



UNIVERSITY OF
GLOUCESTERSHIRE

Travel, Subsistence and Expenses Policy and Guidelines

Staff

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1. General principles

This policy sets out the rules and procedures associated with incurring and reclaiming travel, subsistence and other expenditure whilst engaged on University business and forms part of the University Financial Regulations. This Policy applies to all staff. The rules are mandatory and can only be deviated from if exceptional business circumstances dictate alternative treatment. In such cases, this will need to be agreed by the budget holder and Finance & Planning prior to the expense being incurred.

2. The core principle of this policy is that any travel and/or expense should be incurred for appropriate business purposes only. Claims must not in any circumstances contain charges which are not relevant to University business. These rules indicate what is generally reasonable and should be strictly adhered to. In addition, any expenditure incurred must be accommodated within annual budget allocations. Budget holders should agree likely significant expense claims in principle prior to the claimant incurring costs.
3. Although this policy relates specifically to the reimbursement of expenses, it also applies to **all** categories of expenditure, regardless of the method of payment and funding source. The general principles therefore cover:
 - Purchasing card expenditure
 - Expense claims
 - Petty cash purchases

The majority of purchases should be made using the Agresso finance system with direct payment to the supplier rather than an individual purchasing the goods and services themselves and then claiming for reimbursement of expenses.

4. Please see Annex A for further details on the responsibilities of each role holder (claimants and budget holders) and the duties/responsibilities of the Finance team.

5. Senior Staff

Senior staff are encouraged to consider whether claims for low value items, i.e. items under £5, particularly those relating to items of personal convenience such as hot drinks etc, are essential. This is due to the administration costs of processing the claim and the requirement to be mindful of the appropriate use of public funds

6. Value for Money

Employees must exercise sensible judgment in determining the most cost-effective and the most efficient means of carrying out the University's business. This includes considering public transport, hire cars and car sharing when travelling on official business. Employees are encouraged to use conference call and video conference facilities for meetings in order to avoid travelling unnecessarily.

7. The Director of Finance & Planning, through the Finance team, may refuse to meet in whole or in part any unreasonable expenses, or those expenses which could have been avoided had a journey been better planned.

8. Where possible, the claimant should ensure that travel, accommodation and conference fees and other expenditure is invoiced directly to the University rather than claimed on expenses.

9. Receipts

Original receipts are required for all reimbursed expenditure unless there is a genuine reason that such documentation is not available. In addition, the receipts and vouchers should detail the goods purchased and evidence payment having been made. Expenses claim submissions which are incomplete, illegible, do not have receipts attached, or are not submitted on Agresso Expenses or on the current form (for paper-based submissions) will be returned to the claimant, which may delay payment.

10. Credit card receipts and copies of credit card statements can be accepted as proof of purchase but **MUST** be accompanied by a itemised receipt/invoice giving details of the items purchased. In exceptional circumstances, where itemised receipts are not available, debit or credit card receipts/statements will be allowed if the place of purchase and a brief description of goods/services are shown. In these circumstances, reimbursement may be through payroll with tax deducted.

If payment is made with contactless technology, the claimant must ensure that a receipt is obtained.

11. Subsistence Allowances

The University does not have a fixed daily subsistence rate. Claims for expenses incurred whilst travelling on University business should be on the basis of actual costs incurred and be in line with the policy.

12. Cash Advances

Requests for advances for expenses that may be incurred on overseas travel must be submitted at least **10 working days** prior to departure. All requests for advances must be made on an Expenditure Request Form (<https://infonet.glos.ac.uk/departments/fandp/Pages/Forms.aspx>) and authorised by the relevant budget holder. Advances will be paid into the same bank account as the employee's salary payments.

13. Upon the employee's return to the UK, an expense claim must be submitted to Finance & Planning. Claims should be submitted within two months of the expenses being incurred unless circumstances are exceptional i.e. long term sickness or a prolonged, overseas trip. The claim should:

- Have all relevant receipts attached.
- Clearly state the amount advanced.
- Claims for reimbursement of expenses in a currency other than £ sterling should be accompanied by proof of exchange rate when currency was purchased or a copy of the exchange rate shown on a currency conversion website on the date of the claim (see www.xe.com).

14. The claim will be checked to the policy by the Finance team and notification sent to the employee advising how to repay unused cash or when they can expect reimbursement. If the claimant wishes to make repayment of any unused cash at the time of submission of the expense claim, this can be done at the Finance & Planning Office at Pittville. Notification will then be sent to the claimant if there are any subsequent changes to the claim following review, that result in additional monies being owed to the University,

15. Submitting Expense Claims

Staff should submit expense claims via Agresso Expenses.

Student and non-employees should complete an expense claim form. Please use the link to access and complete the expense claim.
<https://infonet.glos.ac.uk/departments/fandp/Pages/Forms.aspx>

16. Digital Signature (for paper submissions only)

Claim forms signed by Digital Certificate ID signature using the approved University digital signature solution will be accepted. Photocopied or scanned signatures will only be accepted in exceptional circumstances e.g. where the original claim form has been misplaced.

17. Further Review

These arrangements will be monitored and reviewed on a regular basis to ensure they meet the evolving needs of the University, continue to offer appropriate rates to ensure costs incurred by employees are properly reimbursed and take account of relevant tax legislation rules for the reimbursement of expenses.

Expense Categories

1. Travel

Detailed guidance is set out below. In addition, please note the following:

- Details required
For business journey, the following information is required:
 - date travelled
 - the purpose of the travel
 - the start point and end point of the journey
- Partner's expenses:
The University will not meet the cost of any persons connected to a University employee accompanying the individual on business related travel. Subsistence claims must exclude any purchases relating to the claimant's partner.
- Holidays linked to business trips:
An employee cannot claim any additional travel costs, subsistence or other expenses for days taken as holiday linked to a business trip. In such instances the University will reimburse the return flight home providing the cost of such is no more than it would have been had the individual returned home immediately following the conference/business meeting.
- Overseas trips and conferences:
For costs and expenses incurred regarding overseas trips and conferences, it must be clearly demonstrated that attendance is required by the individual(s) in order to carry out their duties of employment. Attendance should be authorised in advance by the budget holder.

Claimants will be reimbursed for the actual travel and other incidental expenses incurred in the performance of their duties of employment and should not gain or lose financially in doing so e.g. promotional incentives to travel with certain suppliers, air mile schemes etc.

Note that the mode of transport should be the most cost effective and if it is cheaper, travel reservations should be made as far as possible in advance using the University's purchase card.

- Recommended supplier

Using a University of Gloucestershire approved travel agent is recommended but not compulsory for staff-only business travel. Where staff are organising a field trip with students then the Field Trip Policy must be used:

<https://infonet.glos.ac.uk/departments/registry/AS/Pages/default.aspx>

Category	Sub Category	Allowable Yes/No	Rate	Comments
Car mileage	Up to 10,000 miles per annum	Yes	45p per mile	For the first 10,000 miles of tax year (6 April to 5 April in the following year) in accordance with HMRC approved rates. Claimants should keep a clear record of mileage travelled in the year as claims received without this information will be returned. The miles claimed should be checked against the www.theaa.com website for reasonableness. Miles travelled can be rounded to the nearest whole mile.
	Additional miles over 10,000	Yes	25p per mile	After first 10,000 miles.
	Home to work	No		In exceptional circumstances payment may be allowable if the University campus is a temporary workplace or duties of employment require employees to be on call, e.g. over the weekend. Such payments may give rise to a tax liability. Note that where an individual is travelling on University business and has elected to go straight there from home, then the lesser of the cost of the journey from home to the meeting venue or from University premises to the meeting venue will be reimbursed.
	Fuel costs	No		Individual receipts for fuel costs are not an allowable expense as this is covered by the use of mileage rates detailed above. Please see below for fuel costs relating to hire cars.
Passenger Payment		Yes	5p per mile per passenger	If another employee travels as a passenger on a business journey an additional amount can be claimed for each passenger travelling.
Motor cycle		Yes	24p per mile	

Category	Sub Category	Allowable Yes/No	Rate	Comments
Cycle		Yes	20p per mile	This applies to off-site business journeys only. Claims will not be accepted for inter-site cycle travel.
Car/minibus rental	Hire charge	Yes/No		<p>All UK car hire arrangements should be made with Enterprise Car Hire. Bookings should be made using the following link https://infonet.glos.ac.uk/departments/fandp/Pages/e-Marketplace.aspx</p> <p>Minibuses should be hired through Blink Van Rental</p> <p>The driver must be an approved University of Gloucestershire driver – see the motor insurance guidelines for details: https://infonet.glos.ac.uk/departments/fandp/Pages/insurance%20Guidelines.aspx</p> <p>The number of business miles travelled in a hire car needs to be recorded on the expense claim form.</p>
	Fuel costs (hire cars only)	Yes		<p>Fuel receipts must be obtained and included in any travel expense reimbursement claim in respect of the business miles travelled using the hire car. The number of business miles travelled in a hire car needs to be recorded on the expense claim form.</p> <p>Fuel costs are reimbursed on production of fuel receipts. Claims for mileage will not be accepted.</p>
Taxis	Business travel	Yes		<p>The use of taxis for journeys in excess of 25 miles will not be considered unless there are exceptional circumstances i.e. unexpected delays in planned public transport arrangements e.g. trains cancelled or flights delayed, or where it can be shown to be a cheaper alternative than using public transport, e.g. more than one claimant making the same journey. If the claimant's only travel option is to use a taxi due to time constraints, consideration should be given to whether staying in a hotel close to the airport on the night before travel is a more cost effective option.</p>

Category	Sub Category	Allowable Yes/No	Rate	Comments
Car parking and toll charges		Yes		Reasonable parking expenses and charges for tolls will be reimbursed when necessary on business journeys. Receipts must be obtained as proof of charges. Please note that employee claims for parking at a University site will not be reimbursed.
Parking/Speeding fines		Yes/No		In exceptional circumstances, the reimbursement of parking fines will be considered if it is proven that the fine was incurred whilst on University business and was unavoidable. The fine will be reimbursed via Payroll and will be subject to deductions. Speeding fines will not be reimbursed by the University under any circumstances.
Inter site travel (non essential users)	Term time	Yes/No		Employees who are required to travel between campuses during term time should normally walk, cycle, or use the University bus. Reimbursement for the cost of the ticket for each journey can be claimed. Tickets should be attached to the claim as proof of purchase. If employees choose to use their own car to travel between campuses in term time, costs will not be reimbursed. In exceptional circumstance, where employees have a valid reason for using their own car, e.g. the transportation of large/heavy items, mileage allowance claims will be accepted. In these circumstances, the reason for using their own car must be stated on the claim submission.
	Outside term time	Yes		The University bus is not available outside term time so, where a bus journey would have been claimed in term time, a mileage allowance claim will be accepted.
Inter site travel (essential users)		Yes		An essential car user is defined as an employee whose role requires them either to regularly transport heavy or bulky equipment, or to respond urgently to call outs and therefore it would not be practical to travel by using the inter-site bus service or other means of transport between campuses. Please contact Finance & Planning if you are unsure whether this categorisation applies.

Category	Sub Category	Allowable Yes/No	Rate	Comments
Oyster cards, Smart cards top ups	Personal	Yes		Expenditure incurred using personal oyster cards while on University business will only be reimbursed when accompanied by a journey history statement giving details of the cost of the relevant business journey undertaken. Claims for card top ups will not be reimbursed.
Contactless Travel Payments - London	Personal	Yes		Expenditure incurred using credit/debit card, in lieu of an oyster card for business travel around London whilst on University business will only be reimbursed when evidenced by a credit/debit card statement. Payment via a credit/debit card is cheaper than pre-paid travel tickets and therefore offers value for money for the University..
Rail tickets	Standard class	Yes		<p>Train tickets should be standard class unless authorisation is obtained from a member of the University Executive. Tickets should be booked in advance, where possible.</p> <p>(If an individual would prefer to travel first class, they may reclaim the cost of a standard class fare. The claim must be accompanied by clear evidence of the standard class fare for the exact journey taken.)</p> <p>The University recommends Abellio Greater Anglia as a supplier for rail tickets, where possible. http://www.abelliogreateranglia.co.uk/</p>
Underground tickets	Any type	Yes		Claimant must state to and from stations for each trip and, in addition, obtain receipts as proof of purchase where possible.

Category	Sub Category	Allowable Yes/No	Rate	Comments
Air travel	Flights	Yes		Flight tickets must be Economy Class unless authorisation is obtained from a member of the Academic Leadership Group to travel in a higher class. Such authorisation will only ever be granted for flights which exceed 8 hours (defined as the time between departure from the UK airport and arrival time at the destination airport) and where there is under 24 hours between the scheduled arrival time and the first part of University business. In such circumstances a higher class may be considered, which must be Premium Economy where available and only ever Business Class where Premium Economy is unavailable. Travel in first class is not permitted in any circumstances. No reimbursement will be made where Airmiles or any similar points scheme has been used to purchase flights.
	Excess baggage charges	Yes		Only where travelling with heavy or bulky materials or equipment necessary for business and/or where excess baggage consists of University records or property. In such circumstances, excess baggage allowance should be booked in advance of travel.
	Lost baggage – personal items	No		The University will not reimburse personal items lost while travelling on University business as this is deemed to be included in insurance cover.
Ferry travel		Yes		For crossings over 6 hours, standard cabin accommodation for each ferry crossing is allowable.
Travel insurance		No		All travel insurance for business travel must be arranged through the University's insurance function, administered by the Commercial, Insurance and Procurement Team. Please refer to the insurance guidelines at https://infonyet.glos.ac.uk/departments/fandp/Pages/insurance%20Guidelines.aspx Once you have booked your travel, please complete the Travel Insurance Request e-Mail (in the insurance Guidelines) and return to insurance@glos.ac.uk to allow plenty of time for documents to be processed. In the event of damage to or loss of an item which may be insured by the University commercial insurance, please contact insurance@glos.ac.uk

Category	Sub Category	Allowable Yes/No	Rate	Comments
Pet/Child/Elder Care Costs	Personal	No		The University will not reimburse care costs incurred whilst the claimant is away on University business.
Accommodation	Hotel/B&B accommodation	Yes	Major cities Maximum £150 per night Other - maximum £100 per night	<p>Where possible, accommodation should be booked in advance of travel using the normal University procurement processes and systems, ideally through a preferred supplier using the link below. It is expected that the accommodation would be a standard single room with private bath/shower.</p> <p>https://infonyet.glos.ac.uk/departments/fandp/Documents/Procurement/Corporate%20travel.docx</p> <p>Hotel accommodation varies per location and is demand driven. Therefore, the figures quoted are stated as a maximum value and all employees are expected to book the most cost effective accommodation and not to spend up to the levels given.</p> <p>Major cities are defined as: London, Birmingham, Manchester, Glasgow, Leeds, Liverpool, Newcastle and Sheffield. All international capital cities are defined as "major cities"</p>
	Private accommodation	Yes	Gift or meal up to the value of £25 per night	If the claimant has stayed with friends or family, itemised receipts for a gift or a meal for the host up to the value of £25 per night will be reimbursed. This value is in addition to the employee's normal subsistence expenses (see above)
Hotel expenses	Newspapers/laundry & telephone calls to home	Yes		Incidental expenses such as newspapers, telephone calls to home and laundry will be paid up to the total value of £5.00 per day. Receipts for expenditure must be provided.
	Internet access	Yes		Yes, providing use is for business purposes.
	Minibar purchases/Pay-as-you go TV	Yes/No		Soft Drinks and snacks may be purchased from the minibar, subject to the maximum values for subsistence listed below. Alcohol may not be purchased. Pay-as-you-go TV is not an allowable expense item.

Category	Sub Category	Allowable Yes/No	Rate	Comments
Hotel Expenses	Leisure facilities	No		Not an allowable expense item unless included in price of basic accommodation. This includes massage, sauna, gym and beauty treatments.
Medical expenses				Private Medical Prescriptions for vaccinations and other medical items are allowed within the bounds of reasonableness. Items of a more personal nature connected with the travel cannot be reclaimed e.g. ear plugs, sunscreen, insect repellents.
Incidental unreceipted expenses for overseas travel		Yes		<p>The University will meet the cost of reasonable out of pocket business expenses incurred overseas for which receipts are unobtainable, e.g. public transport, taxi fares or food items to a maximum of £10 in value in one day (claims over £10 per day will only be accepted in exceptional circumstances).</p> <p>Claims must be limited to the actual amount of expense incurred and all amounts claimed should be itemised and described as fully as possible. Please note that unreceipted claims will not be paid without detailed supporting analysis.</p>

2. Meals, Meetings and Entertainment

Detailed guidance is set out below. In addition, please note the following:

- Employees may claim reasonable costs of meals eaten while on University business away from their normal place of work of at least 10 miles and 5 hours. For each claim, claimants must detail:
 - The business reason for the meal
 - Who attended (name and role)
 - Date of the event
 - Location

Detailed/itemised receipts must be provided. Credit card receipts and copies of credit card statements can be accepted as proof of purchase but **MUST** be accompanied by a itemised receipt/invoice giving details of the items purchased. In exceptional circumstances, where itemised receipts are not available, debit or credit card receipts/statements will be allowed if the place of purchase and a brief description of goods/services are shown. In these circumstances, reimbursement may be through payroll with tax deducted.

If the claimant has paid via **contactless**, in some circumstances, a receipt is only provided if requested. The claimant must ensure that they obtain a receipt to support the expense.

Category	Sub Category	Allowable Yes/No	Rate	Comments
Subsistence	Daily/overnight allowance	N/A		No general allowance is given for daily or overnight business trips. Individuals must submit receipts for all reasonable and appropriate expenses incurred while away from the University. It is expected that such expenses are incurred on an 'out of pocket' basis.
	General			The University will reimburse the actual cost of meals purchased. Prices will vary depending on location and demand. The figures quoted are intended as a maximum value and repeated claims at the maximum level are not expected Reimbursement for an alcoholic beverage will be made only if consumed at an evening meal
	Breakfast	Yes	Maximum £8	Allowable when travelling at least 10 miles away from the normal place of work and business travel commences before 7am. For overnight stays, a standard hotel breakfast, which may exceed this maximum value, can be included with the cost of accommodation.
	Lunch/Drink/Snack	Yes	Maximum £10	Allowable when travelling at least 10 miles away from the normal place of work for at least 5 hours. Alcoholic beverages will not be re-imbursed
	Evening meal	Yes	Major cities - maximum £35 per night Other - maximum £25 per night	Allowable for overnight stays or in exceptional circumstances where business travel concludes after 7pm. Major cities are defined as: London, Birmingham, Manchester, Glasgow, Leeds, Liverpool, Newcastle and Sheffield. In addition, all international capital cities are defined as major. Alcoholic beverages are limited to one per person.
	Tips and gratuities	No/yes		UK – Any gratuities paid for restaurant service will be reimbursed through payroll with tax deducted unless the bill clearly states that the service charge is compulsory. Overseas – Reimbursed where considered reasonable and in line with the practice of the country where the expenditure has been incurred.

Category	Sub Category	Allowable Yes/No	Rate	Comments
Entertaining	Lunch/Evening meetings - University staff/employees only	Yes		Must be clear that the prime reason for the event is to discuss business requirements, supported by a formal agenda. University catering facilities should be used for all such meetings, where possible.
	Lunch/evening meetings with external visitors	Yes	External examiners – limited to £25 per person per meal	The names of all individuals attending the meeting (both internal and external) must be stated on any reimbursement claim. Reimbursement of payments for alcohol consumed, at an evening meal only, will be limited to one alcoholic beverage per person. (see note above regarding tips and gratuities)
	Student events	Yes		Claims for entertaining for student events e.g welcome evenings, should include the name and reason for the event, the approximate number of students/employees in attendance and be supported by detailed, original receipts.
	Staff Parties	No		Reimbursement of expenses, or use of purchase cards, in relation to staff parties will not be approved, as these are not considered appropriate business purposes.

3. **Telecommunications**

Category	Sub Category	Allowable Yes/No	Rate	Comments
Telecommunications	Telephone – landline	No		Not an allowable item.
	Mobile phone – personal contract	No		Not an allowable item.
	Mobile phone – University business calls made on a personal phone	Yes		Detailed call log with charges itemised required for supporting documentation. Top up cards for pay as you go phones will be reimbursed through payroll with tax deducted, but only where agreed in advance with a budget holder. Note: In line with HMRC policy, The University will not reimburse any associated contract fees (monthly rental).
	Broadband	Yes		Only in exceptional circumstances where a clear business need for the service has been identified.

4. IT equipment

Category	Sub Category	Allowable Yes/No	Rate	Comments
IT equipment	Desktop computers	No		All IT equipment must be purchased through University procurement procedures, not via an expense claim. Reimbursement will be made for purchase of protective covers for mobile devices, i.e. iPad, if not provided by the University.
	Computer Peripherals e.g. printers etc.	No		
	Laptop computers	No		
	Mobile devices	No		

5. Fees and Subscriptions

Category	Sub Category	Allowable Yes/No	Rate	Comments
Fees and subscription	Professional membership fees	Yes	Maximum £100	All claims should be made on the work-related professional subscription fees form and forwarded to HR. A maximum of £100 can be reclaimed and only one subscription per employee per year. https://infonet.glos.ac.uk/departments/hr/Pages/HRUsefulFormsandGuidelines.aspx All professional subscriptions must be reclaimed via Payroll, not Agresso.
	Course registration	Yes		Providing associated with University business.
	Conference fees	Yes		

6. Gifts and Vouchers

Category	Sub Category	Allowable Yes/No	Rate	Comments
Gifts	Flowers/Food items	Yes (in exceptional circumstance)		Only in exceptional circumstances such as for a long term sick employee (over 1 month), bereavement of a very close family member and long service awards to mark not less than 20 years' service. Where a budget holder has taken the decision that this is appropriate, the maximum cost should be £25.
	Gifts to staff			
	Gift cards/vouchers			
	Gifts to hosts	Yes		Reimbursed where considered reasonable and in line with the practice of the country where the expense has been incurred up to a maximum value of £100. A record of such gifts must be kept by the department in order to comply with statutory legislation.

7. Relocation Expenses

Relocation expenses will only be reimbursed where specifically agreed in advance with Human Resources as part of an employment contract. If applicable, please contact HR for further information regarding allowable costs and income tax implications.

Roles & Responsibilities of Claimants and Budget Holders

Annex A

Claimants

- Must ensure they are aware of, and comply with, the Travel, Subsistence and Expenses policy and associated procedures.
- Are responsible for the correctness and completeness of the claim they submit;
- Are responsible for submitting their expenses claims in a timely manner – **generally within 2 months of the expense has been incurred** unless circumstances are exceptional i.e. long term sick leave or a prolonged overseas trip. Claims which are incomplete, illegible, do not have receipts attached or are not submitted on Agresso Expenses or on the current form (for paper-based submissions) will be returned to the claimant, which may delay payment. Failure to do so may result in the claim being rejected;
- Are responsible for ensuring their travel arrangements are appropriate to business needs;
- Should ensure the costs are actually and necessarily incurred on University business;
- Should ensure that they do not incur any unreasonable expenses or if so, be prepared to justify such to the Budget holder and/or Finance & Planning;
- Should ensure they use the correct rates when making a claim and each claim is supported by itemised receipts, clearly showing the details;
- Should ensure all claims are submitted on Agresso Expenses or on the current form (for paper-based submissions);
- Should ensure they use the most environmentally friendly, economic and efficient means of transport in the given circumstances.

Budget Holder

The budget holder for the claimant will check the claim to ensure that the expenses claim, travel arrangements etc. are appropriate to the business needs, are in accordance with costs agreed in advance and are in line with University policy **BEFORE** authorising the claim and passing it to the Finance team for processing. Budget holders should agree likely significant claims in principle prior to the claimant incurring costs.

Responsibilities of the Finance Team

The Finance team will:

- Ensure that for paper-based claims, the reimbursement items are allowable and reasonable within the context of this document and within HMRC regulations. For claims submitted via Agresso Expenses, the system will ensure/flag warnings and spot-checking will be undertaken by the Finance Team;
- Process all claims promptly for payment;

- Provide prompt and authoritative advice to employees on the reimbursement of expenses policy and procedures;
- Check all the necessary receipts are attached to paper-based claims and that the claim has been authorised by all parties. For claims submitted via Agresso Expenses, the system will not allow the claim to progress without attaching all the necessary receipts and authorisation by all parties.

For cash advances, the team will ensure:

- the correct receipts are provided by the claimant with the necessary additional information
- detailed journal analysis has been provided
- the claim has been appropriately authorised.

If there are any inconsistencies or anomalies with any of the above, they will contact the employee/budget holders to discuss the issue and either correct the rates to be claimed or reject the claim.

Employees can contact the finance team at payroll@glos.ac.uk

Insurance Responsibilities – All Staff

Please note that all claimants must ensure that they have 'business use' cover on their personal car insurance policies before undertaking travel in their own vehicles on behalf of the University. If an accident occurs whilst an employee's car is being used on University business and the employee has not declared such use to your insurers, this may void the claim and the employee would be personally liable for all damages and costs arising.

All staff travelling overseas must ensure that they complete the Travel Insurance Request e-Mail (in the Insurance Guidelines: <https://infonet.glos.ac.uk/departments/fandp/Pages/insurance%20Guidelines.aspx> .) and return to insurance@glos.ac.uk to arrange travel insurance cover prior to their departure.

For more information on insurance, please contact insurance@glos.ac.uk .

Major Cities

For the purposes of the policy, major cities in the UK are defined as:

- London, Birmingham, Manchester, Glasgow, Leeds, Liverpool, Newcastle and Sheffield (Source: CityMetric).

All international capital cities would also be considered to be major cities