

## APPENDIX 7

### Student Expense Policy

#### Introduction

This student expense policy supports the new web-based expenses claim system. Claims should only be made for university business and should therefore exclude any recreational expenses.

As a general rule, expenses claimed through the student expenses system will be funded from;

- i) Departmental agreed expenditure allocations;
- ii) Research Training Support Grants;
- iii) Externally funded research projects;
- iv) External companies (e.g. as part of a work placement);
- v) College activities

#### General principles

##### 1. Allowable Expenses

Generally speaking, expenses falling in-line with the conditions attached to the approved funding sources (above) will be authorised and paid if supported by full VAT receipts. Claims should not be evidenced by credit card flimsies or copies of bank/credit card statements.

##### 1.1 Submission of claims

Claims must be submitted within three months from the date of the expenditure or any shorter period as specified by the relevant funder. In addition, the University's financial year-end is 31<sup>st</sup> July and all claims relating to a financial year must be submitted within one week of the year-end.

##### 1.2 Disallowable expenses

The following are examples of types of expenses that are not permitted and will not be reimbursed:

- Home to University travel;
- Traffic related fines incurred on business travel;

- Hotel mini-bar and TV charges.

Further examples of disallowable expenses are given at Appendix A.

### 1.3 Responsibilities of claimants

Before incurring expenses and submitting an expense claim, claimants must ensure that;

- they have sufficient unspent budget to cover the full cost of the claim. If insufficient budget remains, the claim should be restricted to the amount of any remaining allowance.
- If the expense is reclaimable by the University from a third party, the claim is in accordance with the policies and procedures of the third party. Details should be supplied in each claim.
- If the claim is for expenditure denominated in a foreign currency, the conversion rate used should be the actual rate incurred and evidence of the rate used should be submitted with the claim.

### 1.4 Cash advances

Cash advances for items covered by this expenses policy can be claimed if the total spend is expected to be over £100.

Cashiers will provide instructions on the use of the cash advance when the money is issued but it is important to note the advance number and quote it in any subsequent claim.

The appropriate form can be found [here](#) .

## 2. Business travel

### 2.1 General

Students are advised to book all forms of business travel including flights, trains, hire cars, and airport taxis through the travel portal [here](#)

### 2.2 Hire and private cars

#### 2.2.1 Hire cars

For journeys of over 100 miles per day, it is probably more cost effective to use a hire car and in such cases, hire cars can be booked through the university travel system [travel@lancaster.ac.uk](mailto:travel@lancaster.ac.uk). The University's insurance policy covers hiring cars provided that an annual driver declaration form is completed by each claimant.

The University will also reimburse all fuel costs in connection with the hire of cars together with any related travel charges such as car parking, tolls and congestion charges where these are in connection with University activities.

*[n.b. car hire is only available to students over the age of 21 who have held a full driving license for over twelve months]*

### 2.2.2 *Private cars*

For journeys of less than 100 miles and where travel by public transport is not practical, the University will reimburse mileage at the HMRC statutory rates which are currently:

- 45p for the first 10,000 miles;
- 25p per mile thereafter.

Before embarking on any University travel using private cars or motorcycles, students must ensure that:

- the vehicle is roadworthy (including current MOT certificate where applicable) and that their motor insurance policy permits such travel;
- their driving license is valid; and
- that the driver has completed the Driver Declaration Form [here](#)

When making a claim for mileage, full details must be given including starting point, all destinations, finishing point and the purpose of each journey (ideally with postcodes).

The University will also reimburse car parking charges, tolls and congestion charge where these are in connection with University activities.

## 2.3 Motorbikes and bicycles

### 2.3.1 *Motorbikes*

The rules relating to insurance, MOT certificates and driving licenses as detailed as 2.2.2 re private cars also apply to the use of motor cycles and mileage will also be reimbursed at the HMRC statutory rate which is currently:

- 24p per mile

### 2.3.2 *Bicycles*

Before travelling please read the Bicycle Mileage for LU Guidance [here](#) and visit the cycling webpages [here](#)

The university will reimburse bicycle usage on business journeys of less than 25 miles per day at 20p/mile.

If you are cycling frequently on university business it may be wise to consider some personal insurance cover. The university insurance policy only covers overseas

business trips and UK trips that involve an overnight stay.

#### 2.4 Public transport (train, bus, tube, tram rail etc.)

Expenses incurred on public transport will be reimbursed with receipts. If using a pay as you go oyster tube card please state from/to destinations of each journey.

**[n.b. for rail travel, claims will only be reimbursed for standard class travel]**

#### 2.5 Taxis

Students may claim reimbursement of the cost of a taxi or private hire vehicle fares when it would not be reasonable to take a connecting journey via public transport or if it is cheaper to travel by taxi.

### 3. Accommodation

Students are advised to book all forms of accommodation (including hotels, hostels and airbnb etc) through the central travel portal [here](#)

### 4. Subsistence allowances

#### 4.1 Meals

Unless otherwise specified by the relevant funder, students may claim the cost of meals taken in the course of University activities in line with the table below:

Minimum journey times	Maximum (all receipted)
5 hours *	£5
10 hours *	£10
15 hours (and ongoing at 8pm)	£25
Overseas per night	£40

\* If the journey time extends beyond 8pm an additional £10 may be claimed (receipted).

Expenses in respect of alcohol **will not** be reimbursed by the University.

#### 4.2 Personal Incidental expenses

Private phone calls and laundry will be reimbursed up to £5 per night in UK/Eire and £10 per night overseas.

## **5. Miscellaneous**

### **5.1 Overspent allowances**

Notwithstanding that the University might have paid a claim in accordance with this policy, the University reserves the right to pursue students for the repayment of any sums where a budget or allowance has been overspent.

Any overspent allowance will be classified as a debt and the University's standard credit control procedures will apply.

## APPENDIX (A)

### Disallowable expenses

Disallowable expenses as detailed below may not be claimed, charged to the university or reimbursed to students in any circumstances or by any method. This includes by purchase order, credit card, direct invoice, expense claim, advance or petty cash.

- Home to University travel
- Traffic related fines
- Home broadband charges
- Leisure club treatments
- Spouses, partners, children's travel costs
- Pet/house/baby sitters
- Personal items (toiletries, clothing, luggage, videos, CDs, magazines)
- Gifts for staff and students (including leaving and retirement gifts)
- Miscellaneous hotel charges – mini bar, video/TV charges

## APPENDIX (B)

### Recommended procurement options

<i>Purchase order or departmental purchasing cards*</i>	<i>Internal transfer</i>
Conference and course fees	Print & Photography
Equipment and clothing	Internal catering
Professional magazines	Items from the On-Line Store
External catering supplies	

***\* Please talk to your Departmental/College Officer to purchase goods and services with a departmental purchasing card.***