REGULATIONS GOVERNING THE REIMBURSEMENT OF TRAVELLING AND SUBSISTENCE EXPENSES

Amendments to these rates are always published in the 'Bulletin' and are available in the Finance Office. Please note, however, that if the rates have been revised, this form may still be used for claiming at a more up-to-date rate.

1. SUBSISTENCE EXPENSES

Reimbursement of subsistence expenses is in respect of actual costs, subject to the maxima given below:

(a) For absence from home (not overnight) of

(i) Until 7pm £10.00
(ii) Until midnight £30.00

(b) For absence from home overnight £100.00
This allowance covers an absence of up to 24 hours and is to include both any hotel bill and other subsistence. It is recognised that the charges of more expensive hotels may exceed these figures and any excess must be authorized by the unit head/budget holder by prior agreement.

PLEASE ATTACH YOUR HOTEL BILL AND OTHER RECEIPTS TO YOUR CLAIM

2. TRAVEL EXPENSES

(a) Public Transport

For members of Council and Faculty members of Professorial status - first class rail fares where this is necessary.
For other members of staff- second class rail fares, except in special cases, when first class fares may be authorised.

Cheap rail travel facilities should be used whenever available.
Actual expenditure on special supplemental rail charges may also be claimed, if a supplement of sleeping accommodation is paid, the subsistence allowance for that night will be reduced by one third.
For public transport by other means, actual expenditure may be claimed.
The cost of air travel (Tourist Class) may be claimed only if specially authorised.

(b) Other Transport

(i) For travel by private car 40p per mile for all approved journeys.
(ii) For travel by private car the amount claimed must not exceed the cost of rail travel of the appropriate class for the person or persons concerned. Where passengers who would have been entitled to claim expenses if travelling separately are carried, the maximum allowance will be calculated taking their rail fares into account as well as the driver's.
(iii) For travel by motorcycle or similar vehicle - 24p per mile
(iv) For travel by bicycle – 20p per mile
(v) The actual cost of taxicab fares may be claimed only in cases of urgency or if no other transport is available.

NOTE: All the above rates are applicable to expenses incurred on official University business. Particulars regarding the possibility of obtaining contributions towards the cost of attending conferences, research and post-entry training may be obtained from the relevant Office.

3. ENTERTAINING

Staff are reminded that the Inland Revenue has laid down that any expenses on entertaining of staff only or involving more staff than visitors are to be treated as 'benefits in kind' and reported to the Revenue by the salaries office at the end of each tax year.