



**UNIVERSITY *of*
GREENWICH**

FINANCE DIRECTORATE

University Staff Expenses Policy

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University Staff Expenses Policy

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1. Introduction and Scope

This policy applies to all staff and governors of the University. It is the responsibility of the individual to ensure they have read and understood the policy before undertaking any expense on behalf of the University. All expense claims should be submitted for reimbursement within four months of the expenditure.

All claims should be justified and reasonable according to the information in this policy, and the claim should be prepared honestly and responsibly. Knowingly providing false information or submitting inflated or false claims could constitute an offence of fraud under Section Two of the Fraud Act 2006 (Fraud by False Representation), and any instances could result in appropriate disciplinary action.

The policy provides guidance on claiming reimbursement of travel expenses incurred in connection with university business, balancing support for staff, business needs, environmental concerns, public perception, and the prudent use of public funds. This policy applies to all funds administered by the University, including research and other grants and contracts and should be a considered alongside terms and conditions for externally funded activity such as research.

The provisions in this policy are consistent with HMRC rules and the [University's Financial Regulations](#). They should be read in conjunction with other relevant policies, including:

- [Counter Fraud Policy](#)
- [Sustainability Policy](#)

2. Objectives

The objectives of this policy are to:

- Establish clear guidelines and transparency on what spend can be claimed whilst undertaking work on behalf of the university
- Ensure compliance with relevant tax regulations and to ensure there is no risk of expenses re-imbursement that would qualify as a benefit in kind
- Ensuring expenses represent value for money for the University

3. General Guidelines

The University will reimburse all reasonable expenses necessarily incurred in the performance of university business, such as mileage, train fares, and accommodation. As part of the University's connected and sustainable campuses strategic priority, staff should always consider the most practical, economical and sustainable method of travel. Itemised receipts must be provided for all claims.

4. UK Business Travel

4.1 Reimbursement Rates for UK Business Travel

The following table shows the various travel options, where reimbursement may be claimed. Please note, when a journey starts at home, a deduction must be made to allow for the usual “home to work” part of the journey.

Travel by Car	The reimbursement is <ul style="list-style-type: none">• 40p per mile for the first 10,000 miles per tax year; 12p per mile thereafter• Car share journeys: 40p per mile plus 5p per mile per passenger
Motorcycle	Reimbursement is 24p per mile
Bicycle	Reimbursement is 20p per mile
Intercampus distances (for mileage claims)	Intercampus mileage calculated, as follows <ul style="list-style-type: none">• Greenwich to Avery Hill is 6.0 miles• Greenwich to Medway is 30.5 miles• Avery Hill to Medway is 23.5 miles• Greenwich to Woolwich is 4.0 miles• Avery Hill to Woolwich is 4.0 miles• Medway to Woolwich is 27.5 miles <p><i>Note – intercampus bus travel must be used as far as practicably possible</i></p>
Car Hire	Reimbursement for Fuel Costs is based on receipts. To note, that prior approval from Head of School or equivalent is required
Car Parking and Toll Charges	Reimbursement is the actual cost based on receipts
Taxi	Reimbursement: <ul style="list-style-type: none">• Taxi reimbursed based on receipt. It is expected that public transport is utilised as far as practicably possible• Intercampus travel will be restricted to intercampus mileage rates and should only be undertaken in exceptional circumstances. Approval from Head of School or equivalent must be given and attached to the claim• Journeys to and from stations should utilise public transport
Public Transport	Reimbursement is actual expenditure (cost of ticket), standard class
Flights (UK)	Reimbursement applies to all flights and must be booked via the University Procurement route. To note, this will not be reimbursed via expenses

4.2 Subsistence Rates for UK Business Travel

Subsistence expenses are reimbursable where they are incurred wholly, exclusively, and necessarily on university business. Claims should represent actual costs incurred, supported by itemised receipts. Subsistence claims cannot be made for intercampus travel.

Bed and Breakfast	Maximum reimbursement costs for
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	<ul style="list-style-type: none"> • A Hotel stay, the maximum that can be claimed is £150 per night, note this includes breakfast, • Lodging with friends/relatives, the maximum that can be claimed is up to £50 with an email confirmation
Meals	<p>For reimbursement of</p> <ul style="list-style-type: none"> • Breakfast, the maximum is £10, providing the member of staff left home before 6:30 am and is working away from their normal place of work • For lunch, the maximum is £12 providing the member of staff is away from their normal place of work for a period of five hours • Dinner, the maximum is £25, providing the member of staff is away from their normal place of work for a period of five hours <p><i>Please note – no alcohol will be reimbursed, unless there is an external person present.</i></p>
Teas, coffees, and soft drinks	Reimbursement for these refreshments is a maximum of £3.50 per day
Telephone calls	<ul style="list-style-type: none"> • Business calls are reimbursed based on itemised bill. • Private calls during overnight stays, reimbursement is up to £4 per day, based on itemised bill
Other expenses	Reasonable expenses associated with absence from home may be reimbursed, based on receipts

5. Overseas Travel

5.1 Prior Approval

Prior approval for overseas travel must be obtained from the relevant Pro Vice Chancellor or Executive Director.

5.2 Travel Arrangements

All overseas travel must be booked through the University's recommended travel agents unless in exceptional circumstances such as travel disruption.

5.3 Accompanied Travel

If a spouse, partner, or other person unconnected with the University accompanies an employee on a trip, prior approval is required, and the employee must pay in full in advance.

5.4 Subsistence

Reimbursement of subsistence relating to overseas travel will be at actual costs up to a maximum allowance, as authorised prior to travel, with full receipts required. Up to £8 per diem is claimable when travelling in areas where receipts are not obtainable and cannot be combined with other subsistence related expenses.

5.5 Reimbursement rates for overseas travel

Flights	<ul style="list-style-type: none"> • All flights must be booked through the University's preferred travel agencies using the Procurement route • Economy is the default class of choice unless external funding terms allow otherwise • Long haul overnight travel with a meeting immediately upon landing should be avoided. Instead, travel should be taken the day before with hotel booking • Premium economy is only allowed if approved by Executive Director/PVC or equivalent • Business class is only allowed by exception and requires sign off by the Vice Chancellor • First class travel is not permitted
Other types of travel	<p>The following types of other overseas related travel expenditure will be reimbursed on an actual cost basis and must be supported by receipts;</p> <ul style="list-style-type: none"> • Car hire • Car parking and toll charges • Public transport (standard class) • Taxi's
Subsistence	Reimbursement in-line with the HMRC Expenses rates for employees travelling outside the UK and must be supported by receipts

6. Entertaining, events and functions

Business entertaining	<p>Spend, in relation to customer, client or visitor entertaining will be reimbursed up to the following limits and must be approved by a member of the Faculty or Directorate Senior Leadership Team</p> <ul style="list-style-type: none"> • For on-campus entertaining, must utilise the University's catering facilities • Off-campus, the maximum of £40 per head (including VAT and service charge), will be reimbursed.
Non-business/other entertaining or events	<ul style="list-style-type: none"> • Annual parties and similar functions (e.g. Christmas), there is a maximum of £30 contribution per head and is subject to prior approval • Events for students, the maximum is £10 per head for light refreshments. To note, alcohol is not permitted • Refreshments during on campus meetings, which exceed 2 hours, internal catering facilities must be used • Sandwiches and working meals for all day events, internal catering must be used • On-campus staff development events, internal catering must be used • Off-campus staff development events, maximum of £25 per head (where campus facilities are not available for hire) • Away days, maximum of £25 per head (away days must prioritise Campus Facilities and internal catering)
Leaving functions	In recognition of long service (in excess of 15 years) the maximum is £500, and internal catering is to be used. Prior approval must be given from head of school or equivalent prior.
Retirement functions	<p>A sliding scale internal catering allowance based upon years of service is as follows:</p> <ul style="list-style-type: none"> • <5 years – not permitted

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| | <ul style="list-style-type: none"> • 5-10 years - £150 • 10-15 years - £250 • >15 years - £500 |
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7. Advances

Advances for significant travel and related expenses can be claimed based on estimated total expenditure. These must be accounted for in detail on return, with supporting receipts.

7.1 Approval and Accountability

Advances must be:

- Approved by the member of staff's Head of School, Associate Director or equivalent
- Claim should be submitted within two weeks after the trip
- Advances requested through Horizon will automatically be deducted from any claims submitted in Horizon after the due date
- In the event of overpayment, any excess should be paid to the University immediately

7.2 Recovery of Unaccounted Advances

The University reserves the right to recover unaccounted advances from the salary of the staff member who received them.

8. Insurance

Staff and students are normally eligible for travel cover while on any trip on University business and you should seek additional information on the travel and personal accident cover from <https://www.gre.ac.uk/about-us/governance/insurance>

It is imperative to inform the University's insurance team prior to travel for insurance purposes if you are visiting a sanctioned country and/or if the Foreign, Commonwealth & Development Office (FCDO) has recommended that travellers should not journey to a destination. This should be done by emailing insurance@gre.ac.uk.

9. Non-Reimbursable Expenses

The following expenses are examples of those not reimbursable (please note - this is not an exhaustive list):

- Individual memberships/subscriptions to professional bodies. Ordinarily these are not reimbursable; however, exceptions can arise where the membership is required for a conference/event and the saving is greater than the cost of the membership. Subscriptions should be purchased through Procurement and in the name of the University **NOT** the individual.

- Purchase or rental of telephones
- Speeding and parking fines
- ULEZ or Congestion charges
- Travel between home and work
- Alcohol (unless an external person is present)
- Loss/damage to personal property
- Personal payment for goods/services that should have been procured through university arrangements
- Vouchers. These must be purchased through procurement using the university preferred supplier
- Gifts to external partners. These should be purchased through procurement
- Printing materials for home working
- Personal celebrations including food and refreshments
- Cards & flowers for staff (unless exceptional circumstances such as a bereavement, in this case a reimbursable limit of £30 will be applied)
- Office equipment for personal use such as kettles, microwaves lamps etc.
- Tea, coffee, and refreshments for office use (except for business meetings) internal catering should always be used.
- Staff VISA & NHS Surcharge fees. The University can assist with a loan which can be applied for through the People Directorate.