

UNIVERSITY OF EXETER EXPENSES AND PURCHASING CARD POLICY

CONTENTS

1. Introduction
2. General Principles
3. Taxable Expenses
4. Responsibilities
5. Authorisation of Claims
6. Procedure for Making Claims for Reimbursement of Expenses
7. Making Payment by University Purchasing Card
8. Categories of Expenditure

Appendices

- A. Detailed expenditure categories and items
- B. Definition of permanent and temporary places of work
- C. Mileage rates
- D. Advisory accommodation rates

1. Introduction

- 1.1. This policy provides guidance to all individuals claiming reimbursement of travel, subsistence or other expenses incurred in connection with University business. It also provides guidance in the use of University purchasing cards.
- 1.2. The Expenses and Purchasing Card policy ensures that individuals operate within the University's Financial Regulations and that any potential tax implications for the individual or the University are fully understood.
- 1.3. This policy applies to all employees of the University. Any failure to comply with this policy may lead to disciplinary action being taken.
- 1.4. Although this policy relates specifically to the reimbursement of expenses and the use of University purchasing cards, it includes key principles that apply to all expenditure, regardless of the method of payment. The key principles therefore cover:
 - purchase invoices
 - purchasing card expenditure
 - expense claims
 - petty cash purchases
- 1.5. This policy also applies to all University expenditure, whatever the funding source. Restrictions on items of expenditure within this policy take precedence over definitions of eligibility for externally funded expenditure. The only exception is where the external funding may only be applied against expenditure inconsistent with this policy.
- 1.6. This policy reflects the need to manage our activities efficiently and to keep bureaucracy to a minimum, while demonstrating probity and complying with tax and other statutory obligations.
- 1.7. This policy was approved by the Vice-Chancellor's Executive Group on 18 June 2012 and will remain effective until any revisions are approved by VCEG. In order to ensure that the detail contained within the Appendices is maintained up to date with current HMRC guidelines or internal financial policies, revisions to the Appendices may be approved in the interim by the Director of Finance and the Director of Human Resources.

2. General Principles

- 2.1. The [Financial Regulations](#) require that goods and services should be procured on the University's main finance system (currently APTOS and e-procurement) or via an alternative centrally approved system in accordance with the University's standard procurement route whenever practicable. This assists in ensuring the University is compliant with UK and EU legislation on public procurement.

2.2. This method of procurement also ensures that expenditure is billed directly to the University and that the potential for VAT recovery is maximised.

2.3. Standard procurement route

2.4. The University expects the majority of its non-pay expenditure to be undertaken through approved procurement routes, using suppliers on the main supplier ledger within the finance system (P1 on the Aptos system). The University has established contracts with many suppliers for a variety of goods and services, including travel and accommodation services, and where there is no existing agreement it can enter into negotiations to secure the best deal for the organisation. Further guidance is available on the Procurement Services website <http://admin.exeter.ac.uk/corporate/procurement/>.

2.5. University Purchasing Cards

2.6. The use of University purchasing cards, including “virtual cards” held centrally in a College or Service, are recognised as a complementary method of formally ordering goods and services for one-off purchases of low-value, low-volume, low-risk goods and services. Purchasing Cards allow the one-off use of essential suppliers not on the main supplier ledger.

Purchasing cards should **not** be used to order goods and services that are higher-value, risky, complex, available via an approved University supplier or ordered frequently by the University. These goods and services are to be procured using competitive tenders, framework agreements or other arrangements that maximise the University’s spending power and manage the risks of procurement. Contact Procurement Services for further guidance <http://admin.exeter.ac.uk/corporate/procurement/>.

2.7. Purchasing cards are useful to frequent travellers for making emergency, off-site or out-of-hours purchases and can also simplify infrequent purchasing from foreign suppliers.

2.8. It is also accepted that the most cost effective method for some purchases is via a supplier’s on-line store. Purchases over the internet should be made using a University purchasing card. A member of staff may only use their own credit or debit card if a University purchasing card is not available and after first obtaining clearance from the College Dean/Director of Service or their delegated authority. Further guidance may also be obtained from Procurement Services.

2.9. Further details of the issue, control and administration of purchasing cards is set out in section 7.

2.10. Reimbursement of Expenses

2.11. There may be circumstances where it is not possible to use either the standard procurement or the alternative purchasing card route and individual members of staff may incur expenditure on behalf of the University. In such circumstances the University will reimburse staff, provided all the following criteria are met:

- 2.11.1. The expenditure is incurred wholly, exclusively and necessarily in the course of the University's business (see section 3 below);
- 2.11.2. The expenditure falls within one of the defined categories for expenses and meets the specific criteria relating to the particular expense item (see Appendix A);
- 2.11.3. The nature and scale of the expenditure is considered reasonable;
- 2.11.4. The budget holder has given approval for the expenditure to be incurred;
- 2.11.5. Appropriate evidence of expenditure is produced;
- 2.11.6. The expenses are claimed using the University's approved on-line expenses system, unless the employee is within a category of staff defined as falling outside the scope of the on-line system. In such cases the expense claim should be submitted to Finance Services in accordance with procedures published by Finance Services at.....

2.12. The Director of Finance will have the final decision in respect of the reimbursement of expenses.

3. Taxable expenses

- 3.1. It is important that all employees understand the potential tax implications of claiming expenses.
- 3.2. Under general tax law the majority of expenses and benefits payments made to employees are taxable remuneration. However, the employee is entitled to a deduction for any expenses which are incurred wholly, exclusively and necessarily in the performance of the duties of the employment and no tax is therefore payable on payments made.
- 3.3. To avoid the submission to HMRC of details of routine expenses payments and benefits that would clearly involve no extra tax liability because they are offset by allowable deductions, the University is able to obtain a 'dispensation', provided certain conditions are met. Where a dispensation is given, the Pay As You Earn scheme does not apply to the payments or benefits concerned. The University need not show the particular payments or benefits on the annual return made to HMRC, nor need the employee show them in his or her Tax Return.
- 3.4. Claims for expenditure not identified in this policy as appropriate for reimbursement are likely to be taxable. This means that tax and employee National Insurance Contributions will be deductible from the amount paid to the employee and employer National Insurance Contributions will be a cost to the University.
- 3.5. Before making a claim for reimbursement of expenditure not identified in this policy, an employee should ask their College/Service whether reimbursement

will be approved. The College/Service should contact the Pay and Benefits Office in Human Resources to clarify whether this will be treatable as a taxable expense. Such claims should be submitted to the Pay and Benefits Office in accordance with procedures published by Human Resources.

4. Responsibilities

4.1. Senior Management

4.2. The College Dean/Director of Service is responsible for ensuring that all staff understand the requirements of the Expenses and Purchasing Card Policy. The attention of new staff must be drawn to this policy as part of the induction process.

4.3. Claimant/cardholder

4.4. In making an expense claim staff should be prepared to be held publically accountable for their actions. Expense claims can be a legitimate subject of Freedom of Information requests and the University reserves the right to make available to third parties, or to publish, expense claims,

4.5. The key responsibility in relation to expense claims and purchasing card payments lies with the claimant or cardholder. They should ensure that all claims and payments comply with this Expenses and Purchasing Card Policy. When claims are submitted, claimants will be required to make a declaration to this effect. In cases of doubt as to whether items of expenditure fall within this policy or not, employees should wherever possible before incurring the expenditure and in any case before submitting the claim, make enquiries of the finance team in their College or Service.

4.6. It is also the responsibility of the claimant to ensure that the expenditure incurred has the approval of the budget-holder and that in the case of externally funded expenditure the costs are eligible against the grant.

4.7. Claimants are responsible for submitting claims on a timely basis (see section 6 below).

4.8. Cardholders are responsible for completing purchasing card reconciliations on a timely basis (see section 7 below).

4.9. Claimants and cardholders are responsible for submitting original receipts in accordance with sections 6 and 7 below.

4.10. College/Service

4.11. It is the responsibility of the College/Service to ensure that:

- expense claims and purchasing card expenditure analysis are submitted by individual employees on a timely basis

- expense claims and purchasing card expenditure analysis are approved on a timely basis (targeted at within four working days from submission of a fully completed claim)
- sufficient checks and reviews are undertaken as part of the approval process to monitor policy compliance for claimant/cardholder error or deliberate fraud
- claims for expenditure incurred in currencies other than sterling use an appropriate exchange rate. This will be either the exchange rate at the time of submission of the claim, the rate evidenced on the claimant's credit card statement or the exchange rate actually obtained by the claimant.
- original receipts, including UK VAT where applicable, have been received from the claimant
- original receipts have as a minimum been sample checked in accordance with guidelines issued by Finance Services
- original receipts are forwarded to Finance Services for filing
- account codes entered are appropriate and active

4.12. Where the reviewer or approver in the College/Service believes an expense claim is non-compliant or there is insufficient information provided to assess the validity of the claim, the claim must be referred back to the claimant for deletion, amendment or further explanation and re-submission.

4.13. Where the reviewer or approver in the College/Service believes a purchasing card payment is non-compliant or there is insufficient information provided to assess the validity of the payment, the analysis must be referred back to the cardholder for amendment or further explanation and re-submission.

4.14. If on re-submission the reviewer or approver is not satisfied that expenditure has been incurred appropriately on behalf of the University, the matter will be referred to more senior staff within the College or Service. Employees can request referral to the College Dean/Head of Service. In disputed cases the matter will be referred to the Director of Finance for a final decision.

4.15. If the expenditure is deemed not to have been incurred appropriately on behalf of the University, the expense claim will not be paid and in the case of purchasing card expenditure the cardholder will be requested to make re-payment to the University.

4.16. Finance Services

4.17. All expense claims and purchasing card expenditure analyses are received by Finance Services. It is the responsibility of Finance Services to ensure that:

- expense claims are processed onto the University's main finance system in preparation for payment on a timely basis (targeted at within one working day of receipt of approved claims)
- purchasing card statements are made available to cardholders electronically on a timely basis (targeted at within two working days of the end of the month.)

- original receipts are filed appropriately and missing batches of receipts notified to the relevant College/Service
 - expense claims and purchasing card analyses are monitored for policy compliance on a sample/exception basis as approved by the Director of Finance
- 4.18. Where material breaches of policy in relation to individual expense claims or purchasing card expenditure items are identified, Finance Services staff will inform the College or Service immediately and will discuss appropriate action.
- 4.19. Where breaches of policy are identified on a persistent basis within an individual College or Service, Finance Services will advise the College Dean or Head of Service and an action plan will be agreed to address issues of policy awareness and training.
- 4.20. Fraudulent claims identified at any stage of approval will be treated in accordance with the University's [Fraud Policy](#) and may result in disciplinary action being taken.

5. Authority to approve claims

- 5.1. For the purpose of this section, a "claim" refers to both expense claims and the submission of purchasing card expenditure analysis.
- 5.2. All claims will be authorised in accordance with the on-line expenses approval workflow agreed with each College Dean/Director of Service. Staff designated as claim approvers act on behalf of the College Dean/Director of Service irrespective of their seniority in relation to the claimant.
- 5.3. Approval workflows will be set up in accordance with the following principles:
- 5.3.1. Authorisation by line manager (either direct or more senior within the line management hierarchy) OR Authorisation delegated to members of the finance team within the College or Service.
 - 5.3.2. Approvers do not authorise claims of anyone more senior within their own line management hierarchy.
 - 5.3.3. Approval workflows will incorporate additional authorisation stages for high value claims and for expense claim items only reimbursed in exceptional circumstances, as agreed in consultation with Finance Services.
 - 5.3.4. The Registrar and Deputy Chief Executive will approve claims made by Directors of Service.
 - 5.3.5. The relevant Deputy Vice-Chancellor will approve claims made by College Deans.
 - 5.3.6. The Vice-Chancellor will approve claims made by the Registrar and Deputy Chief Executive and by Deputy Vice-Chancellors.
 - 5.3.7. A Pro Chancellor will approve claims made by the Vice-Chancellor.

- 5.4. Approval workflows may include as many steps as considered appropriate by the College or Service, including initial checking and review by finance teams prior to submission to an approved authoriser who will complete an authoriser's declaration.
- 5.5. In the case of absence (holidays, sickness etc) approvers may delegate their authority to approve to an alternative member of staff provided the principles set out above are still met.
- 5.6. All claims will be processed for payment by a member of Finance Services Accounts Payable team.
- 5.7. It is the responsibility of the College/Service to notify Finance Services of amendments to approved authorisers due to changes in staff. An annual review of approval workflows will be lead by Finance Services. Approval workflows will also be reviewed at time of organisational restructuring.

6. Procedure for Making Claims for Reimbursement of Expenses

- 6.1. Claims must be submitted via the University's on-line expense system, unless the employee is within a category of staff defined as falling outside the scope of the on-line system. In such cases the expense claim should be submitted to Finance Services in accordance with procedures published by Finance Services.
- 6.2. Further details on how to obtain access to the on-line system can be found on Finance Services web pages.
- 6.3. The system is tailored to ensure sufficient detail is captured to meet mandatory information requirements; however claimants should ensure that a full explanation of the purpose of more unusual items of expenditure is provided. Further guidance on making claims is found on Finance Services web pages.
- 6.4. All claims for reimbursement of expenses, with the exception of mileage based claims, must be supported by receipts. The claimant must send the receipts to the designated place or person in their College or Service.
- 6.5. Where UK VAT is included in the amount to be reimbursed, a UK VAT receipt must be requested from the supplier. A UK VAT receipt will include the supplier's VAT registration number, the VAT rate applicable and the net, VAT and gross amounts.
- 6.6. Where it was not possible to obtain a receipt, reimbursement will be made without the support of a receipt provided details of individual costs and an explanation of the expense are given. It should be noted that this is the exception, not the rule and only likely to be in the case of trivial expenses under £10.
- 6.7. Credit card and debit card vouchers or statements are not acceptable forms of support for expense claims. Therefore claimants are advised that they should

always request a proper receipt which provides details of the goods purchased and enables VAT to be reclaimed where appropriate.

- 6.8. Only original receipts will be accepted – not photocopies. In the case of purchasing card internet payments, a printout of an electronic receipt is an acceptable form of evidence.
- 6.9. Employees are expected to submit claims for reimbursement of expenses as soon as possible after the expense was incurred. The University does accept claims for processing up to three months after the date that the expense was incurred. Claims submitted more than three months after the expense was incurred will only be processed if there are exceptional and extenuating circumstances that caused the delay in submission.
- 6.10. The University will reimburse expenses in pound sterling to the employee's bank account, in accordance with the bank details held on the University's payroll system (currently HR Midland Trent). It is the responsibility of the employee to ensure that these bank details are accurate.
- 6.11. Payments are made to employees for reimbursement of expenses on a weekly basis.

7. Making Payment by University Purchasing Card

7.1. Obtaining a University purchasing card

7.2. A University purchasing card may be obtained in the following circumstances:

- The College Dean or Head of Service approves the application for a card and provides justification for the member of staff requiring a purchase card.
- The applicant must receive training in the use of the purchasing card by Finance Services.
- Card usage may be restricted to specific pre-defined 'merchant categories' and will be restricted to standard pre-defined monthly and single transaction financial limits.

7.3. Details of how to apply for a purchasing card can be found at <http://admin.exeter.ac.uk/corporate/procurement/exeteronly/cards.shtml>.

7.4. Control of purchasing cards

7.5. The use of purchasing cards is controlled as follows:

- Finance Services issues purchasing cards on receipt of an appropriately completed and authorised application.
- Cardholders must comply with the Terms and Conditions of use, which are supplementary to the details covered specifically by this policy and which are issued to the cardholder when they collect the purchasing card from Finance Services

- Breach of this policy or the more detailed Terms and Conditions may result in the card being cancelled and may result in disciplinary action.
- Each College Dean or Head of Service must review the distribution, use and financial limits of the purchasing cards in their College or Service at least on an annual basis.
- Finance Services reserve the right to cancel cards and/or reduce monthly limits for no or low usage based on actual spend data and patterns.

7.6. Administration of purchasing cards

7.7. On issue of the card, card holders will be given access to the University's on-line expenses system.

7.8. Card holders must obtain a receipt for all items of expenditure made via a purchasing card. Credit card vouchers are not sufficient. An official receipt should be requested which provides details of the goods purchased and enables VAT to be reclaimed where appropriate.

7.9. Purchasers should exercise particular care in contracting with an internet supplier. The purchaser should print out a copy of the items purchased, the price paid, VAT payable, and information about any additional charges such as delivery, together with an acknowledgement that payment has been accepted.

7.10. Cardholders are responsible for completing the analysis of purchasing card payments via the University's on-line expenses system. Card statements will be uploaded electronically to cardholders' on-line accounts at a frequency determined by Finance Services.

7.11. Reconciliation/analysis of card statements must be completed on at least a monthly basis. Failure to clear statements on a timely basis (within 15 days of the end of the previous month) may result in:

- Claims for reimbursement of expenses being put on hold pending the clearance of card items
- Cancellation of the card

7.12. The authorisation of expenditure via purchasing cards follows a similar process to expense claims (see section 5 above.) As set out in section 4 above, due to the retrospective nature of the approval of purchasing card expenditure, where items are deemed not to have been made on University business, the card holder must reimburse to the University the amount paid via the purchasing card.

8. Categories of expenditure

8.1. Expense claims and purchasing card expenditure will be recorded against the expense categories and expense items listed below.

8.2. Claimants and cardholders should note that the inclusion of an item in the list below is not confirmation of the eligibility of the specific item being claimed or purchased. Further details of each category and the eligibility of items within that category are set out in [Appendix A](#). Claimants and cardholders must review these detailed criteria to establish whether the particular expenditure item is eligible for reimbursement or is appropriate for payment via a University purchasing card.

8.3. Travel

- Mileage
- Flights (economy and business class shown separately)
- Trains (standard and first class shown separately)
- Tube/underground
- Taxi
- Other transport
- Vehicle hire
- Fuel for hired/pool vehicles
- Parking
- Road/tolls/congestion charges
- Other travel related costs

8.4. Accommodation and subsistence

- Accommodation (London, UK, overseas)
- Accommodation meals
- Internet charges
- Accommodation incidental business expenses
- Subsistence meals and food purchases
- Overnight stay friends/relatives

8.5. Fees and subscriptions

- Professional membership
- Course registration
- Conference fee
- Other fees and subscriptions

8.6. Hospitality/entertainment

- Meals/refreshments
- Other entertainment expenses

8.7. Employee refreshments/entertainment

- Staff event

8.8. Gifts

- Gift vouchers (for giving to non-staff only)
- Gifts/cards

8.9. Marketing and publicity

8.10. Purchase of goods

- Equipment
- Software

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- Books/publications
- Stationery
- Consumables
- Safety/protective gear
- Handling/clearing fee
- Import VAT
- Goods for resale

8.11. Relocation

- Removal costs
- Legal/estate agents' fees
- Travel
- Other relocation costs

8.12. Student related expenditure

8.13. Other incidental expenses

- Stamps
- Parcel delivery
- Photocopying
- Telephone calls - business use
- Conference call connection charges

8.14. Tips and gratuities – these are reimbursable where considered reasonable, appropriate and in line with the practice of the country where the expense is incurred. They should be included in the cost of the expense item to which they relate. If un-receipted or additional to the receipt total this explanation should be made clear at the time of submitting the claim.

Expense category/item	Policy
TRAVEL	
Travel general principles	<p>The University will pay for travelling expenses of members of staff for journeys made in the performance of their duties as employees of the University. When undertaking business travel employees are expected to have due regard for minimising carbon emissions in accordance with the University's Sustainable Travel Plan.</p> <p>Staff should also refer to the University's Travel Policy.</p> <p>The most cost effective method of transport should be used, taking into account efficient working practices. Usually this will be standard class rail or economy class air travel, although staff should consider different options, for example other public transport, hire car, or private car, depending on the destination, and the number of travellers.</p> <p>Travel from the employee's home to permanent place of work will not be reimbursed (except call outs paid through the payroll system and subject to income tax deduction).</p> <p>The definitions of "Permanent" and "Temporary" places of work for the purposes of this policy are set out in Appendix B. Staff should seek advice from Human Resources Pay and Benefits Office in exceptional circumstances.</p>
Mileage	<p>Prior to an employee using their own or leased vehicle (including motorbike) for University business purposes, they must provide evidence to their College/Service that they have up to date insurance, road fund licence and MOT where applicable. The insurance policy must specifically include cover whilst driving on the business of the employer. The vehicle must be registered on the University's on-line expenses system.</p> <p>Travel by employee's own car will reimbursed at the relevant mileage rate – see Appendix C.</p> <p>When a member of staff travels on University business to a place other than their permanent place of work (including a journey to a temporary place of work), and the journey begins and/or ends at home, travelling expenses will be paid on the basis of the shorter of:</p> <ul style="list-style-type: none"> a) actual mileage travelled; and b) mileage that would have been travelled if the journey had commenced/finished at the permanent place of work. <p>Expenses for call out mileage and carriage allowances are paid through the main University payroll. Further information on how to claim for these expenses and the rates claimable can be obtained by contacting the Pay and Benefits Office in Human Resources.</p>

Expense category/item	Policy
Flights Trains Tube/underground	<p>Advice on flight and rail travel can be found at http://admin.exeter.ac.uk/corporate/procurement/exeteronly/travel-flight.shtml</p> <p>Employees are expected to use standard or economy class for train and air travel. Approval must be obtained prior to travelling first or business class. Any member of staff travelling first class or business class with a member of the Vice Chancellor's Executive Group will be deemed to have prior approval.</p> <p>First class/business travel is only permitted if:</p> <ul style="list-style-type: none"> • cost effective • for air travel exceeding 8 hours flying time • considered more efficient, for example for professorial or senior staff in order to assist with particularly heavy work demands or busy schedules
Taxi	<p>Local taxis should be procured directly by the University in accordance with Procurement guidelines at http://admin.exeter.ac.uk/corporate/procurement/exeteronly/travel-taxis.shtml</p> <p>Other taxi fares incurred while away from the office will be reimbursed.</p>
Vehicle hire Fuel for hired/pool vehicles	<p>Vehicle hire should be procured directly by the University, except when the employee has occasion to hire a vehicle while away from the office.</p> <p>Hired vehicles must not be used for private journeys. Travelling from the office to home in a hired vehicle to enable a journey to start from home the following day is permitted as is returning a hire vehicle the following morning.</p> <p>Fuel for hired/pool vehicles is reimbursed at cost, not at University mileage rates.</p>
Parking	<p>Costs of parking are reimbursable.</p> <p>Fines for car parking are <u>not</u> reimbursable.</p>
Road tolls/congestion charges	<p>Road tolls and congestion charges are reimbursable</p>

Expense category/item	Policy
Other travel related costs	Any other travel costs that meet the general definition of travel expenses will be reimbursed. Speeding fines and other similar penalties will <u>not</u> be reimbursed.
ACCOMMODATION AND SUBSISTENCE	
Accommodation Accommodation meals Internet charges Accommodation incidental business expenses	The University will pay for the actual costs of overnight accommodation and subsistence while the employee is away on University business. The University may publish advisory rates from time to time to assist employees assess the reasonableness of the expenditure – see Appendix D. These rates may be exceeded provided the employee gives satisfactory explanation. Beverages associated with an overnight stay which do not complement an evening meal are not reimbursable. The cost of alcohol will not be reimbursed as part of a subsistence or overnight claim, except in relation to end of day business meetings on official overseas visits organised by International Exeter. Miscellaneous charges on hotel bills, including internet charges, will be reimbursed when incurred necessarily on University business but not additional personal costs such as newspapers or telephone calls. Overnight accommodation near an employee's main place of work due to early starting times/meetings will not be reimbursed.
Overnight stay friends/relatives	A contribution towards costs can be claimed if an employee stays overnight with friends, relatives or colleagues. This may include a modest gift or restaurant meal, but not a cash payment. The cost of alcohol will not be reimbursed.
Subsistence meals and food purchases	Actual costs of subsistence will be reimbursed when the individual is away from their permanent place of work unless it is otherwise provided. The cost of alcohol will not be reimbursed.
FEES AND SUBSCRIPTIONS	
Professional membership Course registration Conference fee	Registration fees for professional bodies included on HMRC's list 3 http://www.hmrc.gov.uk/list3/index.htm are reimbursable at the discretion of the College or Service. Where membership of a professional body is a requirement of the role the employing unit may exercise its discretion to reimburse but reserves the right to withdraw this. If a College or Service agrees to reimburse subscriptions for one employee then it should also do so for other holders of the same role.

Expense category/item	Policy
Other fees and subscriptions	Other fees and subscriptions incurred on University business will be reimbursed.
HOSPITALITY/ENTERTAINMENT	
Meals/refreshments Other entertainment expenses	<p>The entertainment of external visitors for University business purposes is reimbursable, including meals provided in the home of a member of staff.</p> <p>Receipts and a list of attendees must be provided, distinguishing between University staff and external visitors. A ratio of no more than two employees to one visitor is considered reasonable.</p> <p>The reasonable cost of alcohol for entertainment purposes will be reimbursed when external visitors are present.</p> <p>The reasonable cost of alcohol accompanying a meal at an external event attended by University staff where they are representing the University in an official capacity will be reimbursed.</p> <p>The University may from time to time publish advisory rates for entertainment – see Appendix D.</p>
EMPLOYEE REFRESHMENTS/ENTERTAINMENT	
Staff event	<p>Entertaining attended only by University staff is reimbursable in the following circumstances as set out by HMRC:</p> <ul style="list-style-type: none"> • it is an annual event, such as a Christmas party or summer barbeque • the event is open to all University employees within the College or Service • the cost per head of the event is no more than £30 <p>The following are not reimbursable</p> <ul style="list-style-type: none"> • functions for members of staff who are leaving (except for official University presentations organised by the Registrar's office) • sampling proposed venues for future functions designed to entertain third parties <p>The reasonable cost of refreshments for working lunches or “away-days” to discuss University/departmental business is reimbursable if supported by full list of delegates and the purpose of the meeting.</p> <p>The purchase of tea and coffee and other refreshments for the <u>general</u> use of staff is not reimbursable nor should it be paid for by University purchasing card or by any other procurement route.</p>

Expense category/item	Policy
GIFTS	
Gifts/cards	<p>The purchase of gifts/cards for staff in respect of <u>major</u> events, for example if they are in hospital, having a baby, getting married, leaving the University (including retirement) etc or for occasional reward for performance is permitted up to a maximum of £25.</p> <p>Gifts of alcohol are permitted. Gifts of vouchers to staff are not permitted.</p>
Gift vouchers (for giving to non-staff only)	<p>The cost of vouchers as a token gift of thanks to students and other volunteers (but not to staff) who participate in a research project/experiment as volunteer subjects will be reimbursed. The value of the voucher should not exceed £25.</p> <p>Payments to non-employees for other work eg guest lecturing, external assessment etc should <u>never</u> be paid personally and reclaimed as an expense. Such payments must be paid by the University through the claims payroll.</p>
MARKETING AND PUBLICITY	
Marketing and publicity	<p>This will include any type of cost associated with marketing (eg design, printing, distribution etc). Expenditure on marketing and publicity should normally follow the University's standard procurement route, however the use of a University purchasing card for on-line marketing and publicity purchases may on occasion be more appropriate.</p>
PURCHASE OF GOODS	
Equipment Software Books/publications Stationery Consumables Safety/protective gear Goods for resale Handling/clearing fee Import VAT	<p>The standard procurement route should normally be used for the purchase of goods.</p> <p>As set out in the general principles of this Policy, there may be occasions where the most cost effective method for the purchase of goods is via a supplier's on-line store using a University purchasing card.</p> <p>Only in exceptional circumstances such as an emergency purchase while away from the office on University business will the purchase of goods be reimbursed to an employee. A clear justification of the reason for making the purchase personally must be included.</p> <p>The cost of first aid supplies will not be reimbursed – it is the responsibility of the College or Service to make such purchases through the recommended supplier.</p> <p>Payments for services will not be reimbursed.</p>

Expense category/item	Policy
RELOCATION COSTS	
Removal costs Legal/estate agents' fees Travel Other relocation costs	Relocation costs will be reimbursed subject to the maximum allowance stated in the letter of appointment. Further details can be found at http://www.exeter.ac.uk/working/new/relocation/
STUDENT RELATED EXPENDITURE	
Student related expenditure	Student related expenditure not covered by other specific items should normally follow the University's standard procurement route, however the use of a University purchasing card may on occasion be more appropriate and personally incurred expenses will be reimbursed if a full justification is provided.
OTHER INCIDENTAL EXPENSES	
Stamps Parcel delivery Photocopying	The cost of other minor business related expenditure items will be reimbursed.
Telephone calls - business use Conference call connection charges	<p>The cost of business related telephone calls will be reimbursed when evidenced by an itemised bill.</p> <p>The cost of landline, broadband or mobile rental will <u>not</u> be reimbursed. If an employee's role requires a telephone to be available for business purposes, the University will supply a mobile phone for use on University business.</p> <p>The cost of conference call connection charges will be reimbursed.</p>
SPECIFICALLY NOT REIMBURSABLE	
Eye tests	The cost of eye tests are <u>not</u> reimbursable. Further information on the criteria for qualifying for and how to obtain free eye tests can be found at http://www.exeter.ac.uk/staff/staffwellbeing/oh/services/displayscreenequipmentdse/dseeeyetests/

Expense category/item	Policy
UK visas	The cost of UK visas is <u>not</u> reimbursable
Clothing and other personal costs	The cost of clothing and other personal costs are <u>not</u> reimbursable. For safety/protective gear see purchase of equipment.

Permanent and Temporary Workplaces

Whether a place is classed as a temporary or permanent workplace may affect whether reimbursement for a journey is classed as taxable or not.

As set out in Appendix A, travel from the employee's home to a permanent place of work will not be reimbursed as it is not a business expense and would be taxable.

Journeys relating to an employee's attendance at a temporary place of work are classed as business travel and would therefore be reimbursable.

The following guidance is based on HM Revenue & Customs terminology and definitions. Where the circumstances are complex staff should contact Human Resources Pay and Benefits Office to seek clarification.

Permanent place of work – this is a place at which an employee attends regularly for the performance of duties of University employment. Regular attendance is frequent, follows a pattern or is the place the employee usually attends for the majority of time for which he/she is likely to hold the employment. The proportion of an employee's time spent working at a particular workplace is a factor in determining whether it is a permanent workplace but attendance of only one or two days a week may make a permanent workplace if done on regular basis and if the visits are for a continuing purpose (e.g. lecturing on a course – but see below the other factors that are taken into account).

Temporary place of work – this is a place to which an employee goes to perform a task of limited duration or for a temporary purpose. Any period of continuous work that lasts, or is likely to last, more than 24 months is a permanent workplace. Continuous work is a period throughout which the duties of the employment are performed to a significant extent at that place and this is taken to be the case if the employee spends 40% or more of their working time at that place.

It is possible to have more than one permanent workplace during the same period and in the same employment. The sort of things that will point to a workplace being a second permanent workplace are:

The employee regularly performs a significant part of their duties there.

People would expect to be able to contact the employee at the second location.

The employee has a desk, office or support services at the second location.

If the employee regularly spends 40% of their time at the second location it would be likely that the second location was a permanent workplace.

The situation of having two permanent workplaces will be comparatively rare because where the purpose of each visit to the second workplace is temporary or each visit is self-contained, the second workplace is still regarded as temporary even if visits are regular and frequent.

MILEAGE RATES *Valid from 18 June 2012*

Vehicle Category	Pence per mile
Own car usage - first 100 miles of day	45p
Own car usage – miles in excess of 100 miles per day	25p
University lease car scheme – petrol driven cars under 1400cc	15p
University lease car scheme – petrol driven cars 1401cc – 2000cc	18p
University lease car scheme – petrol driven cars over 2000cc	26p
University lease car scheme – diesel driven cars under 1600cc	12p
University lease car scheme – diesel driven cars 1601cc – 2000cc	15p
University lease car scheme – diesel driven cars over 2000cc	18p
University lease car scheme – LPG driven cars under 1400cc	11p
University lease car scheme – LPG driven cars 1401cc – 2000cc	13p
University lease car scheme – LPG driven cars over 2000cc	19p
Motorcycle usage	24p
Bicycle usage (min 2m)	20p
Per additional passenger travelling on University business	5p

Rates for lease cars are set in accordance with HMRC rates and will be updated on the on-line system with effective dates in line with changes made by HMRC. The lease car rates above are effective from 1 June 2012.

Previous rates where different

Vehicle Category	Pence per mile
Own car usage - first 100 miles of day	40p
University lease car scheme – diesel driven cars under 1600cc	13p
University lease car scheme – diesel driven cars 1601cc – 2000cc	15p
University lease car scheme – diesel driven cars over 2000cc	19p
University lease car scheme – LPG driven cars under 1400cc	10p
University lease car scheme – LPG driven cars 1401cc – 2000cc	12p
University lease car scheme – LPG driven cars over 2000cc	18p

ADVISORY RATES As at July 2012

The following are advisory maximum rates. They should not be taken as the minimum rate and where possible lower rates should be obtained. Where expenditure exceeds these rates an explanation should be given.

Rates will be reviewed annually.

Accommodation	Per night B&B
Greater London	£227
Rest of the UK	£85
Entertainment	Spend per person
Cost of meal or other entertainment	£45