

Procedures and Rules

1 Travel

Travel should normally be by 2nd class rail or other public transport. Use of other transport including private car may be approved in advance by a senior manager or other budget holder, where special circumstances apply. Hire car facilities are also available.

Staff must consider as a first option the use of hire car facilities which can be arranged through the Estates Manager's office. Claims in respect of travel by private car will be met at the undernoted rates, or the estimated cost of a hire car, whichever is the least. This allows members of staff to choose the option of using their own car without incurring additional expense for the College. Staff must ensure that private cars are appropriately insured for business use. Guidance in this respect may be sought from the Estates Secretary. No responsibility will be accepted by the Board for any loss or damage incurred.

Car Mileage Allowance

40p per mile unless over 75 miles then mileage will be paid at 11p per mile plus the estimated cost of a hire car. **The reclaimable amount is any extra cost incurred above the normal home to place of work cost.** Please contact the Payroll Officer for current rates.

2 Subsistence

A subsistence allowance at the undernoted rates will be paid to cover other travel related costs with the calculation based on the length of the period of absence. This allowance will normally be paid with the support of receipts and is expected to cover all costs in addition to the travel costs. The allowance is set to meet the difference between the normal cost of meals in College and commercial rates and to cover telephone calls home, newspapers and all other ancillary expenses.

Subsistence Rates

Absence of over 5 hours and less than 10 hours	£4.00
Absence of 10 hours and more but not overnight	£9.00
Overnight based on dinner, bed and breakfast	£50.00

3 Non Travel Related Expenses

Claims for the reimbursement of all other expenses, eg purchase of materials etc must be supported by receipt and approved for payment by the budget holder.

4 Approval and Payment Procedures

Staff should complete the form and attach the appropriate supporting documentation and submit to the budget holder seeking approval for expenditure on staff travel or other travel related activity. The claim should be forwarded to the Payroll Officer for payment after signature by the budget holder.

Claim Forms for £5 or more are normally to be submitted within one month of expenses being incurred. However, if the value of the claim is less than £5 claims can be held over to the following month. However, claims **must not** be submitted any later than after three months of the expenses being incurred. Any claim forms submitted after three months of the expenses being incurred may be declined. Payment will be made through the salaries system and actual claim forms should be submitted by the **9th** of each month to enable payment by the end of that month.

Commitments to spend should be made by purchase order where possible and invoices paid by the Finance Office to avoid staff being out of pocket.