

# Guidance Notes for Claiming Reimbursement of Expenses Incurred

## Non-Employee Guidance

Expenses should broadly be agreed with the budget holder in advance of being incurred.

All claims must be supported with itemised receipts clearly showing the details and be on the current form. (Please note that forms which are incomplete, illegible, do not have receipts attached or are not on the current form will be returned to the claimant, which may delay payment). The exception to this is out of pocket expenses as below.

Claims should be submitted within two months of the expense being incurred unless circumstances are exceptional i.e. long term sick leave or a prolonged overseas trip.

The forms must be signed by the claimant and the relevant budget holder and be against a valid work order. No claimant can authorise his or her own claim for reimbursement, nor can a subordinate.

Receipts in the form of credit/debit card confirmation slips are not permitted, all receipts must be legible, itemised and original. In exceptional circumstances, where itemised receipts are not available, debit or credit card receipts/statements will be allowed if the place of purchase and a brief description of goods/services are shown.

Every effort should be made to obtain value for money when purchasing goods and services on the University's behalf.

## UK Travel & Subsistence

### Mileage Rates

Where claimants use their **own private car** on University business, the following mileage rates will apply:

Non Employees (Other than those listed below**)	Pence per Mile
Cars and Vans (NOT HIRE CARS)	20p

\*\*The following non employee groups can claim reimbursement at the employee rate of 40p per mile

- Members of University Council
- Play Shaper Facilitators
- Assessors

Travel by car should specify the number of miles travelled, the starting point of the journey, the destination and the return point of the journey.

The miles should be checked against the [www.theaa.com](http://www.theaa.com) website for reasonableness. Miles travelled can be rounded to the nearest whole mile.

Receipts for fuel purchased in lieu of a mileage claim are not permitted, except when a hire car is used.

If your journey exceeds 125 miles, please consider using a hire car as a cost effective alternative to your own car.

### Hire Vehicles

All car hire arrangements should be made with Enterprise Car Hire. Documentation for the University's agreement with Enterprise can be obtained by contacting the Campus Finance Office. This must be completed before you hire your car and you will need to obtain a University annual drivers certificate.

The number of business miles travelled in a hire car needs to be recorded on the form.

Fuel is reimbursed based on usage, supported by the appropriate receipt. **The mileage rates above do not apply.**

### Public Transport

Travel by public transport should be taken at standard class unless specifically authorised by a member of the University Executive.

### Train Travel

Train tickets should be bought at standard class and booked in advance, wherever possible, as significantly lower fares can be achieved by advance booking. If an individual would prefer to travel first class they may reclaim the cost of a standard class fare. The claim must be accompanied by clear evidence of the standard class fare for the exact journey taken.

### Prepaid Travel Cards

Prepaid travel cards, such as the Oyster card, are not to be used. The University will not reimburse users for journeys paid for in this way.

### Parking

Claims for car parking for business purposes at an external location are allowed with a valid receipt.

### Taxis

The use of taxis for journeys in excess of 25 miles will **not** be considered unless there are exceptional circumstances i.e. unexpected delays in planned public transport arrangements e.g. trains cancelled or flights delayed, or where it can be shown to be a cheaper alternative than using public transport, e.g. more than one claimant making the same journey.

Full details of start/end points of journey and purpose must be entered on the claim form.

## **Inter Site Travel**

During term time, individuals required to travel between campuses should normally use the University bus and will be reimbursed for the cost of the ticket for each journey, but must supply the relevant ticket(s) with their expenses claim form. If an individual chooses to use their own car to travel between campuses in term time costs will not be reimbursed. Outside term time, when the University bus is not available, mileage allowance claims will be accepted.

For claimants who have a valid reason for using their own car, e.g. the transportation of large/heavy items or emergency callouts, mileage allowance claims will be accepted. In these circumstances, the reason for using their own car must be stated on the form.

## **Overnight Stays**

All overnight stays should be taken in a standard room for single occupancy, where possible and all efforts should be made to get best value for the University.

Accommodation will be reimbursed on receipt of an itemised bill. Incidental expenses such as newspapers, telephone calls and laundry will be paid up to the value of £5.00 per day.

If the claimant has stayed with friends or family, itemised receipts for a gift or a meal up to the value of £25.00 per night will be reimbursed. (This value is in addition to the claimant's normal subsistence expenses).

## **Subsistence**

For External Examiners a maximum of £25 per meal will be reimbursed.

Reimbursement of payments for alcohol consumed at an evening meal only, will be made in the region of one glass of wine per person or its equivalent.

Please note that any gratuities paid for restaurant service will not be reimbursed unless the bill clearly states that the service charge is compulsory.

## **Overseas Travel**

### **General**

Overseas travel should be taken at economy class for all claimants unless the duration of the flight is over 8 hours. Where flight time is over 8 hours you may travel business class if there is insufficient rest time between arrival and the first business appointment.

Your department is required to take out University Travel Insurance for you. Please contact the University's Insurance department on 01242 714166 or email: [ebarwell@glos.ac.uk](mailto:ebarwell@glos.ac.uk)

No reimbursement will be made where Airmiles or any similar points scheme has been used to purchase flights.

Claims for reimbursement of expenses in a currency other than £ sterling, need to be accompanied by proof of exchange rate when currency was purchased or a copy of the exchange rate shown on a currency conversion website on the date of the claim (see [www.xe.net/ucc/full](http://www.xe.net/ucc/full)).

Private Medical Prescriptions for vaccinations and other medical items are allowed within the bounds of reasonableness. Items of a more personal nature connected with the travel cannot be reclaimed e.g. ear plugs, sunscreen, insect repellents.

### **Out of Pocket Expenses**

The University will meet the cost of reasonable out of pocket business expenses incurred overseas for which receipts are unobtainable, e.g. public transport, taxi fares or food items to a maximum of £10 in value in one day (claims over £10 per day will only be accepted in exceptional circumstances). Claims must be limited to the actual amount of expense incurred and all amounts claimed should be itemised and described as fully as possible.

Please note that unreceipted claims will not be paid without detailed supporting analysis.

## **Home Workers**

### **General**

Expenditure incurred on consumables & stationery will be reimbursed if accompanied by a valid and detailed receipt. However, wherever possible, these items should be purchased through Agresso in accordance with normal University procurement procedures. All ICT equipment must be purchased through University procurement procedures.

The University requires the individual to extend their own household insurance to cover borrowed equipment, including computers.

### **Telephones**

To reclaim home telephone or internet call charges the claimant must clearly identify the cost of specific calls made on behalf of the University on a copy of the bill which is supporting their claim.

Line rental for either telephone or internet connection will not be reimbursed

If a separately identifiable telephone line is used solely for University business, the contract must be held directly between the University and the service provider.

## Other Items

### Entertaining

Claims for reimbursement of meals must clearly show the names of the guests and the purpose of the meeting/gathering.

Reimbursement of payments for alcohol consumed at an evening meal only, will be made in the region of one glass of wine per person or its equivalent.

*Please note that any gratuities paid for restaurant service will not be reimbursed unless the bill clearly states that the service charge is compulsory.*

### Insurance

Certain University property is covered in vehicles, however this is subject to an excess of £2,750. Also, there are various exclusions for theft/damage if the vehicle is left unattended. Computers (particularly laptops) require a higher degree of security, and as very few are worth more than £2,750, they are, in effect, not insured.

Please note that your personal belongings are your own responsibility and are not covered under the University's insurance (except in the event of fire whilst on University premises – limited to £1,000 per person). The safekeeping of personal effects is the responsibility of each individual concerned.

If using your own vehicle for 'business use', you must advise your motor insurers before undertaking any travel on behalf of the university.

Please note that all claimants must ensure that they have 'business use' cover on their personal car insurance policies before undertaking travel in their own vehicles on behalf of the University. If an accident occurs whilst your car is being used on University business and you have not declared such use to your insurers, this may void the claim and you would be personally liable for all damages and costs arising.

For more information on insurance, please contact email: [ebarwell@glos.ac.uk](mailto:ebarwell@glos.ac.uk) or telephone 01242 714166

### Mobile Phones

To reclaim mobile telephone or internet call charges the claimant will need to clearly identify the cost of specific calls made on behalf of the University on a copy of the bill which is supporting their claim.

Line rental charges and top up cards for pay as you go phones will not be reimbursed.

