



UTC Cambridge Mileage, Expenses and Subsistence Policy

Lead member of SLT: HRM/Business Manager (Elizabeth Andrews)
Designated Governor: Finance and Audit Committee Chair (Scott Haldane)

Legislation and reference:

EFA Academies Financial Handbook [Academies Financial Handbook 2015 - Publications - GOV.UK](#)

Associated documentation

UTC Cambridge Finance Manual (February 2016)
UTC Cambridge Purchasing Policy

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.
By respecting one another we enhance our experience and benefit from different perspectives.
We take individual responsibility, ensuring team delivery.
By respecting our environment, our world, we make a difference.
We celebrate positive contribution and aspire to excellence.
We are morally and ethically responsible in scientific and environmental innovation.

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1. Introduction

1.1. The purpose of this policy and procedure note is to clarify the repayment of mileage, expenses and subsistence by UTC Cambridge hereafter known as UTCC.

1.2 This document should be read in conjunction with the UTCC Financial Manual and the EFA Academies Financial Handbook.

2. Aims of the Policy

- 2.1. This document sets out the arrangements governing reimbursement of expenses incurred by UTC Cambridge (hereafter UTCC) staff that travel or incur expenses on official business.
- 2.2. It provides a comprehensive statement of rules, terms and conditions governing payment of mileage, expenses and subsistence.
- 2.3. Persons who provide services to the college on any type of contract other than an employment contract should make arrangements to cover travel expenses through the terms of their engagement and are not covered by this policy.

3. General Principles

- 3.1. This policy represents the prime reference source and must be referred to by staff who are claiming or approving, mileage, expenses and subsistence and the Finance Coordinator who is responsible for administering these rules.
- 3.2. Future amendments, and any changes in rates of allowance, will be published in subsequent amendments to this Policy and notified to staff.
- 3.3. Mileage, expenses and subsistence will only be paid if prior authorization has been paid from either the Principal or the HRM/Business Manager.
- 3.4. All staff have a duty to organise their travel arrangements with due regard to economy, consistent with ensuring effectiveness and for the benefit of UTCC.
- 3.5. Staff are reminded that, in completing an expenses claim, they declare that the amounts incurred are wholly necessarily and exclusively for the performance of their official duties. Claiming monies to which you are not entitled may, constitute grounds for disciplinary and/or criminal action.
- 3.6. Signatories are reminded that, in signing a claim, they confirm that the travelling arrangements were the most efficient and economical, having regard to all the circumstances.
- 3.7. Where there is any doubt over entitlement, staff should refer the matter to the HRM/Business Manager or Principal for a ruling.
- 3.8. Payments do not reckon as emoluments for the purpose of calculating pensions and would not generally give rise to any tax liability.
- 3.9. Unless the HRM/Business Manager makes explicit written provision to the contrary, entitlements cease when a member of staff dies, retires, resigns or is dismissed.
- 3.10. Entitlements also cease for the duration of any period of unauthorised absence, absence which results from being suspended without pay and absence on unpaid leave.

4. How to claim expenses, mileage or subsistence

- 4.1. You should submit your Expenses claim form to the HRM/Business Manager who will, once approved, forward it to the Principal for authorisation.
- 4.2. Once authorised, it will then be passed to Finance for payment.
- 4.3. Authorised claims must be received by the 10th of the month to be included in that month's payroll.
- 4.4. These expenses are not subject to tax or NIC.
- 4.5. Only original claim forms, duly signed and certified, will be processed.
- 4.6. Forms are available in Reception.
- 4.7. Your claim must refer to actual expenses incurred and must be supported by receipts.
- 4.8. If you are likely to incur costs for an unusual item of expenditure, you must seek prior authority from the HRM/Business Manager or Principal explaining the reasons for the expense in a supporting note.
- 4.9. Claims must be signed by you and countersigned by your line manager. The Principal will then need to further countersign the claim.
- 4.10. If an unauthorised claim is submitted, or if the detail is insufficient, it will be returned to you and payment may be delayed.
- 4.11. Your claim must be submitted promptly and within three months of the expenditure incurred and before the end of the academic year.

5. Travel

- 5.1. UTCC will meet the cost of excess travel by its staff on official business, i.e. the excess travel over and above the regular home to permanent office journey.
- 5.2. This includes:
 - Travelling daily between your home and the place to be visited
 - Travel to attend an approved training course.
- 5.3. Official travelling does not include:
 - Travel between your home and permanent place of work even if outside normal working hours e.g. any call out journeys
- 5.4. Calculation of Excess Travel
 - You must claim for the distance (mileage) actually travelled or costs actually incurred, less any realisable savings in your normal travel to work costs.
 - Realisable savings are those savings that you make in your personal expenditure as a result of travelling on official business.
 - For example:
 - If you normally travel to work by public transport and purchase a daily ticket, then the cost of that return journey must be deducted from your claim.
 - If you travel from home to a temporary place of work and not to the College first e.g. for a meeting, training, assessing etc. then you may claim the lesser of Home to temporary place or College to temporary place.
- 5.5 Any adjustment for home to work travel made must be noted on the claim. If the realisable saving is more than the official travel, then although there is no entitlement to expenses, you will not be expected to refund UTCC.
- 5.6 You must use the most efficient and economic means of travel taking into account the cost of travel, subsistence and savings in time.
- 5.7 More expensive means of travel will be authorised only when justified by operational benefit, or to meet the needs of staff with disabilities. See Section 6 for the factors to be considered before using your private car for official travel.
- 5.8 When travelling on official business you must take advantage of any cheap facilities which may be available, where their use is consistent with the efficient and economic conduct of the official business.
- 5.9 Where travel is by public transport, then the member of staff should speak to the Finance Coordinator to see if the travel can be arranged via alternative procurement methods.
- 5.10 Receipts must support all claims for public transport.

6. Travel by Private Vehicle

- 6.1. There is no obligation on staff to use their private motor vehicle on official business.
- 6.2. If two or more members of staff are travelling to the same place, then where possible UTCC will only reimburse for the least amounts of vehicles.
- 6.3. For the purposes of this policy motor vehicle also includes motorcycle.
- 6.4. Definition of a private vehicle
- 6.5. Your private vehicle, for the purpose of payment of motor mileage allowances, is a vehicle which is:
 - Registered in your name (you may own the car or be buying it on hire purchase); or
 - Hired by you; or
 - Registered in the name of your spouse or partner provided that the insurance requirements are Met.
- 6.6. The vehicle is available for use by you on official business and to carry official passengers.
- 6.7. The insurance policy specifically covers the use of the vehicle by you on business.
- 6.8. Financial penalties for motoring offences, including parking tickets, will not be borne by the UTCC.
- 6.9. At all times, it is the employee's responsibility to ensure that they are adequately insured. UTCC will not accept any claims in respect of any default or deficiency in the employee's insurance

- 6.10. When staff are using their private vehicle on official business (or travelling as an official passenger in another member of staff's vehicle), they are covered by the Social Security Act 1992 (subject to the decision of the statutory authorities in a particular case).
- 6.11. Other than previously specified you are responsible for providing insurance cover against injury or death due to accident while using your private vehicle on official business.
- 6.12. If your insurance does not meet these requirements, you must not use your vehicle for official purposes and no payments will be made.
- 6.13. You may need to notify your insurance company specifically if you carry official cash or equipment in your private car. You must make sure that your insurance cover is not affected. You are not expected to arrange any special insurance cover in respect of risks to cash or equipment itself.
- 6.14. The receipt of mileage allowance will not be deemed to constitute use for hire and reward.
- 6.15. UTCC will reimburse disabled drivers at the standard rate for all travel on official business when the disability is such that the person cannot use public transport and has to travel by car in all circumstances; and the insurance conditions are met.
- 6.16. When you use your private car on official business, you may claim reimbursement of the costs of parking fees (but not parking fines), and tolls. The charges must have been actually and necessarily incurred, and you must support your claim with receipts for the expense where available.
- 6.17. Where possible the college wishes to promote sustainability and environmental awareness. The college supports and promotes the use of bicycles to travel on business wherever suitably possible.

7. Subsistence

- 7.1. The purpose of subsistence payments is to reimburse staff for necessary additional expenditure incurred while away from home or the College on official UTCC business. Absence on official duty does not automatically create an entitlement to subsistence payments. In general, if no extra expense is incurred, no subsistence payment is due.
- 7.2. It may be expected that actual expenditure will sometimes be above and sometimes below the subsistence rate and except where explicit provision to the contrary is made, no entitlement to additional payment will be made.
- 7.3. Current subsistence rates are shown in Appendix I, receipts must be provided in support of a claim.
- 7.4. You may claim overnight allowance if for any reason you are required to work somewhere other than your usual place of work for a period of two days or more and the distance from your normal place of work is such that it becomes necessary for you to stay away overnight.
- 7.5. If you are absent from your normal place of duty and are required to stay overnight, UTCC will reimburse the actual cost of overnight accommodation to the limits set out in Appendix I. Those limits are intended to cover the cost of accommodation and breakfast. UTCC recommends the use of well known, value for money travel chains when making overnight arrangements and also that the accommodation is pre-booked using the college procurement process.
- 7.6. In addition you will be able to claim to cover the cost of an evening meal subject to receipts being produced. These costs should be kept reasonable at all times.
- 7.7. Where accommodation is not available within the Bed & Breakfast allowance within reasonable travelling distance of the place to be visited, and the cost of bed and breakfast exceeds the limits set out in Appendix I, approval may be sought from the HRM/Business Manager to authorise expenditure over these limits, in the absence of the Principal should receive the request.
- 7.8. When making a claim for overnight allowance, you must attach receipts for bed and breakfast costs. The receipt must be issued by the hotel, etc. at which you stayed. Where there are a number of receipts these should be listed on a schedule.
- 7.9. An acceptable receipt must:
 - bear the name, address and telephone number of the accommodation to whom the payment was made; and
 - State clearly the amount of money received and the services supplied, including the dates of stay; and bear the name of the person to whom the service was supplied.
- 7.10. If you have paid by credit card and the receipt includes your credit card number, this should be removed before submitting the claim for certification and payment in order to minimise the risk of

the fraudulent use of the card details.

7.11.If you stay with friends, relatives or colleagues you may only claim the flat rate additional allowance as detailed in Appendix I.

7.12.Staff cannot claim an overnight subsistence allowance when costs are met by UTCC.



Appendix I: Allowance Rates

Standard Rate of Motor Mileage Allowances

Private cars

- Up to 10,000 miles in the tax year 40p per mile
- Over 10,000 miles in the tax year 25p per mile
- Lease cars 08p per mile
- Motor cycles and motor cycle combinations 24p per mile
- Bicycle 20p per mile

These travel allowances are not taxable.

Over Night Allowance

Bed and Breakfast costs can be claimed up to the maximum shown

- Limit per night £100.00
- All other expenses should be claimed as incurred.
- If you stay with friends, relatives or colleagues, you may only claim a flat rate of £25.

Commented [LP1]:

Subsistence Rate

Where additional costs are incurred

- Up to a maximum of an additional cost of £5 per day may be claimed for refreshments including food and non-alcoholic drinks
- Up to a maximum of an additional cost of £15 per day may be claimed where course delivery and/or assessment is more than 100 miles from UTCC.



Appendix 2: Use of Private Motor Vehicle on UTCC Business

I undertake that I know and understand the insurance requirements, Mileage, Expenses and Subsistence Policy Chapter 6 and that I am insured without financial limits against claims in respect of:

- a) bodily injury to or death of third parties;
- b) bodily injury to or death of any passenger;
- c) damage to the property of third parties.

I also confirm that the policy contains a clause permitting the use of the vehicle by me on official business.

I undertake not to seek to recover from the UTCC any amount which I may be called upon to pay in the event of any insurance claim.

I confirm that I am covered for damage to or loss of the vehicle.

I confirm that the vehicle is roadworthy and regularly serviced

I confirm that the vehicle has a valid MOT certificate (where applicable)

I agree to notify UTCC of any change which leaves me with less coverage than the rules require.

Name: (in BLOCK CAPITALS):

Signed:

Date:

Vehicle details:

Make and model of vehicle:

Registration No:

Insurance company:

YOU MUST NOTIFY THE FINANCE DEPARTMENT IF YOU CHANGE YOUR CAR AND/OR ANY OF THE ABOVE DETAILS BY COMPLETION OF A NEW DECLARATION