



Policy Title:	Staff Expenses Policy
Audience:	Staff Only
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Policy Locations:	N Drive: HR/AllUsers/Policies and Procedures PeopleHR / Company Documents

## 1. Introduction

Most of RHSU's purchases are made via invoice with payment at a later date, however it is sometimes more appropriate for staff to personally incur expenses and have them reimbursed.

This policy covers all aspects of staff claiming expenses, student group expenses are covered separately.

## 2. Responsibilities

The Head of Finance & Business Reporting is responsible to the Chief Executive and Trustees for all elements of staff expenses. Day to day responsibilities may be delegated to staff, but overall responsibility for related policies and procedures may not be delegated.

## 3. Expenses principles

In general, expenses are a less preferred method of purchasing, though are right for particular circumstances. If an alternative method of payment is available, this should be considered first. Petty cash may be a suitable alternative.

Value for money should be sought for all purchases, including expenses. Though this doesn't necessarily mean always choosing the cheapest option, staff should always be able to justify the value in their choices.

We don't want our staff to be out of pocket for any longer than is necessary, and endeavour to process expense claims as a priority. Usually, this means expense claims are paid within a week of them being correctly submitted.

In order to support effective budget management and financial controls, all expenses should be approved in advance by an appropriate budget holder. Claims should be made within 30 days of the original expense being incurred. No member of staff can approve their own expense claims.

Receipts should always be submitted with expense claims (with the exception of mileage only). Expenses will not be reimbursed without a valid proof of purchase.

## 4. What can be claimed on expenses

The following table gives details of the most common types of expenses and associated monetary limits, as well as guidance on alternative payment methods (where applicable). The list is not exhaustive, and expenses of different types may be authorised by budget holders. Monetary limits may not be exceeded except in exceptional circumstances approved by a Senior Manager.

Expense Type	Limits	Guidance
Transport: Own car	£0.40 per mile for the first 100 miles (per trip), £0.30 thereafter	Must have suitable insurance policy that covers use of personal vehicle for business. Petrol receipts are not valid expense claims. No receipts are required for mileage claims.
Transport: Public Transport	Value for money sought	First class travel is not permitted, unless it costs less than the equivalent standard class journey and is approved in advance by a Senior Manager.

Transport: Taxis	£20 (higher amounts only if there is no alternative method of transport)	Taxis over £20 must be approved by a Senior Manager. Uber journeys fall into this category.
Transport: Air	Value of money sought	Air travel is unusual and should be approved in advance by a Senior Manager. If air travel is required, it should be booked on an RHSU credit card or via invoice where possible.
Accommodation: Hotels & B&Bs	£100 per night, 3* accommodation should be booked where possible.	More expensive, higher standard accommodation can be approved by a Senior Manager. Where possible, hotels should be booked on an RHSU credit card or via invoice where possible.
Accommodation: Apartments & Private Rentals	£100 per person night, value for money sought in comparison with hotels.	Often more cost effective when groups of staff travel together. Consideration should be given to location and safety.
Subsistence	£35 per day	Where an overnight stay is required, the subsistence allowance covers the evening meal and breakfast if not covered as part of the room cost.
Hospitality	£35 per head - dinner	If hosting a guest on campus during normal working hours, staff members are expected to pay for their own lunch the guest will be provided lunch in one of the SU venues, if hosting an external guest in the evening, an allowance of £35 per head (including staff members) is made.

## 5. Approving Expenses

Budget holders can approve expense claims, as long as they are not approving their own. Where exceptions to the above limits are sought, they need to be approved by a Senior Manager.

## **Appendix 1 – Expense Claims Process**

In most cases, expenses are predictable in advance, and as such prior authorisation from the budget holder should be obtained before any expense is incurred. Since the exact amounts aren't likely to be known, this should be done via email stating the expected cost.

Once an expense have been incurred, it should be claimed as follows:

1. Complete the relevant Purchase Order Log with the details of the expense
2. Select 'Expense Claim' as the payment method
3. Print out the Purchase Order and attach receipts
4. Get the Purchase Order signed by the appropriate budget holder

Expenses will be paid by default into the same bank account used for payroll. If a different account should be credited, please also:

5. Write your bank details in the 'Finance Office' comments box at the bottom of the Purchase Order