, but the attendees are provided with refreshments immediately afterwards, the cost of refreshments cannot ordinarily be classed as part of the meeting.

76. If the attendees are all University employees, the rules for subsistence should be considered, whereas if external persons are present, the rules for entertainment should be considered. If neither set of rules apply, then the employees who receive the refreshment could be liable to Income Tax and NIC on the cost incurred by the University with providing the refreshments.
77. If a member of staff's partner attends any entertainment event, the cost of which is funded by the University, HMRC may consider that the cost relating to the partner is a taxable benefit to the employee. Therefore, in each case, details must be forwarded to the Human Resources payroll section for the potential tax liability to be assessed.

#### **Retirement events**

78. Reasonable claims in respect of staff entertainment, such as functions for staff who are retiring, will be reimbursed where agreed in advance by either the Deputy Vice-Chancellor or the Deputy Chief Executive.

### **Subscriptions**

#### **Personal membership subscriptions**

79. The University will not bear the cost of any annual professional subscriptions unless this is specifically agreed as part of the contract of employment.
80. The member of staff might be able to obtain income tax relief on any professional subscription paid personally by applying directly to HMRC or incorporating the amounts in their annual income tax return.
81. Unless provided for in the contract of employment, the University will not bear the cost of any personal membership or annual subscriptions in respect of clubs or other organisations irrespective of whether membership is used in the furtherance of University business. Relevant memberships should be in the name of and invoiced to the University.

#### **Reference books and journals**

82. The University will pay the cost of publications, including books and journals, where the member of staff's line manager considers they are reasonably



required for the member of staff to carry out his/her duties, if they are not available through the University library.

83. All subscriptions to academic and other journals must be purchased and paid for via the normal University purchasing procedures. Subscriptions paid by an individual and claimed on an expenses claim form will not be reimbursed.

### **Conference and course fees**

84. A member of staff might need to attend a course or conferences in order to perform his/her duties effectively. Whenever possible, in-house University courses should be used, rather than external courses and incurring course fees.
85. At its discretion, subject to prior approval by the member of staff's line manager, the University will pay the cost of external training courses or conference registration fees where the training or conference attendance leads to the acquisition of further knowledge or skills which are necessary for the duties of the employment or directly related to increasing effectiveness in the performance of the employee's present or prospective duties in the employment. Any related travel and subsistence costs incurred may be claimed as business expenditure in accordance with this policy.

### **Home-working**

86. To facilitate efficient working, certain members of staff may be permitted to use a University computer and/or ancillary software and equipment which is kept at their home. A record of all University equipment held off the University's premises must be kept by the member of staff's faculty or department.
87. The University may agree for certain members of staff, particularly those whose contract of employment provides for all or part of the working hours to be carried out at home, to fund the cost of internet dial-up or broadband access, in order to facilitate connection to the University computing network. Claims for reimbursement of the cost of such access may be made with the prior approval of their line manager.
88. Members of staff whose contract of employment provides for all or part of the working hours to be carried out at home, may be eligible, with the approval of their line manager, to claim a contribution towards additional costs arising from the use of their home as a work place. Such additional costs might include extra heating and lighting that would not otherwise arise if the member of staff had worked at University premises.

89. When making claims for additional household expenses members of staff must certify on the expenses claim form that their employment terms include home working, and also must give details of the method by which they have assessed the amount of the additional household expense incurred as a result of working at home. Copies of the related household bills must be attached to the claim.

#### **Telephone calls made from home**

90. Members of staff who are required to make business calls using their home or personal mobile telephone, or a payphone, may claim reimbursement of the business call costs only. The University will not bear the cost of any part of the rental of a home or mobile telephone nor of any private calls. Such costs must be deducted from the total amount of each bill and only the net amount, representing business calls incl. VAT, should be included on the expense claim form. Claims for reimbursement of business phone calls must be accompanied by an itemised phone bill that distinguishes between the business and private calls.
91. If an employee has a particular requirement to make business phone calls from a mobile phone, arrangements should be made for a University owned mobile phone to be issued. Employees must not purchase a mobile phone in their own name and then seek reimbursement but must place an order through the Information Systems & Services department.

#### **Reimbursement of expenses to be claimed from research grants or other third party grants**

92. Employees claiming against grant funded projects should ensure that amounts claimed do not exceed limits prescribed by the relevant funding body. Expenditure records and claims must be kept in sufficient detail to satisfy the funding body's requirements.

#### **Uniforms and protective clothing and equipment**

93. The University will issue uniforms and personal protective equipment and/or clothing where a specific operational need exists. This could be to meet health and safety requirements or if the member of staff has direct contact with customers and needs to present a suitable image.
94. All purchases of uniforms and protective equipment must be made using the University's procurement procedures. Reimbursement will not be made for purchases made by members of staff other than in exceptional circumstances.

### **University vehicles**

95. The University has a number of commercial vehicles for use in connection with University business. These vehicles must not be used for any personal purposes. Private use will be considered a disciplinary offence.

### **Relocation expenses**

96. Upon their appointment to London Metropolitan University, members of staff may be eligible for a grant towards the costs incurred in moving house, or otherwise taking up residence at the new place of work. Details of the entitlement are available in the Relocation Expenses Policy.
97. All claims for reimbursement of relocation expenses or direct payment of removal costs must be made under the Relocation Expenses Policy via the Human Resources department using the relocation expenses claim form.

### **Income tax impact of expense reimbursement**

98. Certain expenses and benefits payable under this policy are subject to a dispensation from HMRC that allows both the University and the employee to disregard the amount for tax purposes. Provided that claims are completed strictly in accordance with the terms of this policy, unless otherwise stated, no additional Income Tax or NIC liability should arise to the employee or the University for the matters listed in the dispensation, and employees need not include details in their tax returns.
99. At the end of each tax year, the University will submit a report to HMRC on forms P11D or P9D as appropriate, in respect of each employee who has received expenses and benefits that are not otherwise exempt or covered by the dispensation, detailing all such payments made in that year. A copy of this report will be issued to the relevant employee for reference when completing a self-assessment tax return.

## Appendix 1

### Maximum allowable reimbursement – updated October 2015

The maximum amounts payable to a member of staff for expense claims submitted from 1 November 2015 until further notice are listed below. Amounts in excess of the maximum will not be reimbursed unless authorised in advance by the member of staff's lone manager and budget-holder.

### Meal allowances

Claims may be made for reimbursement of one, two, or three meals during a day provided that the above eligibility conditions are met for each meal:

- **Breakfast:** Away from both home and office for more than 4 hours, and left home before 07:00.
- **Lunch:** Away from both home and office for more than 4 hours, including the whole of the period between the hours of 11:30 and 14:30.
- **Dinner:** Away from both home and office for more than 4 hours, and arrived home after 20:00.

No claim can be made if the meal is provided at no cost to the staff member, for example for lunch provided as part of a conference or where the staff member is being entertained.

### Accommodation allowance rates

- i) Central London: up to £130 per night for hotel accommodation.
- ii) Elsewhere in the UK up to £90 per night for hotel accommodation.
- iii) Overseas: full details and receipts should be provided with the claim. Reasonable expenses will be reimbursed.
- iv) Staying in private accommodation: £25 per night.

### Mileage rates

- i) Standard Rate – 0.35 per mile for the first 4,000 miles per annum
- ii) Lower Rate – 0.20 per mile for 4001 and subsequent miles

### Entertainment - Maximum allowable expenses per head

Breakfast: £15

Lunch: £30

Dinner: £50

Where entertainment expenses are being claimed, normal meal allowances cannot be claimed for the same event.

## Appendix 2

### Claims procedure

1. Whenever possible travel arrangements should be ordered using a University purchase order and will be paid by the University direct to the supplier.
2. Air, ferry and international rail travel should be booked using the University's contracted Travel Management Company (TMC). Details can be found on the Strategic Procurement Unit web page. The booking must be placed using an official University purchase order and the cost will be paid direct to the supplier by the University on receipt of an authorised invoice.
3. Alternatively, travel arrangements should be paid for via a University purchasing card. These are held by each faculty and department or, if any member of staff incurs significant expenditure in the course of their work, they can apply for a University card using the application form available on the Strategic Procurement Unit webpages.
4. The cost of overseas travel will only be reimbursed direct to an employee if exceptional circumstances made it impossible to raise an order for payment by the University in the normal manner. In this case an Expense Claim Form should be completed, reimbursement authorised by the budget holder and the form sent, with all supporting receipts, to the accounts payable section in the finance department. Payment will be made by BACS transfer.
5. Forms can be found on the finance department [webpages](#).
6. Where expenses are incurred other than in £ sterling, the amounts incurred should be shown in the currency in question in the relevant columns of the appropriate expense claim form. Where it can be shown that an actual cost of conversion has been incurred, for example transactions made by credit card or purchase of foreign currency, payment will be made at that rate of exchange. Documentary evidence such as credit card statements or receipt of currency purchase must be submitted with the claim. In all other cases, the rate of exchange to be used will be the appropriate rate in force at the time the finance department processes the claim. Ordinarily, reimbursement will be made in £ Sterling, unless a specific request is made by the member of staff on the claim form.
7. The expense claim must be signed by the claimant to confirm that the amounts claimed comply with University policy. It must be checked and authorised by the relevant budget-holder to confirm that expenses are correctly claimed, that

they have been coded appropriately and that sufficient budget is in place to pay the claim.

8. It should then be passed to the accounts payable section of the finance department for payment, who will check amounts claimed to invoices and other supporting documentation, as required under the travel policy. Queries will be raised with the claimant or the budget-holder as appropriate. Claims will not be paid until these are resolved
9. All expense claim reimbursements will be made via the BACS payment system on a weekly basis.

### **Travel advances**

10. Where a member of staff is required to stay away from home on University business for more than five consecutive days and will be incurring expenditure that they will subsequently reclaim from the University, an application for an expense advance may be authorised by their line manager. In these cases, a Travel Advance form for the total amount of advance required should be sent to the finance department no less than 5 working days prior to the date of outward travel. Ordinarily, advances will be made in £ sterling, either by BACS or cheque, payable to the relevant member of staff. It is the responsibility of the member of staff to arrange his/her own currency etc. if required.
11. When a travel advance has been provided, expense claims should be submitted no more than 20 working days after return to the normal place of work. Details of expenditure must be provided on the expense claim form, as described above. Any difference between the amount of the advance and the total expenditure incurred will be settled either by the member of staff repaying any unspent portion of the advance or claiming payment for additional expenditure incurred.
12. Travel advances are treated as loans and if there is undue delay in reimbursing any unspent portion of the advance, or a member of staff has not taken all reasonable steps to comply with these procedures, the University reserves the right to recover any outstanding amount from the member of staff concerned by deduction from salary.

### **Travel insurance**

13. All members of staff who are travelling on official business are covered by the University's travel Insurance policy. A ['travel proposal form'](#) must be completed for each trip. A schedule of cover and the proposal form can be found at:

<https://staff.londonmet.ac.uk/admin-and-finance/finance-matters/finance-forms-for-staff/>

**Season ticket loan**

14. All members of staff who have successfully completed their probation period and expect to remain in the University's employment for at least a further 12 months are eligible to apply for a loan for the purchase of an annual season ticket for train and/or bus transport from their home to place of work.
15. Full terms and conditions and an application form can be found at:  
<https://staff.londonmet.ac.uk/admin-and-finance/finance-matters/finance-forms-for-staff/>