



Expenses Policy

May 2024



Policy Brief and Purpose

The goal of this expenses policy is to ensure members of staff act reasonably when incurring expenses and achieve value for money. The policy also sets out the procedures to be followed in order to be reimbursed for any business expenses.

Scope

This policy applies to all member of staff who work under a contract of employment or engagement for Linacre College.

Policies

Business Expenses:

- The most economical combination of type of travel and accommodation should be used and meal allowance limits observed. Travel should be booked as far in advance as possible where this generates a saving.
- Train travel should be in standard class, adjusting the time of travel and railcard discounts used where possible. A railcard may be claimed for where the overall cost to College is reduced by doing so. Where possible, train travel is the preferred method of UK domestic travel, though staff should balance this with considerations of time and value for money.
- Air travel should be economy class though premium economy may be booked for flights in excess of six hours duration with the prior permission of the Bursar. Business or First Class should not be booked.
- Cars may be hired and full insurance cover should be purchased at the time of hire
- If an employee uses their own vehicle, evidence should be provided of the distance travelled. They must be appropriately insured for business purposes and it is the employee's responsibility to ensure this.
- Car mileage for business use is paid at 45p per mile for the first 10,000 business miles and 25p for each mile over 10,000
- Parking fines, penalties and speeding fines will not be reimbursed.
- Taxis (including alternatives like Uber or Lyft) may be used if there is no other reasonable method of transport and the fare reclaimed, if supported by receipt. Taxis should not ordinarily be used in London or Oxford.
- Meals:
 - The cost of breakfast can be claimed, up to a maximum of £7.50, when on business travel that requires you to be travelling (or staying away) before 7am, not including travel to the office. In hotels where breakfast is not included this may be purchased.
 - The cost of lunches purchased will be reimbursed, up to a maximum of £10, when travelling on business for a period of 5 hours or more in a single day
 - When meals are not included in the cost of accommodation or if you are on business travel that means that you will not return home before 9pm, you will be reimbursed for the cost of an evening meal, up to a maximum of £25, including drinks. Alcoholic drinks are not reimbursed unless entertaining guests.
 - Claims must be supported by detailed receipts.
 - It is accepted that in some parts of the world, e.g. the USA, it may not be possible to adhere to these limits.
- Hotels should not exceed an upper limit of £150 per night in London and £135 outside London with similar standard hotels being chosen internationally. Staff may use alternative accommodation, e.g. AirBnB to reduce costs.



- Staff should consider a balance of security, convenience and cost when choosing how to communicate when working away from the office. Home broadband/telephone costs are not reclaimable. Reasonable use of a personal mobile phone when outside of the UK may be reclaimed (e.g. a daily data charge). Work phones may be used outside of the UK, though it must be consulted in advance of travel to ensure appropriate cost limits are in place and data security precautions taken.
- Items bought other than business travel should adhere to the procurement policy guidelines
- Relevant staff may claim expenses incurred when entertaining alumni, prospects or guests and/or event costs if within approved budgets
- Claims falling outside of the guidelines in this policy require approval from the Bursar before payment is made and such approval should be sought prior to expenditure being committed where possible.

Claiming Reimbursement:

- An expense claim form (template attached) needs to be completed if staff require reimbursement for a College expense that they have paid for personally.
- Supporting documents such as receipts or invoices need to be attached, preferably showing VAT.
- A brief description of the item bought to be included on the form to enable the Bursary team to include them in the accounting records
- Personal bank details should be included to ensure the reimbursement goes to the correct account
- Claim form to be signed by the Claimant as a self-declaration that the claim is accurate and incurred in connection with the business of the College.
- Claim form to be signed by the employee's line manager who needs to ensure that all items claimed are legitimate and supported by a receipt.
- Claim forms should be submitted to the Bursary in a timely manner (at least every fortnight for regular claimants).
- Submission can be done in hard copy format or online, provided signatures are obtained and copies of all the receipts are included
- Expense claims will be paid to the individual's nominated bank account at the next payment run – normally weekly, to be credited by the following Friday.
- The Bursary team will perform periodic checks to ensure that the policy is being implemented.