



**UNIVERSITY OF
PLYMOUTH**

Travel and Subsistence Policy

Effective from 1 August 2022

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1 Scope

- 1.1 This document sets out the University's policy for booking or claiming travel, accommodation, subsistence, and business entertainment expenses.
- 1.2 This policy applies to; all staff of the University and its subsidiary undertakings; the University Board of Governors and its Committees; external individuals; and students. All of whom have carried out work and incurred expenses on behalf of the University.
- 1.3 This policy outlines the principle for travel in line with the University's Carbon Strategy and ambition to reduce indirect emissions, including travel emissions, to net zero by 2030–50. Although a longer-term target, net zero for direct emissions is committed to for 2025, and the University is required to continue to its efforts to transition to low carbon behaviours now. This policy will evolve over time as more low carbon travel incentives are adopted by the University.
- 1.4 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 funders and their auditors. All travelers and claimants should demonstrate they have considered value for money.
- 1.5 The University will reimburse expenses, which have been actually, necessarily, and exclusively incurred in the course of official University business. Expenditure incurred must be in accordance with this policy, the University Financial Regulations and the requirements of HM Revenue and Customs (HMRC) legislation.
- 1.6 Rates stated in this policy will be reviewed on an annual basis and extends to the carbon impact data of different modes of travel. The wider policy will be reviewed every two years.
- 1.7 The University reserves the right to refuse reimbursement and to require repayment for any claim, which does not conform to this policy. Those who persistently exceed mandatory, or guideline amounts will be referred to the Chief Financial Officer (CFO). The CFO may ask claimants for their justification and has the right to impose restrictions on current and future claims.
- 1.8 Outside of scope: there is a separate Fieldwork and Offsite Activities Code of Practice, specifically for fieldtrip travel and organisation, which should be referred to.
- 1.9 Consideration must be given to the University Travel insurance requirements as outlined in Sections 5.6 and 5.7 to determine if travel should be undertaken.
- 1.10 The University is committed to the prevention of bribery and to observing the provisions of the Bribery Act 2010 and will not tolerate bribery or other improper conduct either inside the UK or abroad by staff, individuals or organisations who perform services for or on behalf of the University.

2 Principles

- 2.1 Travel and subsistence costs are a large element of controllable cost, and the University expects employees and others working on behalf of the University to minimise costs without impairing the efficiency of the University. Consideration should be given to the necessity of travel and whether other communications, such as conference calls and video conferencing could be effectively used instead. Consideration should be given to the most cost effective and environmentally sensitive method of travel to demonstrate value for money and support for the University's Carbon Strategy.
- 2.2 The University mandates the use of a travel management company (TMC). The TMC provides an online booking tool for travel and accommodation and an offline support service for complex bookings. **The use of a TMC ensures that University staff and the University benefit from; the full duty of care 24-hour emergency help included as part of the booking; a dedicated account manager and account management; and ensures that the University achieves value for money in terms of price and administrative burden.** This is in line with UUK guidance on Managing Risks in Internationalisation, where the value of overseas travel and working is fully recognised, along with the University's duty of care to ensure the well-being of employees and others working on behalf of the University.
- 2.3 The majority of business expenditure must be incurred through University procurement routes, primarily purchase orders. Items such as equipment, computer hardware, software and other business expenditure including mobile phones must not be incurred directly by claimants and claimed on expenses. Expense claims must only be used to reimburse incidental expenditure (personal costs incurred whilst on University business) and not general business expenditure.
- 2.4 In order to support the University's Carbon Strategy staff are encouraged to evaluate the need for travel and reduce travel where there are suitable alternatives such as the use of video calls and online events. Where travel is a necessity, staff are further encouraged to factor in the environmental impact of the travel method, for example using the train rather than driving solo or a domestic flight.
- 2.5 The University Government Procurement Card (GPC) should not be used to pay for travel and subsistence expenditure.
- 2.6 External individuals should liaise with the budget holder at the University to make the necessary arrangements in advance of their visit.
- 2.7 The University seeks to ensure parity for all staff in terms of what can be booked or claimed in connection with travel and subsistence. **Claims against external grant funding must therefore, comply with the stricter of the funder's or the University's regulations.** For example, if the research funder stipulates higher financial limits the University policy and financial regulations will take precedence. **If external funders stipulate lower financial limits, then the external funder requirements will take precedence, as this will represent the maximum they are willing to reimburse.**

3 Responsibilities of travellers/claimants and authorisers

- 3.1 All claimants to include; staff of the University and its subsidiary undertakings; the University Board of Governors and its Committees; external individuals, to include students, all of whom have carried out work on behalf of the University, should be aware of the details of this policy.
- 3.2 Travellers and claimants have responsibility for:
- Discussing proposed travel arrangements with their line manager and/or the appropriate budget holder in advance of the trip;
 - Compliance with this policy when making travel bookings and claims for the reimbursement of expenses;
 - Ensuring that any claim can be justified and is legitimate and will not put the University's reputation at risk;
 - Ensuring that economy, efficiency, and effectiveness are achieved in respect of all expenses without compromising personal safety;
 - Obtaining pre-approval from their line-manager/budget holder for any travel arrangements outside the rates set out in this policy;
 - Factoring in the environmental impact of travel alongside other decision factors such as impact of mode of travel.
- 3.3 Authorisers have responsibility for:
- Considering the need, including environmental impact, for any travel arrangements they are asked to pre-approve;
 - Being sufficiently familiar with the requirements of the policy to assess whether a claim is compliant;
 - Being diligent in their review and approval of expenses to avoid the University incurring unnecessary expense, and for ensuring receipts have been provided where appropriate;
 - Approving expense claims as soon as possible to minimise delay in reimbursement.
- 3.4 Compliance with this policy will also ensure that the member of staff, or the University, does not incur a tax or national insurance liability and that staff need not report expenses on their tax returns.

4 Claiming expenses

- 4.1 All claims from staff must be submitted and approved for payment via [web expenses](#) or via the [Mobile App](#).
- 4.2 Claims from external individuals and students must be submitted on the [electronic claim form](#), which is available from the University. Claim forms will either need to be physically signed by a valid budget-holder before scanning or emailed to payments@plymouth.ac.uk

from a budget holder's e-mail address, along with the accompanying receipts. Claims should be submitted within three months of returning from travel unless there are legitimate reasons for late submission. All claims must be submitted within 1 month of the financial year end i.e. 31 July to which they relate.

- 4.3 Expense claims must be authorised by a more senior member of staff to the claimant (i.e. line manager) or the budget holder. This will happen automatically via workflow when claims are submitted via the online expenses system.
- 4.4 All expenses must be recorded, clearly itemised, and accurately coded together with the reason the expenses were incurred. Guidance can be found in [Web expenses](#).
- 4.5 Claims must be supported by original itemised receipts that clearly identify what has been paid. It is important that VAT invoices are provided, wherever possible with claims, in order to ensure that the University can recover the full amount of VAT to which it is entitled.
- 4.6 All receipts must be photographed or scanned and attached to Web Expenses.
- 4.7 Where receipts are not provided and there is no reasonable justification for this, the expenses will not be reimbursed.
- 4.8 In the case of expenditure on **research projects**, once scanned, the original receipts must be sent to the Research Support Team in Finance together with the transaction number so they can be retained against the project in accordance with the requirements of the funder.
- 4.9 Foreign currency payments should be converted to sterling at the nearest applicable exchange rate to the date of the transaction and claimed in sterling including any charges. Where a foreign currency payment is made using a credit or debit card, the actual cost in sterling will be reimbursed. XE.com is a useful website that provides historic currency rates.
- 4.10 Subsistence advances: Students or staff attending field trips may request a BACS payment as an advance for travel and subsistence. Bank transfers should be requested by completing the [Subsistence Advance Request form](#) and sending to payments@plymouth.ac.uk for processing. The advance must be reconciled within one month from the date of return, using the [Advance reconciliation Form](#). **Both forms are available at the Official Document Centre.**

5 Travel

General principles

- 5.1 The University has a TMC which is mandatory to use to make any travel arrangements. **If exceptional circumstances warrant, you should seek budgetary approval to make any travel arrangements outside of the TMC.**

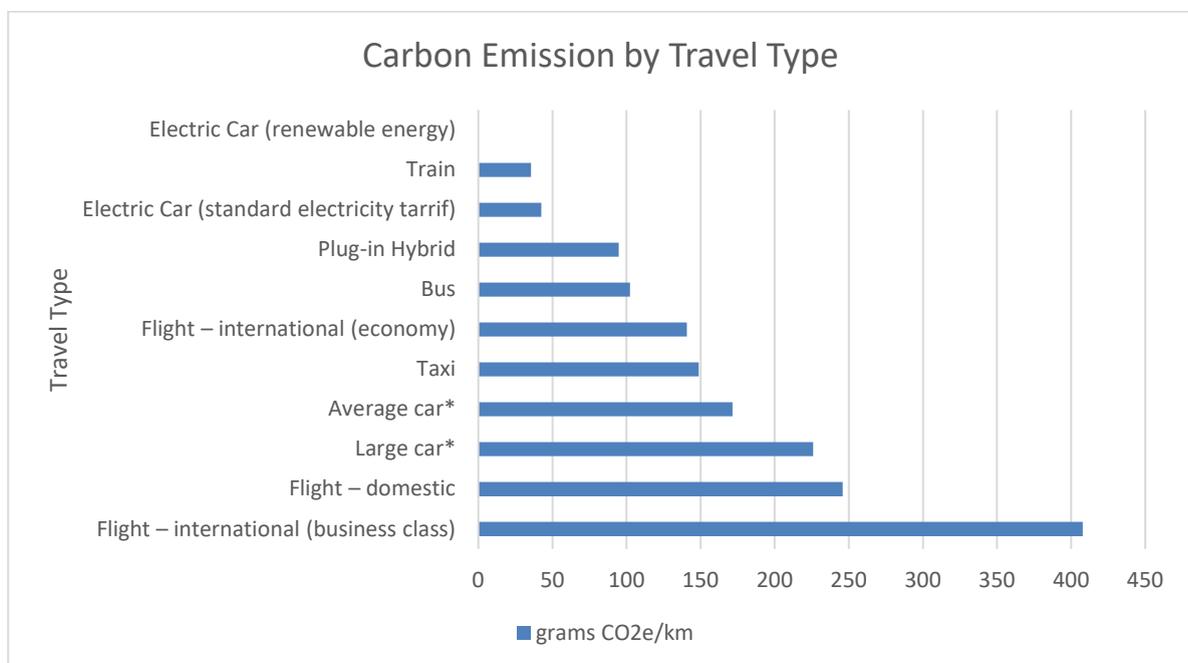
Using the TMC will ensure staff receive the best value service. This includes not only price

and savings in administrative time in making bookings but also ensures that the University can meet its duty of care requirements via the after booking service provision, which includes a 24-hour help line and support in changes to travel plans.

- 5.2 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.
- 5.3 For University staff, all journeys between home and the normal place of work, either within or outside normal working hours, are regarded by HMRC (HM Revenue and Customs) as private and considered for income tax purposes as ‘substantially ordinary commuting’ and will not be reimbursed by the University.
- 5.4 Business travel accounts for around 11% of the University's total carbon emissions, which is typically just over the same proportion of emissions accounting for all gas use associated with all the University buildings. It is the University's fourth highest contributor to total emissions with Procurement of goods and services being the first, followed by staff and student commuting, then business travel.

Employees, students, and external individuals should travel in safety and in reasonable comfort, taking into account the objectives of the [University's carbon strategy](#). The mode of transport should be the most cost effective and environmentally sensitive, for the business needs of the University, where public transport should be the first preference. Value for money and environmental impact must always be considered and demonstrated. In order to support the reduction of university emissions public transport is encouraged as the preferred option for travel when it is available to the travelling destination.

The chart below summarises the carbon impact of different modes of travel and assists with the assessment of environmental impact of the mode of transport selected: -



The above conversion factors are multiplied by the number of kilometers travelled to give a total KgCO2e per Km, so the higher the conversion factor the higher the environmental impact (figures correct to 2021)

government conversion factors).

*

<i>Grams CO2e/km</i>	<i>Diesel</i>	<i>Petrol</i>	<i>Unknown</i>	<i>Plug-in Hybrid</i>	<i>Battery EV</i>
<i>Large car</i>	<i>207.21</i>	<i>279.09</i>	<i>225.97</i>	<i>102.64</i>	<i>55.73</i>
<i>Average car</i>	<i>168.43</i>	<i>174.31</i>	<i>171.48</i>	<i>94.83</i>	<i>50.31</i>

- 5.5 Any significant travel arrangements must be discussed with the line manager/budget holder in advance of booking. Any transaction exceeding £500, or request to book outside this policy, will require formal pre-approval and this will happen automatically via the TMC.

Travel Insurance

- 5.6 The University has travel insurance to cover all staff whilst on University business overseas. To meet University insurance requirements, staff will need to ensure that:

- All travel is on authorised University business;
- All travel is booked through the University TMC paid for by the University;
- Staff have followed advice held on the HR community for [Travelling & Working Overseas](#) including risk assessments/emergency contact arrangements

- 5.7 Up to date insurance certificates can be found on the [University website](#) and the [Insurance intranet pages](#) includes the Chubb emergency travel assistance formation letter that should be taken on any international trip.

Rail Travel

- 5.8 Rail travel should be booked through the University's TMC well in advance to take advantage of saver and super-saver tickets. **If exceptional circumstances warrant, you should seek budgetary approval to make any travel arrangements outside of the TMC.**

- 5.9 Rail travel must be booked at the most economical fare available for the journey, preferably for timed journeys. Open tickets should not be purchased, with the exception where rail travel is an onward journey, for example after a flight, where delays may be possible.

- 5.10 First class travel is not allowed. If, in exceptional circumstances where there are circumstances that necessitate it i.e. for health and safety reasons, line manager/budget holder approval is required before the journey is booked. This must be a cost-effective option.

- 5.11 Employees and external individuals using the London Underground or other metro system will be reimbursed. The claimant must state the to-and-from stations for each journey and must obtain a receipt for the ticket purchased or evidence a contactless purchase via a bank statement.

Private Car, Motorcycle and Bicycle

- 5.12 Employees who wish to use their own private car or motorcycle on University business must seek authority to do so. The employee should ensure that their vehicle is in a roadworthy condition, is insured for business use and that they have a full and valid driving

license.

- 5.13 Claimants using their private vehicle are paid a standard mileage rate based on limits set by HMR&C. [Current applicable rates](#) are:-

Transport	Miles	Amount
Private Motor Car or van (to include hybrid and electric)	1 to 100 miles	45p
Private Motor Car or van (to include hybrid and electric)	Over 100 miles	25p
Motorcycles	All mileage	24p
Bicycle	All mileage	20p

A journey is defined as a continuous period away from your permanent place of work.

- 5.14 The University will not reimburse the cost of business insurance. Mileage can be claimed as published by the University for costs incurred for journeys on University business within the UK only. Mileage cannot be claimed for any private travel or the costs of mileage from home to the normal place of work.
- 5.15 Where a journey begins or ends at home, employees may claim only the cost of the lesser of the distance travelled or which would have been travelled if the journey had started or ended at the employee's normal place of work.
- 5.16 Mileage claims may be verified by reference to appropriate AA/RAC or equivalent web sites and where appropriate the circumstances for excess mileage should be noted on the claim form, e.g. taking an alternative route to avoid an accident.
- 5.17 Car parking charges, road and bridge tolls and congestion charges associated with business travel will be reimbursed.
- 5.18 Car parking charges for a member of staff's normal place of work, speeding fines, parking fines or any other penalties will not be reimbursed.

Car Hire UK

- 5.19 For road journeys exceeding 100 miles, public transport should be considered as a first option, employees and external individuals should then consider whether the use of a hire car would be more economic for the University.
- 5.20 Where it is more cost effective to use a hire car rather than a private car, then hire arrangements must be booked using the University's [approved car hire supplier](#). If exceptional circumstances warrant, you should seek budgetary approval to make any travel arrangements outside of the approved supplier arrangement. Hire cars must not be used for personal business.
- 5.21 Employees and external individuals hiring a car for business use are responsible for ensuring that they have an appropriate full and valid driving license for the vehicle.

5.22 Bookings should be made as per the categories below:

Group A	Electric vehicles	All journeys
Group B	Up to 1299cc	Local Journeys
Group C	1300 to 1599cc	Regional or national journeys carrying one passenger
Group D	1600cc or more	National journeys carrying two or more passengers

5.23 Hire cars should be refueled before being returned to the hire company. Receipts must be obtained for fuel purchased and will be reimbursed through a web expense claim.

Car Hire Overseas

5.24 An approved University supplier is not available for overseas car hire. The same principles outlined above should be applied when booking car hire overseas.

Taxis

5.25 Taxis may be used to transport staff and external individuals from the closest airport, rail or coach station to their ultimate destination and consequent business meeting, where there is no practical alternative via public transport and/or:

- Travelling in a group of three or more;
- Disability prevents the use of public transport;
- Heavy luggage to be transported;
- Where there is a concern relating to safety of the employee or for compassionate reasons;
- Taxis required for travel in Plymouth and for inter campus travel should be booked via the [University approved supplier](#).

5.26 Inter campus travel is permitted where there is a business requirement and alternative methods of transport i.e. public transport is not suitable.

5.27 Taxis will not be paid for by the University for home to work or vice versa for staff unless the circumstances meet all the conditions below, in line with HMRC guidance:

- The employee is required to work later than 21.00.
- Late night working occurs **irregularly**.
- By the time the employee has finished work public transport has ceased or it would be unreasonable to expect the employee to use it.

Air Travel

5.28 Air travel is to be booked the University's TMC, giving as much notice as possible to take advantage of discounted fares. **If exceptional circumstances warrant, you should seek budgetary approval to make any travel arrangements outside of the TMC.**

- 5.29 UK internal domestic flights are discouraged due to the carbon impact.
- 5.30 Staff and external individuals are **expected to fly economy class. First class and business class are not permitted in any circumstances.** It is accepted that there may be **some exceptional circumstances where premium economy** is appropriate. Where this is the case, line manager/budget holder approval is required before the flight is booked.

Examples include:

- Where the flight duration exceeds 8 hours;
 - Where there is a demanding work schedule e.g., a brief time between a flight landing and the commencement of University duties. Examples of duties include delivery of a speech, and delivery/attendance at a seminar, workshop, or conference;
 - Where a funding sponsor permits higher classes and will reimburse the full cost;
 - Medical and/or disability grounds.
- 5.31 Excess baggage or freight will only be paid for University property.
- 5.32 The University will not pay the travel costs of family, friends, or other associates under this policy.

6 Accommodation

- 6.1 Hotel accommodation is to be booked through the TMC. **If exceptional circumstances warrant, you should seek budgetary approval to make any travel arrangements outside of the TMC.**
- 6.2 Accommodation should normally be in a reasonable quality hotel (3*equivalent) taking into account value for money, convenience of location, and health and safety.
- 6.3 Hotel accommodation varies by location and is demand-driven and typically the best rates are obtained by booking well in advance of stays.
- 6.4 Employees and external individuals who choose to stay with friends and family while away on university business cannot claim an expense allowance as this is no longer allowed by HMRC.
- 6.5 The University will not pay for hotel accommodation for employees' and external Individuals' families and friends.
- 6.6 The rates below are the maximum that can be booked or claimed for UK and overseas accommodation per night. Staff and external individuals are expected to book the most cost-effective accommodation and not to spend up to the levels quoted:
- £150 within London and overseas
 - £100 outside London

6.7 In exceptional circumstances, where it is not possible to book accommodation within these rates, approval of the line manager/budget holder is required before the booking is made.

7 Subsistence

7.1 When staff or external individuals are away on business, the University recognises the additional cost that may be incurred for purchasing meals when away from home and will reimburse reasonable costs, supported by receipts, up to the thresholds below. Note that claims will not be reimbursed where the traveller is away from home/work for less than 5 hours.

Period away from home	Maximum amount claimed	Meal type
<5 hours	£0	N/a
5-10 hours	£20	Breakfast/Lunch/Drink/Snack/ Evening meal*
>10 hours	£25	

*provided not included in an accommodation payment

7.2 The claimant must submit itemised receipts to support the expenditure when they submit their claim. Credit card receipts and copies of credit card statements will only be accepted when accompanied by the itemised receipt. In exceptional circumstances, where itemised receipts are not available, card receipts will be allowed if the place of purchase and a brief description of goods purchases are shown. In these circumstances, reimbursement may be subject to deduction of tax.

7.3 In addition, employees who are away on business outside the UK can claim personal expenditure that has been incurred up to £10.00 per night (24 hours) spent away, exempt of tax, under the HMRC Personal Expenses and Allowances regulations. This is intended to cover personal phone calls home, laundry, and ad hoc drinks/expenses. Where this expenditure is incurred on research projects, itemised receipts will be required.

7.4 Claimants should also note:

- Tips may be claimed up to 10% of restaurant bills (US and Canada up to 20%) if supported by an invoice or credit card receipt, it should be noted that some research project funders will not reimburse tips;
- Business telephone calls or internet charges will be reimbursed subject to the production of itemised calls and charges;
- Wi-Fi costs will be reimbursed if this is used for University business.

7.5 The following expenses will not be covered:

- Costs of entertainment, including films;
- Meals consumed by an employee or non-University companion not associated with the business;
- Any hotel accommodation and/or related costs of employee's family or friends.

8 Entertainment/hospitality

- 8.1 The University recognises that there may be occasions when it is appropriate to provide food, drink, or other hospitality to external stakeholders. Catering is not normally provided for internal meetings attended by staff only. Any entertainment or hospitality for students will require the approval of the Dean or nominee.
- 8.2 Hospitality for external stakeholders is expected to be for the purpose of fostering new business, providing a benefit to the University or to continue existing academic or business contacts. Hospitality is an accepted courtesy of an academic or business relationship. However, the University must avoid a situation whereby hospitality may be deemed to have influenced a decision or lead to allegations of a conflict of interest.
- 8.3 Expenditure incurred in entertaining external business contacts may be reclaimed provided it is incurred wholly necessarily and exclusively for business purposes. The ratio of University staff to external business contacts must be justifiable and should normally be no more than two staff to one external business contact.
- 8.4 Where possible, hospitality should be booked in advance but where this is not possible, the most senior person present should pay the bill for business entertaining.
- 8.5 The cost should be appropriate and not excessive, £40 is set as the limit per person, any expense above this is at the individual's discretion and should be shared by the group as a personal expense.
- 8.6 All claims for business entertainment expenditure must be made via Web expenses, supported by detailed receipts and provide the following information:
- Purpose of entertainment.
 - Name and Organisation of those entertained.
 - Names of staff who attended and in what capacity.
 - Explanation if staff to business contact ratio is exceeded.
- 8.7 The explanation for business entertainment expenses is required by HMRC regulations and, therefore the claim will not be paid if the above information is not present or incomplete.
- 8.8 Expenditure in respect of claimants' spouses/partners will not be met by the University.
- 8.9 Where University staff are being offered gifts or hospitality, they should refer to the guidance within the [University's Financial Fraud - Anti-Bribery Policy](#) which provides clear guidance on accepting gifts and hospitality.

9 Private travel

- 9.1 Employees may arrange to extend a business trip for private travel, or for spouses, partners, or other companions to accompany them, at their own cost. Under no circumstances may partners travel or be entertained at the University's expense, except when their presence is required for a bona fide business purpose. Any such concession requires prior line manager/budget holder approval.
- 9.2 Where an employee wishes to include some personal travel or wishes to take a non-University companion on a business trip, the travel arrangements can be made through the TMC who will make separate payment arrangements with the individual for the personal element. Under no circumstances should personal travel be booked on the University's account.

10 Audit and review

- 10.1 The budget holder/line manager has overall responsibility for checking expenditure complies with this policy.
- 10.2 Compliance with the policy will also be monitored through monthly reporting from the finance system and from the TMC. Where anomalies are identified or spend raises questions, this will be discussed with the Executive Dean/Head of School and Director, as well as with the individual. Any spending which is deemed to be inappropriate may have to be repaid by the traveller.
- 10.3 Staff who are found to have knowingly submitted a false or inappropriate claim will be dealt with under the University Disciplinary process.
- 10.4 All University spend is also subject to scrutiny and audit by government agencies, internal and external auditors, funders and their auditors and other sponsors.
- 10.5 University expenditure is also subject to scrutiny under FOI requests that can include the reporting of travel and subsistence expenditure. All claimants and authorisers must ensure that any expenditure is justifiable, legitimate and will not put the University's reputation at risk.

11 Non allowable expenditure

- 11.1 Examples of the type of expenditure that are not allowable and may not be claimed include:
- Personal membership subscriptions to professional bodies with the exception of those staff with training contracts
 - Airport lounges
 - Parking or speeding fines

- Hospitality where staff only are in attendance
- Spouses/partners'/child/(ren's) costs
- Toiletries and cosmetics
- Clothing
- Luggage
- Books. DVD's CD's, magazines for personal use
- Privately purchased insurance
- Computer hardware and software
- Mobile phones
- Working lunches that are for internal staff only

FAQs

Are there any tax implications for claiming expenses?

The Policy ensures that staff and external individuals do not incur a tax or national insurance liability or have to report expenses on a personal tax return.

What is the University stance with regards to net zero carbon targets?

The University has committed to ambitious net zero carbon targets and is committed to reducing its carbon footprint associated with travel.

How does this support achieving value for money when incurring travel and related costs?

Public transport is the preferred method of transport. Where this is not possible environmental considerations should guide the mode of travel selected. Travel and Subsistence costs are a large element of the controllable costs so staff and external individuals should demonstrate value for money.

How do I ensure I achieve value for money?

By booking well in advance to obtain the best rates and using the University TMC. For example, open rail tickets should not be used as they are significantly more expensive.

Do I have to use the University TMC?

Yes, all travel and accommodation must be booked through the procurement routes and the TMC.

What are the key essential things to check before booking travel?

A checklist approach can be used: -

- Is this a fieldtrip? If yes then refer to the separate [Fieldwork and Offsite Activities Code of Practice](#).
- Do I meet the travel insurance requirements? Yes if you meet the following; all travel is on authorised University business and booked through the University TMC; and you have followed advice held on the HR community for [Travelling & Working Overseas](#) including risk assessments/emergency contact arrangements.

Where are insurance certificates available?

Up to date insurance certificates can be found on the [University website](#) and the [Insurance intranet pages](#) includes the Chubb emergency travel assistance formation

Can I use my GPC (Government Procurement Card) to claim for travel, subsistence, or incidental costs?

No, not unless the cardholder has been authorised to do so by the budgetary authority and Procurement.

How should I submit my expense claims as a member of staff?

All claims from staff should be submitted via [Web expenses](#) within three months of returning from travel together with receipts to support the expenditure.

How should I submit my expense claims as an external individual?

External individuals should complete the [Payment Form](#) and sent by the budget holder to payments@plymouth.ac.uk for processing.

Are there different requirements for grant funded claims?

Yes, these require original receipts to be submitted so these must be sent to the [Research Support Team](#) in Finance together with the transaction number of the web expense.

Can Travel from home to work be claimed?

No.

What details need to be included when claiming mileage?

The start and end location and postcode must be provided.

What additional details do I need to provide when hospitality is being claimed?

Purpose of the entertainment; Name and organisation of those entertained; names of staff who attended and in what capacity and explanation if staff to business contact ratio exceeded.

Summary of rates

The rates below are subject to annual review.

Claimants using their private vehicle are paid a standard mileage rate based on limits set by HMRC. [Current applicable rates](#) are: -

Transport	Miles	Amount
Private Motor Car or van (to include hybrid and electric)	1 to 100 miles	45p
Private Motor Car or van (to include hybrid and electric)	Over 100 miles	25p
Motorcycles	All mileage	24p
Bicycle	All mileage	20p

A journey is defined as a continuous period away from your permanent place of work.

The rates below are the maximum that can be booked or claimed for UK and overseas accommodation per night. Staff and external individuals are expected to book the most cost-effective accommodation and not to spend up to the levels quoted:

- £150 within London and overseas
- £100 outside London.

When staff or external individuals are away on business, the University recognises the additional cost that may be incurred for purchasing meals when away from home and will reimburse reasonable costs, supported by receipts, up to the thresholds below. Note that claims will not be reimbursed where the traveler is away from home/work for less than 5 hours.

Period away from home	Maximum amount claimed	Meal type
<5 hours	£0	N/a
5-10 hours	£20	Breakfast/Lunch/Drink/Snack/ Evening meal*
>10 hours	£25	

*provided not included in an accommodation payment

In addition, employees who are away on business outside the UK can claim personal expenditure that has been incurred up to £10.00 per night (24 hours) spent away, exempt of tax, under the HMRC Personal Expenses and Allowances regulations. This is intended to cover personal phone calls home, laundry, and ad hoc drinks/expenses.