

Travel, Subsistence and Related Expenses Policy



**Harper Adams
University**

FEBRUARY 2022

Contents

1. Introduction	2
2. Requirements.....	2
3. Approved Travel Suppliers	2
3.1. Other Suppliers	2
4. Approved Rates.....	3
5. Expense Claims.....	4
6. Travel by Car	4
6.1. Hire Vehicle	4
6.2. Private Vehicle Use	5
7. Rail Travel.....	5
8. Air Travel	6
9. Hotel Accommodation	6
10. Overseas Travel and Expenses	7
11. Foreign Exchange Currency.....	8
12. Subsistence Allowances	8
13. Alcoholic Drinks.....	8
14. Entertainment Expenses	8
15. Responsibility	9

1. Introduction

This policy applies to all employees who are travelling or claiming expenses on official legitimate university business and must be adhered to at all times. In relation to travel/subsistence costs it also applies, where relevant, to members of the Board of Governors and Trustees of the Harper Adams Development Trust.

The university is an exempt charity, receives public funds and is subject to Freedom of Information requests. It is also subject to scrutiny from external auditors, research project funders and regulatory bodies, therefore employees should seek to demonstrate they have considered value for money.

Coronavirus Impact

Staff should make themselves aware of the Universities most recent travel guidance in relation to coronavirus, along with ensuring they are aware of any requirements or restrictions in place as advised by the FCDO (<https://www.gov.uk/foreign-travel-advice>).

2. Requirements

The university has to demonstrate that adequate controls are in place to ensure compliance with HMRC rules and requirements for tax dispensations.

It is intended that travel and accommodation where possible is booked through our approved supplier. All bookings must be supported by a purchase order number.

Employee expense claims / University procurement card reconciliations must be supported by the original itemised receipt (where possible VAT receipt), along with details of the purpose of expenditure, which staff member etc

All claims for subsistence allowances, travelling and incidental expenses shall be submitted within 3 months. Where possible all expenses should be submitted within the financial year (1 August - 31 July) in which they occurred.

Please note: No expenses over 6 months old will be paid.

3. Approved Travel Suppliers

The university holds accounts with approved suppliers. These suppliers should be used in the first instance.

The following suppliers are approved:

- Train [Clarity Travel Management](#)
- Flights [Clarity Travel Management](#)
- Hotel Accommodation [Clarity Travel Management](#)
- Hire Vehicle [SSH Corporate](#)

All bookings or orders must be supported by a purchase order number, including hiring vehicles.

3.1. Other Suppliers

All requests for stationery should be ordered through an email to stationery@harper-adams.ac.uk, where the approved supplier will be used.

Any purchase of IT equipment must be directed through the service desk ServiceDesk@harper-adams.ac.uk where the approved supplier will be used.

4. Approved Rates

The following approved rates apply to any bookings with the approved travel provider and all relevant expenditure and subsistence claims:

Area of Expense/Subsistence	HAU Rate (incl. of VAT) **
Mileage for personal car use (all fuel types)	45p
Overnight Rate - Meals (in a 24hr period)	£35.00
Hotel (Room Only) - outside London #	£145.00
Hotel (Bed & Breakfast Basis) - outside London #	£160.00
Hotel (Room Only) - London Premium #	£210.00
Hotel (Bed & Breakfast Basis) - London Premium #	£230.00
Breakfast Only (where not in Hotel)	£5.00
Lunch Only	£10.00
Dinner Only	£20.00

**ALL EXPENSE CLAIMS MUST BE SUPPORTED WITH VALID ITEMISED RECEIPTS
(VAT RECEIPT WHERE POSSIBLE) AND DETAILS OF PURPOSE FOR EXPENDITURE.**

Key: -

- # Where possible all stays should be booked through the University's approved travel management company (Clarity Travel Management).
- ** Where proposed caps are not achievable, this must be pre-authorized by either the Vice-Chancellor or Chief Financial Operator.

It is understood that some roles and activities performed by departments will fall outside of the standard "working day" such as (but not limited to) attendance at events and shows. Where this is the case, logistical consideration can be given to limiting factors based on venue locality or accessibility and availability of suitable refreshments. This will be at the budget holders discretion.

5. Expense Claims

Claims for subsistence allowances, travelling and incidental expenses can be claimed at rates described in the Approved Rates section by all staff and must be supported by original itemised receipts (where possible a VAT receipt). If the original itemised VAT receipt is not possible then the costs cannot be reimbursed, with the exception of mileage.

Expense claims must clearly include a description of the expense, who the expense was incurred for, and the reason for the expense. In relation to mileage claims, this should also include the "From" and "To" locations, less the individuals standard commute, along with the reason for the journey and fuel type of vehicle used.

All claims for subsistence allowances, travelling and incidental expenses shall be submitted within 3 months. Where possible all expenses should be submitted within the financial year (1 August - 31 July) in which they occurred.

Please note: No expenses over 6 months old will be paid.

Expense claims by members of staff must be certified by their Line Manager or in the case of senior managers, by the Vice-Chancellor or in their absence the University Secretary. The certification shall be taken to mean that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the university.

Expenses incurred by the Vice-Chancellor must be authorised by the Chair or Vice Chair of the Board of Governors of which delegated authority has been granted to the Chief Financial Officer.

Members of the Board are entitled to claim reasonable expenses in accordance with the above policy. Any expenses incurred must be authorised by the Clerk to the Board of Governors.

Where an employee is being sponsored by an external organisation in full or in part to attend a conference e.g. as a speaker they should ensure that their Line Manager is made aware of the sponsorship and its purpose and provide evidence of payment /acknowledgement of intention to meet costs by the external organisation.

6. Travel by Car

6.1. Hire Vehicle

Employees are encouraged to book hire vehicles through the approved supplier. All bookings must be supported by a purchase order number.

Employees are expected to hire a vehicle for journeys (particularly where the distance travelled will be of 100 miles round trip (per day) or more) through the approved supplier.

A copy of your licence summary must be recorded with the Procurement and Insurance Officer before you drive the vehicle for insurance purposes. Details of how to obtain this can be found [here](#).

The cost of fuel purchased for re-filling the hire car can be claimed on the expenses claim form, supported by the original itemised receipt (where possible a VAT receipt).

For any journey the starting point and the destination should be detailed on the claim form, together with the number of passengers and the reason for the journey.

For more information please refer to the 'Driving on University Business' policy, which can be found [here](#).

Where in exceptional circumstances, a booking cannot be made via the approved supplier the following is acceptable:

A *corporate credit* card can be used to make the booking which must include fully comprehensive insurance, but must be supported by;

- a note of explanation included on the transaction form as to why the approved supplier was unable to be used
- all original, itemised receipts (where possible a VAT receipt) attached
- a note of who the booking was for and the reason for the journey

6.2. Private Vehicle Use

Where travel by private car is considered to provide better value for money i.e. for journeys of less than 100 miles round trip per day, the rate as detailed in the Approved Rates table will be paid for the first 10,000 miles in any tax year and can be claimed on the expenses claim form as an expense, please ensure the fuel type is stated on the expense claim form.

The rate applies to anybody who is entitled to claim mileage as an expense from the university. For any journey the starting point and the destination should be detailed on the claim form, together with the number of passengers and the reason for the journey.

The mileage should be calculated as follows:

The lower of:

- The mileage actually incurred
- OR**
- The mileage which would have been incurred if the journey had started and finished at the normal place of work.

The private vehicle must be insured for business use, for more information, please refer to the 'Driving on University Business' policy, which can be found [here](#).

If your own car is used for business use you may only claim mileage, no reimbursement of hire car charges or fuel can be claimed. Please state the fuel type of the vehicle where indicated on the expense claim form.

Electric Vehicles

Where staff personally use an electric / hybrid vehicle the same rates and treatment applies as stated for petrol / diesel models. Again, please state the fuel type of the vehicle where indicated on the expense claim form.

7. Rail Travel

Employees are encouraged to book train tickets through the approved supplier. All bookings must be supported by a purchase order number.

All staff are expected to travel using the lowest available fare except where express permission is given by the Vice-Chancellor.

Where in exceptional circumstances, a booking cannot be made via the approved supplier the following is acceptable:

A corporate credit card can be used to make the booking, but must be supported by;

- a note of explanation included on the transaction form as to why the approved supplier was unable to be used
- all original, itemised receipts (where possible a VAT receipt) attached
- a note of who the booking was for and the reason for the journey

OR

If an individual incurs a legitimate expense for rail travel, a claim via an expenses claim can be made, but must be supported by;

- a note of explanation included on the transaction form as to why the approved supplier was unable to be used
- all original, itemised receipts (where possible a VAT receipt) attached
- a note of who the booking was for and the reason for the journey

8. Air Travel

All bookings should be made through the university approved travel supplier

All bookings must be supported by a purchase order number.

All staff are expected to travel economy class except where express permission is given by the Vice-Chancellor.

In exceptional circumstances, if a booking cannot be made via the approved supplier then the University Procurement and Insurance Officer needs to be made aware of the journey along with the reason / saving for not booking with the approved travel supplier.

9. Hotel Accommodation

All bookings should be made through the university approved travel supplier in line with the Approved Rates.

All bookings must be supported by a purchase order number.

Where in exceptional circumstances, a booking cannot be made via the approved supplier, the following is acceptable provided it has been approved by the Vice-Chancellor / Chief Financial Officer:

A corporate credit card can be used to make the booking, but must be supported by:

- a note of explanation included on the transaction form as to why the approved supplier was unable to be used
- all original itemised receipts (where possible a VAT receipt) attached
- a note of who the booking was for and the reason for the journey

OR

If an individual incurs a legitimate expense for hotel accommodations, a claim via an expenses claim can be made, but must be supported by:

- a note of explanation included on the transaction form as to why the approved supplier was unable to be used
- all original itemised receipts (where possible a VAT receipt) attached
- a note of who the booking was for and the reason for the journey

10. Overseas Travel and Expenses

All employees must have the prior written approval of their Line Manager and Budget Holder before any overseas visit is arranged and complete a [staff travel form](#)¹ for insurance purposes which should be sent to the Procurement and Insurance Officer. Employees should also refer to the Foreign Commonwealth & Development Office (FCDO) for any international travel and where there are any restrictions indicated, then the requirement to travel should be discussed with the Procurement and Insurance Officer prior to the completion of the travel form.

For all employees who are on university business overseas, expenses will be reimbursed using the worldwide subsistence rates on the [HMRC website](#)². Expenses will be reimbursed in sterling using the exchange rate in force at the time of incurring the expenditure, therefore, as part of their expense claim submission, staff will need to:

- Complete an exchange rate calculation to convert the currency value into its sterling equivalent.
- Provide details of the date and source of exchange rate used (e.g. a currency exchange slip, or a printout from a reliable website such as xe.com).
- Attach original itemised receipts with their claim.

Note: the 24-hour benchmark rate is only applicable if:

- There is a complete period of 24 hours, starting from the time when the employee arrives at the destination airport and ending when they leave the Country.
- The hotel accommodation will be reimbursed at actual cost (receipts required) but at no more than the advertised HMRC room rate.
- The rate does not cover incidental, allowable expenses that employees may incur en-route e.g. the cost of a taxi to the airport in the UK, or necessary refreshments taken at the airport; the university will reimburse these other expenses separately, in addition to paying the benchmark rate.

Employees who are travelling on university business outside the UK must be adequately insured.

The university's insurance policy will provide cover for these business journeys. A staff travel form must be completed and authorised by your Line Manager and provided to the Procurement and Insurance Officer before you travel, for insurance to be in place.

¹ The staff travel form can be found on the Portal under Insurance Forms

² <http://www.hmrc.gov.uk/employers/emp-income-scale-rates.htm> (benchmark expenses scale rate expenses payments)

Travel insurance can also be obtained for departments that organise student and staff travel tours. The department will be charged the additional premium for this activity. Please see the Procurement and Insurance Officer to arrange such cover.

11. Foreign Exchange Currency

It is the responsibility of the employee to arrange the purchase of foreign currency or travellers cheques. Members of staff can claim expenses back on the expenses claim form when they return.

The itemised exchange rate receipt must be attached to the claim form in order to provide the rate of exchange. If the receipt is not present then the rate will be based on the day the expenses are processed.

Where agreed with appropriate department heads or line managers, an advance of funds / pre-loaded cards may be requested to purchase foreign currency. Staff should ensure the finance office have two weeks' notice as a minimum for any funds requests. As stated above, it is the responsibility of the employee to arrange the purchase of foreign currency.

12. Subsistence Allowances

Claims for subsistence during normal working hours e.g. a lunchtime meal where employees would normally provide themselves, will not generally be allowed unless this can be justified by the claimant due to unusual circumstances.

Members of the university should always meet the costs of their own subsistence when travelling on business and should follow the correct procedure to claim their expenses, via the expenses claim form / platform.

Where members of staff are away from their normal place of work and incur expenses, the following rates as detailed in the Approved Rates table can be claimed (this excludes private phone calls, mini bar, tobacco, laundry, newspapers and alcoholic drinks with or without meals).

The rates within the table above are the normal maximum amounts that will be paid and should not be used as a flat rate without supporting receipts. They will only be allowable in the case of breakfast / dinner where an employee is not away overnight, but is working/travelling for an extended day outside the hours of 7am – 7pm commensurate to the nature of their role.

All claims for subsistence must be for actual expenditure incurred and supported by original itemised receipts (where possible a VAT receipt).

13. Alcoholic Drinks

Where staff members are entertaining visitors from outside the university and are wholly on university business, alcoholic drinks may be claimed for with a meal. A note to this effect must be included on the expenses claim form, along with names of the external visitors and the nature of the business. The claim for alcoholic drinks must not be excessive.

14. Entertainment Expenses

Employees must ensure that any hospitality offered or received is in compliance with the [Bribery and Corruption Policy](#). Hospitality should be appropriate and give value for money for the university.

The university's catering facilities should be used wherever possible for all hospitality requirements e.g. working lunches, entertaining guests, staff leaving events. Catering ordered outside the university's facilities will be at the individual's expense.

Staff social functions, such as Christmas meals, office parties etc. are not recoverable from the university. This rule has been relaxed to allow for retirement functions only, providing they are in accordance with the following conditions and limits:

- The function is for a retirement.
- The retiring employee has worked for the university for the previous 10 years, as a minimum.
- Limits are in place and the level of expenditure should reflect the number of years' service immediately prior to retirement:
 - A total of £50 for service of 10 years but less than 15 years
 - A total of £75 for service of 15 years but less than 20 years
 - A total of £100 for service of 20 years or more

15. Responsibility

Budget holders and/or Line Managers will be responsible for effectively implementing the policy and will be guided by the Chief Financial Officer.

Liz Furey
Chief Financial Officer
February 2022