

Claimants Quick Guide to Expenses

5 Key Principles

Value for money, taking into consideration cost effectiveness, safety and security, and sustainability

Business purposes only, costs may only be reimbursed where they are incurred in the course of University business

Best use of University funds, ensuring the expenditure is authorised and appropriate for the objectives

Evidence of expenditure, only actual and evidenced costs are reclaimable

Reimbursement not reward, staff will be reimbursed for legitimate costs incurred that are not being reimbursed from another party

Travel sustainably: walk, cycle or use public transport where possible



Public transport fares



Air or Rail



Car mileage



Taxi or hire vehicle



Overnight stays



Meals away from work



Excessive alcohol



Penalties or fines



Bicycle Mileage



Private or family



Home to office



Hotel extras

1st

1st Class travel

The University will reimburse costs incurred **wholly and necessarily** for University business, in compliance with **HMRC legislation** and **Sponsors' Terms and Conditions**

Keep original **receipts** for all expenditure. Maintain mileage records.

Do not travel to regions/areas that the Foreign & Commonwealth Office have **advised against**

Before you travel...



UK trips: get prior verbal, written or "understood" authorisation



Using your own vehicle? Ensure your motor insurance has a business use clause



Establish the mode of travel that provides best value for money



Identify accommodation (within rates for UK)



Overseas trips require written authorisation and a risk assessment
Register for free University Travel Insurance at time of booking



Can the University book direct for what you need?

Transport services such as Uber permitted at department's discretion – undertake your own risk assessment before booking.

Entertaining? Record the event purpose and details of all those attending



'Unregulated' accommodation such as Airbnb should be risk assessed and only considered when no alternative exists.

Making a claim

Use our approved forms or systems

Claim out-of-pocket expenses within **3** months

Detail the expense's...

- ☒ Nature
- ☒ Purpose & attendees

Declare...

- ☒ Any advances
- ☒ Claim is true & accurate

Attach evidence:

 Supporting_Evidence.pdf

Specify which **Account/Project code(s)** to use, if known

Forward to appropriate senior person in dept.



Approved claims will then be:

1. Forwarded to Dept. Finance Team or central Shared Services
2. Paid into your bank account within 10-14 days

www.expenses.admin.cam.ac.uk

Link to Expense system and forms

Mileage and subsistence rates

Travel Insurance Portal

Key Travel: travel management company

University's Travel & Expenses policy

45p

per mile*
<10,000

25p

per mile*
>10,000



per passenger
per mile*

5p



per mile

24p

* Irrespective
of engine size

Actual, evidenced, UK-based expenditure per day up to...
Rates effective from 1 March 2025



Breakfast

£12



£41



Lunch

£12



£140



Dinner

£29



£200
Major city*



Family / friends stay

£25



£181



£241
Major city*

* Major cities are London, Birmingham, Bristol, Edinburgh and Manchester
More at: www.expenses.admin.cam.ac.uk/expense-rates/subsistence-rates