



THE FACULTY OFFICE

Expenses policy

This policy applies to all officers and employees of the Faculty Office. It is a framework that covers how reasonable and authorised expenses that are incurred can be claimed and reimbursed.

All officers and employees are expected to behave honestly, responsibly and within the guidelines of this policy; to submit expenses as soon as possible and with enough details to explain why they have made the purchase; and to keep all receipts and provide VAT receipts.

The Faculty Office has a zero tolerance approach to bribery and fraud (see Anti-corruption and bribery policy at 5.9 above)

Travel related expenses:

Mobile phones and internet connectivity – use free wi-fi whenever possible. Reasonable internet connectivity charges can be added to a hotel bill unless already included as part of the negotiated rate

Air, rail and road-travel – all bookings should be made in economy/standard class (unless the economy/standard price can be beaten by booking early, in which case higher classes are acceptable).

Mileage – you can claim up to 45p/mile. You must also be insured for using your car for business purposes.

Taxis – always try to use public transport instead of taxis (unless you are in an unsafe area or travelling late at night). Always keep a receipt that includes the date. You cannot claim trips from home to work.

Car hire – you can rent cars if it is more cost-effective than taking public transport (or if it is not practical or public transport is not available to reach your destination)

Accommodation – if you are required to stay away from home (either in the UK or abroad) or if it is not possible/unreasonable to get home after a business related event, you can book an appropriate and reasonable hotel.

Duty of care: This is important! Always inform others of your overnight location so we can comply with duty of care requirements. Tell your line manager (or another member of staff if they are away).

Per diems – these cover costs for meals when away from the office on business.

Additional travel related expenses – the following travel related expenses are acceptable and will be reimbursed: baggage (no more than 2 bags) and advanced seat bookings; parking; foreign currency charges; Visas; Tips (up to 15% - unless already included in the bill).

Remote working expenses – the following expenses are acceptable to claim where officers or staff of the Faculty Office are working from home (and restrictions or conditions will be stipulated next to each item:

- Laptops, computers, screens, keyboards, printers and other necessary computer equipment (unless provided direct by the Faculty Office and prior approval must be obtained from the Registrar before purchases are made)
- Office furniture including chairs, standing desks and other ergonomic equipment (prior approval must be obtained from the Registrar before purchases are made)
- Broadband internet connection (unless already acquired for personal use)
- Mobile and landline telephone bills (if not already provided by the Faculty Office and the business proportion only)
- Stationery and resources (eg printer cartridges) necessary to conduct business (if these cannot reasonably be collected from the office when in attendance)

Other expense types – the following expenses are acceptable and Faculty Office officers and employees will be reimbursed for them:

- Professional/Society/Club membership fees (where relevant to your employment and agreed with the Registrar in advance)
- Postage for business purposes
- Magazine/Periodical Subscriptions (where relevant to your employment and agreed with the Registrar in advance)
- Annual eye-testing charges
- Visas

Exceptions – the following travel and remote working expenses will not be reimbursed:

- Any items for personal, non-business use
- Bar bills*
- Birthday cakes or cards for employees
- Childcare or pet care
- Clothing (except legal attire for use as part of your duties)
- Damage to personal vehicles
- Flowers, sweets, confectionery
- Food/drink outside of travel subsistence unless agreed by the Registrar
- Laundry service/dry-cleaning (unless trip is longer than 4 nights)

- Mini-bar contents
- Parking fines
- Spa and health/fitness clubs or subscription services
- The loss/theft of goods (except where covered by insurance taken out by the Faculty Office or LBMW LLP as appropriate)
- Tourist attractions*
- Travel to/from home and the office (except as stated above)

*you can claim these if the event is part of an approved entertainment/hospitality event

There may be other things that will not be reimbursed, so make sure you explain the business reason for each claim. The Registrar and the Finance Officer keep the effectiveness of this policy under review and advise the Master's Audit Committee accordingly.