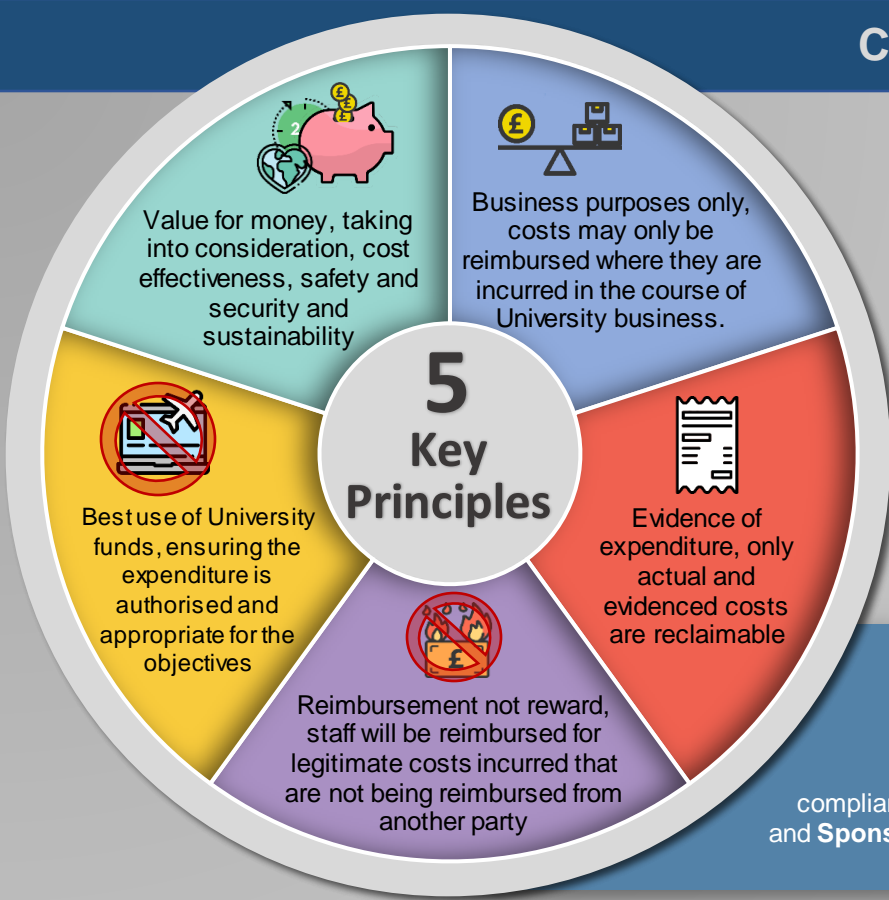


Claimants Quick Guide to Expenses



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

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



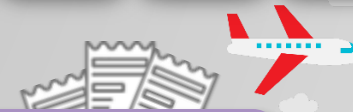
Home to office



Hotel extras



1st Class travel



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, considering sustainability



Overseas trips require prior authorisation.



Identify accommodation (in accordance with the expenses policy)



Can the University book direct for what you need?

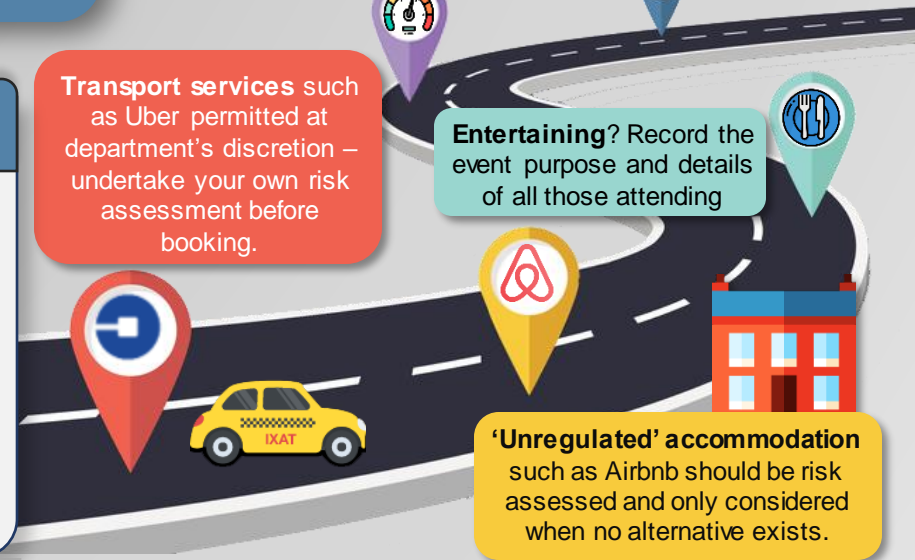
Register for free University Travel Insurance at time of booking

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 (or within 1 month of returning from a trip)

Detail the expenses... Declare...

☒ Nature ☒ Any advances

☒ Purpose & attendees ☒ 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 department.

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

Mileage and subsistence rates

Travel Insurance Portal

Travel management company

University's Travel & Expenses policy

45p

per mile*
<10,000

25p

per mile*
>10,000



per passenger
per mile*

5p

* Irrespective
of engine size



per mile

24p

Actual, evidenced, UK-based expenditure per day up to...
Rates effective from 1 Feb 2022



Breakfast

£10



£35



Lunch

£10



£120



Dinner

£25



£150

London



Family / friends stay

£25



£155



£185

London

More at: www.expenses.admin.cam.ac.uk/expense-rates/subsistence-rates