



Expenses Policy

The College will reimburse all approved and reasonable expenditure incurred in undertaking College duties. The emphasis is on the word “reasonable”: people are expected to use their common sense when incurring such expenditure. These guidelines enable controlled reimbursement to take place and indicate the evidence and authorisation required. This policy will be kept continually under review and amounts will be subject to change in line with decisions made by the College, led by its Finance Committee.

The objectives of the College are to:

- provide prompt reimbursement at reasonable levels to employees
- control Costs
- prevent Fraud
- ensure that the College complies with its tax and legal obligations.

The principle area of law relates to Income Tax. Under the general tax law, expense payments rank as taxable remuneration. A taxpayer may claim a deduction for expenses incurred wholly, exclusively and necessarily in the performance of duties of the employment. These rules are designed to satisfy HM Revenue and Customs requirements.

It is the responsibility of College Officers to ensure that costs are controlled and that expenses cannot be deemed to be extravagant. To set firm limits for every eventuality will always be difficult and will never suit every occasion or circumstance for expense reimbursement: hence the emphasis on what is reasonable and the application of common sense.

Supporting Evidence

An expense claim form should be completed and must be supported by original receipts, invoices or similar. Credit card items should be accompanied by an itemised receipt giving full details of VAT numbers and amounts.

In order for the College to claim back VAT, we must have original receipts to accompany allowable claims. To meet the HM Revenue and Customs requirement,

each receipt or invoice should list:

- VAT registration number
- Description of goods/services supplied
- The total charge, including VAT
- Name and address of the supplier
- The date of supply

Overnight accommodation

Where possible, it will be expected that employees use hotels in the price range £80.00 to £100.00 per night. If this is not possible, then a common sense attitude to expense will be expected when making bookings. Evening meals should be chosen from the fixed price menu if available. The College does not wish to dictate a set limit on evening meals, but claims must be reasonable and managers will not authorise any claims deemed to be extravagant.

Overnight incidental expenses

When staying away from home overnight on business, it is recognised that employees will be likely to incur some expenses over and above the basic costs of bed and meals. The College will reimburse costs for drinks, newspapers and/or telephone calls, supported by receipt up to the current Revenue limits, which are:

UK £5.00 per night Overseas £10.00 per night

Costs for videos and any other entertainment are considered taxable and therefore the College will not reimburse such expenses.

Hotel bills would normally be expected to be paid by the employee and claimed for reimbursement unless a College credit card has been used and is backed up by the correct evidence of payment.

Breakfast/Lunch/Meal allowance

When a member of staff is away from the Office on College business but not staying away they may be entitled to make a claim for a breakfast and/or lunch meal.

The claim must be backed up by a receipt. The "reasonable" test dictates that claims for meals will not normally be entertained in cases where the employee is absent from the office for less than half the working day or where the business location is less than 5 miles from home and the office.

Where an employee is on College business but is not staying away from home, the cost of an evening meal may be claimed against receipts. Again, the "reasonable" test

will be applied, but for guidance the HM Revenue and Customs limits are as follows:

- There must be more than five miles between office and home.
- The meal must be eaten after 7.30 pm.
- The employee must have been working away from home for more than 10 hours.

These are the reasonable limits set by the College for expense claims:

Breakfast	£10.00 with receipt
• Lunch	£12.00 with receipt
• Evening meal working late away from the office	£20.00 with receipt
• Evening meal at hotel	Fixed price menu with receipt

Business and staff entertainment

Every claim for entertaining (Staff and Business) must show the business purpose, where the event took place, plus the name, status and company of every person entertained. Receipts must be provided. Business entertainment includes gifts and hospitality of any type

Entertaining of staff, with the exception of centrally organised events, is a taxable benefit. The College will meet the tax liability arising from reasonable and duly authorised staff entertainment.

Travelling Expenses

Transport by second class rail should be used where the cost of the journey would be cheaper than the cost of the business mileage for the same journey.

The present rates for travelling expenses are as follows:

- Rail: Second Class, unless First Class is authorised in advance
- Air: Tourist / Economy Class
- Boat: Cabin Class
- Car: 40.0p per mile (Inland Revenue single rate)

Other travel-related costs

Staff will be expected to use their cars providing that the insurance documents have been checked and the car is covered for business use, to and from the airport, unless parking fees would exceed the cost of a private taxi. The College will reimburse any car parking expenses or congestion charges if appropriate, in connection with College business. The College will not pay any fines in connection with Road Traffic Act offences nor will the College normally reimburse car wash or valet costs. Applicable insurance for any vehicle is the responsibility of the employee to arrange.

Claims may be made for reimbursement of the cost of applying for a visa for staff who are required to travel overseas on College business.

Training courses

The College has a separate Policy entitled 'Support for Professional Studies' which outlines the amount that the College will contribute towards approved courses of study. This is usually up to 3% of annual salary. Accommodation and transport in conjunction with training courses is subject to the same rules as specified above.

Membership of professional bodies

The College will pay 50% of annual subscriptions to approved professional bodies on behalf of employees where an employee is requested to take up membership by the College, in the interests of the College.

In some cases, subscriptions paid may be taxable and the employee should be aware that he/she may bear the additional cost.

Purchases of Equipment

Subject to College approval, various pieces of equipment, including IT equipment, may be purchased for employee's use at home or work.

All such purchases should be made through the Accounts Office.

When an employee leaves or changes jobs, equipment must be returned to the Human Resources Manager.

Interest free loans

Where an interest free loan is required (e.g. for a travel pass) an employee must gain authorisation from his or her Manager and the Bursar.

The College reserves the right to recover any outstanding advances from any monies due to the recipient in the event of him/her leaving the College.

Expenses claims procedure

All expense claims must be completed using the College Expense Claim form and must be approved by your direct line manager. The Accounts Office will not be able to reimburse expenses unless this requirement is met.