

Title: Travel, Subsistence and Business Entertainment Manual					
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UNIVERSITY OF SOUTH WALES

TRAVEL, SUBSISTENCE and BUSINESS ENTERTAINMENT MANUAL

1. Financial Policy

The University Policy is that it will reimburse staff for ordinary, necessary and reasonable travel and subsistence and other expenses providing they are properly authorised and are directly connected with University business.

Staff are expected to exercise care in making travel and subsistence arrangements which are a “least cost” option for the University.

Staff are responsible for their own business expenditure and will not be able to claim any meals purchased for another member of staff. I.e. each member of staff is responsible for making their own expense claims.

Staff should support all claims for travel and subsistence with detailed receipts wherever possible. If receipts are not attached then the claim may be rejected and reimbursement delayed.

Claims submitted more than six months after the expenses were incurred **must** be accompanied by a letter of explanation for the delay and such claims will only be paid with the approval of the Head of Finance.

2. Accommodation

Accommodation should be booked in advance using the official order process at appropriate hotels. The appropriateness of the hotel will be determined by factors such as:

- cost;
- proximity to conference or meeting,
- need to “network”,
- security and peace of mind of attendee,
- taxi or other travel costs.

Bookings should normally be made for bed, breakfast and evening meal if appropriate, unless the evening meal is otherwise provided e.g. as part of a conference or separate meeting. The cost of the breakfast and/or evening meal should not exceed the total subsistence allowance that could be claimed. Clearly, where the booking includes an evening meal a subsistence claim should not also be made.

In exceptional circumstances i.e. due to last minute changes in travel arrangements, staff may make reservations for accommodation and arrange payment directly with the hotel; receipts must be provided when claiming the relevant expenses. When making their own reservations, staff are advised to obtain, wherever possible, an inclusive rate covering room,

breakfast and evening meal as appropriate.

3. Rail Travel

Rail tickets should be obtained through the Students Union Travel Centre. Travel should be standard class unless a clear case can be made and approval received for upgrade in advance of booking. Upgrade will be at the discretion of the Dean of Faculty/ Head of Corporate Department. Train tickets should be booked at the earliest opportunity in order to minimise cost.

4. Car Travel

Staff are encouraged to travel by public transport or to car share whenever possible, as specified in the University's Travel Plan. Cars with drivers/taxis should not normally be used for long distance travel e.g. return trips to Heathrow.

Public Transport

The University is 5 –10 minutes walk from Treforest Station. There are four trains per hour into Cardiff Central Station where connections can be made with intercity services.

Car Sharing

If it is essential for staff to make a journey by car, they are encouraged to share the journey with a colleague(s) attending the same event.

Use of Vehicles

If public transport is not an option then vehicles may be used adhering to the following guidelines:

- Trips Under 150 Miles -Where a round trip journey is less than 150 miles personal vehicles may be used (The relevant business insurance must be on the employee's policy when using their own vehicle)
- Hire cars may be used for ALL trips i.e. for less than/more than 150 miles per trip.
- Trips Over 150 miles – Round trip journeys of more than 150 miles MUST be undertaken using a hire car. However, in the exceptional case where the use of a personal vehicle is the cheaper option then this would be permissible. In these circumstances, please provide an outline of the costs to evidence that it was the cheaper option. (The relevant business insurance must be on the employee's policy when using their own vehicle)

Typical Example of Hire Car Costs

Medium Car, 1-2 days = £16.95 per day
Medium Car, 3-6 days = £15.95 per day
Medium Car, 7-27 days = £12.95 per day
Drop off and pick up costs approx. £25
Approx. Petrol Costs.:
100 miles = £25
200 miles = £50
300 miles = £75

Mileage Rate (when using own vehicle)

For business mileage up to 10,000 miles p.a:

For round trips of up to 150 miles : 40p per mile – max. 150 miles for any roundtrip

For business mileage in excess of 10,000 miles p.a. the rate is 25p per mile.

Annual mileage is calculated on a tax year basis (1st April to 31st March) this is shown on the right hand side of your payslip as 'YTD 40p'

If staff members are on University business and travel from their home address then a mileage claim may only be submitted if the mileage is greater than the home to normal place of work journey. Please note that mileage cannot be claimed for any travel between their home and permanent place of work even if outside normal working hours.

The mileage claimed will be the total business trip mileage less the home to normal place of work mileage.

e.g. If you live in Bridgend and make a trip on behalf of the University to Bristol leaving directly from and returning to home your mileage claim would be 60 miles (Bridgend to Bristol) x 2 [120 miles] less 20 miles (Bridgend to Pontypridd) x 2 [40 miles]. You would therefore claim 80 miles at the appropriate rate.

Please note that you **MUST** have "business mileage" cover on your insurance policy if you use your own vehicle for University use. Evidence of cover may be requested.

Hiring of Vehicles.

Vehicles should be hired by using the Official Order process. Fuel costs will be reimbursed following submission of a detailed receipt.

The following companies should be used for hire cars.

Days Hire

Tel: 01656 768350

Central Reservations
David Street
Bridgend CF31 3SA

Enterprise Rent A Car

Tel: 01443 841851

Cardiff Road
Hawthorn
Pontypridd
CF37 5AA

Account Number 5UW2279

Europcar

Tel : 0871 384 1087

1 – 11 Byron Street
Off City Road
Roath
Cardiff
CF2 3ED

Central Reservations

Tel: 0870 6075000

A/c No. 63722931 Contract Number 45590503

London Congestion Charge

The actual cost of a congestion charge incurred by an employee on a business journey will be reimbursed.

Any and all fines levied in connection with late or non-payment of the charge will not be reimbursed.

The above also applies to all speeding and parking fines incurred.

Taxi Fares and Parking Charges

These will be reimbursed on production of receipts (taxi fares and parking not exceeding £5 will be reimbursed unreceipted). (Home to work travel by taxi is specifically excluded).

5. Overseas and U K Travel (with the exception of trains)

The University has in place a National Framework Agreement for all staff travel requirements. The agreement is for the provision of Business Travel and Student Group Travel plus Conferences. The University guidelines are for staff to utilise this agreement as per the University's policies, procedures and the Travel & Subsistence Scheme. Any exceptions to this then you need to contact the Procurement Unit for advice.

Travel will be in economy class unless a clear case can be made and approval received for upgrade in advance of booking. Upgrade will be at the discretion of the Directorate Line Manager. Staff are expected to exercise care in making travel and subsistence arrangements which are a "least cost" option for the University.

The following agents should be contacted for Business Travel quotes, additional agents to be added in the very near future from the agreement.

Business Travel One Stop Shop

Northenden Diamond Travel (part of Cresta Travel)

Cresta House

32 Victoria Street

Altincham

WA14 1ET

Tel: 0161 613 4013

e-mail: reservations@nortravel.co.uk

Out of Hours: 0203 130 9654

Co-Operative Travel Management

5 Hargreaves Court

Dyson Way

Staffordshire Technology Park

Beaconside

Stafford

ST18 0WN

Tel: 01785 283551

Website: <http://www.co-operativetm.co.uk>

Student Group Travel

STA Travel Ltd

78 Bold Street

Liverpool

L1 4HR

Tel: 0871 468 0657

Website: <http://www.statravel.co.uk/group-travel-booking.htm>

Equity Student Travel

1 Jubilee Street

Brighton

BN1 1GE

E-mail: i.foxall@stgmail.net

Website: <http://www.equitystudenttravel.co.uk>

StudyLink

65 London Road

Stapleford

Cambridge

CB22 5DG

Tel: 01223 723480

Website: <http://www.studylinktours.co.uk>

(The above travel agents are able to provide accommodation worldwide).

6. Meal Allowances

An allowance can be claimed for each period of absence but will need to be supported by original receipts wherever possible. The claimant should make every effort to obtain receipts and where this is not possible give a full explanation for the amount claimed.

Please note: Staff are responsible for their own meals expenditure and are not able to claim any meals purchased for another member of staff. I.e. each member of staff is responsible for making their own expense claims.

Provincial	London /	Scandinavia /
	Overseas	Japan/Nigeria
£	£	£

Absence from home for 4 to 8 hours	16.00	21.00	24.50
Absence from home for 8 to 12 hours	21.00	27.00	31.00
Absence from home for more than 12 hours **	32.00	37.00	43.50

** These are the maximum daily rates

Please note that where accommodation has been booked to include breakfast and an evening meal, meal allowances should not also be claimed.

Personal expenses should not be included on claims for reimbursement of expenses. Examples of personal expenses are:

Any purchase from a mini-bar, with the exception of bottled water where it is unsafe to drink the tap water.

“Pay as you view” film/satellite/TV subscriptions

Green fees

Hair salons

Health spas

Clothes

Reasonable expenses for laundry, dry cleaning and pressing will be reimbursed when the expenses have been incurred away from home.

7. **Incidental Expenses**

The University may reimburse personal telephone calls deemed reasonable by the Dean of Faculty/Head of Corporate Department. These can be claimed under ‘incidentals’ but must be within the rates.

United Kingdom	Maximum of £ 5 per 24 hours
Overseas	Maximum of £10 per 24 hours

Please note incidentals should only be claimed where actual expenditure has been incurred. Evidence of this expenditure may be requested. Please provide breakdown of actual expenditure on the claim form.

8. **Prescription Safety Eyewear**

The University is responsible for providing protective safety eyewear that fits over prescription eyewear when required as part of the duties of a member of staff. However if the Departmental Health and Safety Officer approves the personal procurement of Prescription Safety Eyewear by the member of staff the value recoverable should not exceed £55.00 per prescription. The University is responsible for ensuring the glasses are appropriate and are properly maintained.

9. **Personal Gifts**

The occasional exchange of business gifts, meals or low-level entertainment is a common practice and is meant to create goodwill and enhance relationships. I.e. Such courtesies must be modest enough not to interfere with the ethical judgement of the member of staff and must not create an appearance of impropriety.

However, if the receipt of business courtesies becomes excessive staff should be guided by the 'Gifts and Hospitality' section of the Financial Regulations.

In no circumstances must any gift of money be made or received by an official of the University Group.

10. Telephone Calls/Blackberrys/Smartphones

Staff may claim reimbursement for the cost of telephone calls or other communication charges; such as to a Blackberry/Smartphones, made in the course of carrying out University business. All claims must be accompanied by an itemised account detailing the calls made and the cost of each individual call.

Staff should take care to ensure that the most cost effective method of communication is utilised whilst on University business. In particular, staff should familiarise themselves with tariffs/charges for mobile phones and BlackBerrys/Smartphones especially when travelling abroad as costs incurred can be substantial.

Mobile phones, Blackberry/Smartphones and other similar contracts should not be taken out in the employee's name and claimed through the personal expenses process.

Personal calls may be reimbursed under miscellaneous expenditure, see 'Incidentals' above.

11. **Business Entertainment and Hospitality**

Reasonable and necessary amounts of expenditure for hospitality and entertaining of third parties may be charged to University administered funds where they are necessarily incurred in the course of University business. All claims for expenditure on hospitality and entertainment must be supported by valid receipts and contain the following information:-

- the names of attendees
- the organisation which they represent
- the purpose of the entertainment
- the venue and the date

Prior approval is required before entertainment or hospitality can be provided. It is important that the number of staff present at any function, in relation to the number of visitors, should be kept to a minimum if HMRC is not to consider the event as a staff benefit. Thus, the costs of partners of University staff will not be reimbursed unless it can be shown that there was a clear business need.

Maximum hospitality rates are not laid down, as what is appropriate will vary according to circumstances. Staff should, therefore, ensure that due regard is taken of what is appropriate and that hospitality costs are minimised.

Expenditure on entertainment:-

- is at the discretion of the Dean of Faculty/Executive Directors (all entertainment expenditure incurred by Dean of Faculty/Executive Directors must be approved by their relevant line manager)

Proof of authorisation must be attached to the claim.

When completing the Travel and Subsistence Claim form entertaining should be claimed under "Miscellaneous" and not under "Subsistence".

Costs which are incidental to business entertainment costs (e.g. the costs of a taxi to a restaurant where a customer is to be entertained) should be categorised as business entertainment on the expense form.

Staff entertaining guests from outside bodies should normally use the University's catering facilities but where this is not the case, the reasons must be stated when submitting a claim for reimbursement.

Entertaining not involving third parties (i.e. attended by University staff only) should not be charged to University administered funds and is not reimbursable. Nor is it acceptable to charge for part of the cost of entertaining University staff only. This means that the University will not pay for wine at a function where staff have paid for the food, nor will it pay for food/drinks purchased from a grocery store or similar, so that the function can be held in an office. This applies on- or off-campus.

12. **Away days**

Where a Department arranges an "away-day" to discuss Departmental business/plans, reasonable expenditure for refreshments is allowed. When the claim for reimbursement, or

an invoice from the supplier of the services, is sent to the Finance Department, it must be accompanied by an agenda, a full list of delegates and notes of the meeting.

13. General

The University has obtained a dispensation from HMRC for certain expense payments, such that they are not counted as taxable on the claimant. Having rules and policies relating to reimbursement of expenses means that the University is able to support this dispensation, and is able to justify that it is unnecessary for an individual to include certain of these expenses in a tax return. If the above requirements are not adhered to, members of staff may become liable to tax on the alleged benefit and if the University has to meet any such tax bill, it will be charged to the Department concerned.

The Executive Director of Finance and Infrastructure Services must be sent details, in advance for approval, of occasions, other than the above, for which Departmental funding is requested for staff only meals/refreshments or other expenses to ensure HMRC regulations are complied with as these may be considered a benefit in kind.

14. Abuse of the Scheme

Any proven case of abuse of this Scheme will be treated as an act of Gross Misconduct

If you are unsure of the rules or what to do in a given set of circumstances, please seek guidance from the University Payroll Section on Ext 2103 or email payroll@southwales.ac.uk.