Claimants’ Quick Guide to Expenses

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

**Public Transport Fares**

**Car and bicycle Mileage**

**Taxis while working away**

**Meals / beverages away from work**

**Expense Advances**

**Incidentals – WIFI, snacks, newspapers, laundry**

**Entertaining for business purposes**

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**Travel Pass**

- Use the University’s Travel Management Service
- Travel sustainably; walk, cycle or use public transport where possible
- Refer to the University’s Sustainable Travel Policy
- Keep receipts for all expenditure
- Maintain mileage records

**The University will not reimburse the cost of ordinary travel.**

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

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**Key Principles**

- Business purposes only
- Procurement is considered before spending
- Value for money is achieved
- Timely and evidenced
- Expenses are authorised appropriately
- University’s expense system is the only route
- Sustainability activity – cost and environment should be considered

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**Flights and Accommodation**

**Excessive Alcohol purchased while entertaining**

**Tips above 15%**

**Visa Fees**

**1st Class Travel (see policy for exceptions)**

**Penalties or fines**

**Goods & Services**

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**While working away**

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

**Mileage costs**

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

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

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

**Meals and Beverages**

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

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This document has been created as a quick guide to expenses. The University assumes no obligation to reimburse expense claims that are not compliant with the expenses policy.