



FEBRUARY 2022

Contents

1. Introduction	2
2. Requirements.....	2
3. Approved Travel Suppliers	2
3.1. Other Suppliers	2
4. Approved Rates.....	3
5. Expense Claims.....	4
6. Travel by Car	4
6.1. Hire Vehicle	4
6.2. Private Vehicle Use	5
7. Rail Travel.....	5
8. Air Travel	6
9. Hotel Accommodation	6
10. Overseas Travel and Expenses	7
11.	

1. Introduction

This policy applies to all employees who are travelling or claiming expenses on official legitimate university business and must be adhered to at all times. In relation to travel/subsistence costs it also applies, where relevant, to members of the Board of Governors and Trustees of the Harper Adams Development Trust.

The university is an exempt charity, receives

5. Expense Claims

Where in exceptional circumstances, a booking cannot be made via the approved supplier the following is acceptable:

A *corporate credit* card can be used to make the booking which must include fully comprehensive insurance, but must be supported by;

- a note of explanation included on the transaction form as to why the approved supplier was unable to be used
- all original, itemised receipts (where possible a VAT receipt) attached
- a note of who the booking was for and the reason for the journey

6.2. Private Vehicle Use

Where travel by private car is considered to provide better value for money i.e. for journeys of less than 100 miles round trip per day, the rate as detailed in the Approved Rates table will be paid for the first 10,000 miles in any tax year and can be claimed on the expenses claim form as an expense, please ensure the fuel type is stated on the expense claim form.

The rate applies to anybody who is entitled to claim mileage as an expense from the university. For any journey the starting point and the destination should be detailed on the claim form, together with the number of passengers and the reason for the journey.

The mileage should be calculated as follows:

The lower of:

- The mileage actually incurred
- OR**
- The mileage which would have been incurred if the journey had started and finished at the normal place of work.

The private vehicle must be insured for business use, for more information, please refer to the 'Driving on University Business' policy, which can be found [here](#).

If your own car is used for business use you may only claim mileage, no reimbursement of hire car charges or fuel can be claimed. Please state the fuel type of the vehicle where indicated on the expense claim form.

Electric Vehicles

Where staff personally use an electric / hybrid vehicle the same rates and treatment applies as stated for petrol / diesel models. Again, please state the fuel type of the vehicle where indicated on the expense claim form.

7. Rail Travel

Employees are encouraged to book train tickets through the approved supplier. All bookings must be supported by a purchase order number.

All staff are expected to travel using the lowest available fare except where express permission is given by the Vice-Chancellor.

Where in exceptional circumstances, a booking cannot be made via the approved supplier the following is acceptable:

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OR

If an individual incurs a legitimate expense for hotel accommodations, a claim via an expenses claim can be made, but must be supported by:

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