

Expenses Policy

Including travel, accommodation, subsistence and other expenses

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1. Introduction

- 1.1. This policy sets out the rules for claiming and incurring travel, accommodation, subsistence and other expenses.

2. Purpose and Legislative Context

- 2.1 The University is a charity, receives public funds and is subject to Freedom of Information requests. It is also subject to considerable external scrutiny from funders and their auditors. The purpose of this policy is to assist staff to comply with the University's requirements, to understand what can and cannot be claimed for and what is considered reasonable. Compliance with the policy affords staff protection from unwarranted accusations as well as helping the University achieve sustainable travel and its value for money objectives.
- 2.2 The University must comply with HMRC requirements and undertakes appropriate compliance activity for any relevant activities reimbursed under this policy, in particular taxable benefits.

3. Scope

- 3.1 This policy applies to **all staff** of the University (including contractors and those employed by agencies), its subsidiary undertakings and any persons on University business (including visiting academics), this includes post graduate research students.

4. Principles

- 4.1 If an external grant or research funder stipulates higher financial limits this University policy will take precedence. The limits prescribed by funders are subject to different regulatory and tax regimes to the University, and the differing financial considerations of funders, however the university must adopt consistent approaches for all its staff for transparency and equity reasons, and to avoid potential reputational risks. If external funders stipulate lower financial limits then the external funder requirements will take precedence as this will represent the maximum they are willing to reimburse, and for value for money reasons the university will not be able to fund the differential.
- 4.2 The University will reimburse staff for expenses which they actually, necessarily and exclusively incur in the course of official University business:
 - only costs which are incurred as part of the University's business will be reimbursed;
 - only actual costs incurred will be reimbursed;
 - all claims for expenses should be: made within 3 months of the date of the expenditure; receipted and approved by line managers/budget holders (or online approvers)

- 4.3 **The University reserves the right to refuse reimbursement for any claim which does not conform to this policy.** The Finance Department will review all claims that exceed mandatory or guideline amounts and refer those who persistently exceed guidelines to the Deputy Director of Finance (DDF). The DDF may ask claimants for their justification and has the right to impose restrictions on current and future claims.
- 4.4 Staff are not expected to be out of pocket or fund University activity but they should expect to be held accountable for their expense claims, to justify and substantiate their claims and to adhere to the mandatory rules and advisory guidelines set out in this policy document.
- 4.5 Wherever possible, staff should look to use the University's in house services: in particular QM Hospitality, rather than external providers as the University prioritises inward investment of funds to support its own services. This also applies to bookings of accommodation for visitors, the use of QM Library facilities and books, and internal IT and other services for licenses and subscriptions. All University activity should take into account full economic costs, and there is a cost to sourcing and arranging external services.
- 4.6 Where expenses are incurred above the limits set out in this policy staff will usually be expected to fund the difference, e.g. if a higher standard of hotel is booked than allowed for under this policy.
- 4.7 Foreign exchange transactions will be calculated using xe.com based on the prevailing exchange rate on the date of the transaction, or the exchange rate as evidenced by banking documents showing transactions.
- 4.8 This policy sets mandatory and guideline rules or financial limits:
- *Mandatory rules or financial limits* **must** be complied with;
 - *Guideline rules or financial limits* set out reasonable levels of expenses. There may be circumstances where staff **and** the approving line manager or budget holder agree to operate outside these guidelines and in all such circumstances this must be subject to prior written agreement with line manager/budget holder.

5. Roles and responsibilities

- 5.1 Staff have a duty to ensure that University funds are applied appropriately and represent value for money.
- 5.2 Abuse of this policy may be dealt with using the University's conduct procedure and/or the University's fraud policy.
- 5.3 Compliance with this policy will ensure that the member of staff, or the University, does not incur a tax or national insurance liability and that staff need not report

expenses on their tax returns. Responsibility for compliance with this policy rests with members of staff making claims for the reimbursement of expenses and their approving line manager/budget holder (or online approvers).

- 5.4 Business travel can only occur with appropriate insurance cover in place, and mindful of Foreign, Commonwealth and Development Office (FCDO) guidance. Where travel is proposed to regions with FCDO travel advisory notices, risk assessments must be completed beforehand and signed off by the relevant Head of School / Director of Institute / PS Director. If the FCDO is advising against all, or all but essential travel, the risk assessment must be signed off beforehand by the relevant Faculty Vice-Principal / Chief Officer. It is the responsibility of staff travelling to ensure that appropriate insurance and risk assessments are completed.
- 5.5 This policy will be kept under regular review by the Finance Department, and monetary limits contained within the policy may be updated by the Chief Financial Officer from time to time, under their delegated powers, reflecting inflationary changes to relevant prices.

6. Incurring and Claiming Expenses

- 6.1 There are a number of ways in which business expenses can be incurred or claimed. This policy applies to all business expenses regardless of the method by which they are claimed or the source from which they are funded.
- 6.2 Where existing purchasing channels exist these must be used. For example the purchase of laptops and other IT equipment, software, licenses, mobile devices and mobile phones must only be made via IT Services, see [IT Purchases - IT Services](#).
- 6.3 Payments to individuals in lieu of salary, including payment via vouchers or other reward or incentive, must not be made. Please refer to HR guidance when making payments to individuals.

Purchasing Cards

- 6.4 Purchasing cards can be a convenient and cost-effective way to procure some goods and services, e.g. relatively frequent low value transactions not requiring formal tender processes, such as stationery and other consumables. Schools/Institutes and PS Directorates as budget holders make arrangements for numbers of purchasing card holders in their areas. These may be staff who are frequent travellers and/or who undertake procurement activities on behalf of a department or school.
- 6.5 When Purchasing cards are used to procure travel, accommodation or subsistence related costs the mandatory and guideline rules and financial limits set out in this policy document apply. The Travel Management Company (TMC) should be used for travel and accommodation unless an exceptional reason is given not to, for example a Conference event may recommend accommodation which is permissible, though staff and their authorisers must consider the quality and location, see also section 7

Expense Claims

- 6.6 The University does not expect staff to be out of pocket as a result of undertaking University activity. However, there will be instances where this happens and where a purchasing card will not be accepted or the member of staff is not a card holder. In such instances staff should promptly reclaim their out-of-pocket expenses through the University's expense claims system. Compliant claims are reimbursed within 14 days of approval. Link to the relevant intranet page below:
[On-line Expenses - Finance](#)
- 6.7 Claims should be made as soon as possible after incurring the cost of the travel/activity. Any claims submitted after 3 months after the purchase of the travel/activity will be declined for payment unless there are exceptional circumstances for the delay.
- 6.8 It is a HMRC requirement for receipts to be retained, bank statements are not sufficient. All receipts should accompany the expense claim: either scanned, uploaded and attached to online expense claims or if submitted manually attached

to the claim. Receipts evidence proof of payment and should be itemised including any local tax applied. Missing receipts will delay payment of expenses and will not be reimbursed. Where bank statements are provided as part of a claim (accompanying receipts) staff are advised to redact personal details from these.

- 6.9 Staff should retain original receipts until the claim has been approved in case further verification is required.
- 6.10 Original receipts will need to be retained if it is a funder requirement, such as expenditure relating to EU funded projects.

Advances

- 6.11 In some circumstances staff travelling overseas may be granted a cash advance to fund business expenses. Typically this applies to countries that do not have a developed financial services infrastructure and that rely on cash to transact business.
- 6.12 Expenses funded from an advance are subject to the same terms of this policy as any other method of funding expenses.
- 6.13 The advance will only be cleared once receipts are received and to the extent the advance was greater than the expenditure the cash returned.
- 6.14 Advances not cleared, either by receipts or reimbursing the money, within one month of the end of the visit the amount will be deducted from the individual's salary.
- 6.15 Those wishing to set up an advance should contact accountspayable@qmul.ac.uk

7. Travel

Business Travel

- 7.1 The University's finance website addresses issues such as insurance, procurement, approved suppliers and sustainability. Staff intending to travel are encouraged to refer to these pages ahead of making any travel arrangements.
- 7.2 The University will only reimburse the costs of necessary business travel. This is defined as travel from one workplace to another on University business, enabling staff to perform their work duties.
- 7.3 Although business travel is necessary for Queen Mary, the University seeks to minimise the environmental impact of travel, and has created a [Sustainable Travel policy](#). Queen Mary staff, students and visitors will only travel when it is essential and justified. Virtual collaboration must be prioritised where possible, and those

travelling are expected to prioritise travel modes with lower carbon emissions. In particular:

- Travelling by train or coach if journeys can be made within 5 hours;
- Flying economy class if alternatives to air travel are not available.

Please refer to section below on Air Travel and the Sustainable Travel Policy for further information.

- 7.4 Certain research funders have particular restrictions or stipulations regarding travel bookings, for example, the modes of transport funded, class of travel, and specific travel operators they will support. If a non-compliant travel is booked (e.g. a non allowable air carrier being used), travellers and/or the department may not be reimbursed.
- 7.5 Payment for the cost of travel between home and the workplace (including weekends) is only payable in exceptional circumstances when approved by the claimant's line manager/budget holder on advice of the HR Business Partner. Approved home to work journeys are a taxable benefit so should be claimed via the Payroll system and not the Expenses system.
- 7.6 The University will not fund the costs of partners accompanying staff unless the partner is assuming an official University role, such as hosting official receptions, and written line manager approval has been obtained prior to travel. If a member of staff wishes to extend an overseas visit into a holiday, and/or take family members with them, all non-University business costs must be borne in full by the member of staff.
- 7.7 Air miles and similar reward scheme benefits earned through official travel may be used to "purchase" enhanced facilities on University business travel such as seat or facility upgrades or to obtain access to facilities such as priority booking or departure lounges. They must not be used for personal benefit.
- 7.8 The Travel Management Companies (TMC) should be used for travel and accommodation unless an exceptional reason is given not to, for example a Conference event may recommend accommodation which is permissible, though staff and their authorisers must consider the cost, quality and location.
- 7.9 The contracted Travel Management Companies (TMC) offers a range of benefits such as: meeting duty of care considerations for staff travelling on business, Out of Hours Emergency Service where an incident has occurred during travel, access to a wider range of ticket rates and options, and price matching for like for like airfares.

Value for Money

- 7.10 In planning and procuring their travel arrangements staff must ensure they achieve best value.
- 7.11 Value for money may be achieved from the choice of service, time of travel, type of

ticket and travel agent, and is generally maximised if travel arrangements are booked well ahead. Additionally, those travelling should give consideration to the 'total cost' of a trip, including other relevant costs such as accommodation and subsistence. For example, in some cases it can be cheaper to travel the day before a conference and incur an additional night's accommodation, rather than travelling on the day of a conference at 'peak' cost. This should only be considered if appropriate to the individual's personal circumstances, i.e. this may not be appropriate for those with caring responsibilities.

- 7.12 The University has established a relationship with a travel management company (TMC) for flights, train, ferry, car hire and hotel bookings to help to achieve value for money. Details on contracted travel agents and suppliers can be found here on the university's website:
[Travel - Procurement](#)
- 7.13 However, in very exceptional circumstances, staff may use other arrangements to book their travel where they can demonstrate that this provides better value for money or where the relevant services are demonstrably not provided by the TMC. Time spent searching and booking travel including the potential cost of cancellation should also be factored in when using non-approved arrangements.

Rail & Coach Travel

- 7.14 Travellers should book well in advance and wherever possible take advantage of saver or super- saver tickets.
- 7.15 Timed returns should always be booked unless it is not possible to estimate with certainty your time of return, in which case open-returns may be booked.
- 7.16 Travellers are expected to travel standard class, however first class travel may be booked where this is cheaper than published standard class fares for timed arrivals and departures (ie not open-ended standard class returns) which can be the case depending on the date bookings are made. An explanation will need to be provided.
- 7.17 Wi-Fi costs will be reimbursed if this is used for University business.
- 7.18 Trips which can be made within 5 hours from London terminals (or other central terminals depending on the starting point of the journey) must be made by train or coach, even if this is more expensive than a flight.

Sea travel

- 7.19 A standard cabin accommodation is permitted when the crossing is over 6 hours.

Air Travel

- 7.20 Staff are expected to fly economy class for both value for money and sustainability

reasons: carbon emissions from a business class flight are nearly 3 times higher than economy, because of larger space used on the plane per passenger.

- 7.21 Economy class is defined as the lowest tier of cabin seating. It is noted that some airlines have developed differential levels of pricing within flight tiers e.g. 'Economy Basic', 'Economy Flex': the most economic tier should be chosen appropriate to the travel. First class flights are not permitted under any circumstances.
- 7.22 In some circumstances travel in economy class would be inappropriate, these are set out in full in the [Sustainable Travel policy](#) (see section 9). These include:
- where there is a demanding work schedule eg. a short time between a flight landing and the commencement of University duties or where there are multiple flights over an extended period being taken (in particular those flying overnight and then undertaking University duties the next day);
 - medical and/or disability grounds.
- 7.23 If circumstances warrant flying other than economy class the following apply:
- Any flight, other than economy class, requires the prior written approval of the Head of School/Institute/PS Director.
- 7.24 There is usually an additional premium for air travel extras if not booked in advance. Acceptable costs for air travel extras include baggage charges if these are booked in advance.
- 7.25 Unacceptable cost examples are seat reservation fees and excess baggage charges made at check in if these charges could have been avoided at the time of making the booking.
- 7.26 For travel to and from airports this is expected to be undertaken using public transport, see section 7.35 below.

Motor Vehicles

- 7.27 The following order of priority should be adhered to when travelling on official business by private vehicle: 1. Hire car and fuel and then 2. Private vehicle.
- 7.28 Prior authorisation for use of a private vehicle is required and the reasons for use rather than public transport documented.
- 7.29 Staff will only be reimbursed expenses which they actually and necessarily incur in the course of official travel using their own vehicle. Mileage allowances are paid for the actual distance necessarily travelled (as measured by an internet route planner), excluding the cost of home to work journeys.
- 7.30 Motor insurance must be valid for business use. To claim mileage a driver must confirm that their current motor insurance is valid and permits business use.

- 7.31 Car parking charges, road and bridge tolls and congestion charges associated with business travel will be reimbursed.
- 7.32 Car parking charges for a member of staff normal work place, speeding fines, parking fines, congestion charge non-payment fines or any other penalties will not be reimbursed.

Hire cars

- 7.33 Bookings must be made using the University's contracted suppliers. Personal mileage is not permitted. Class M or MPVs should only be hired to accommodate four or more people plus equipment. Details are available from:
[How to hire a car - Procurement](#)
- 7.34 Actual fuel costs incurred will be reimbursed only if receipts are provided. Drivers should comply with the car rental refuelling policy to ensure that the University does not incur a refuelling fee.

Private vehicle rates

- 7.35 Claimants using their private vehicle are paid a standard mileage. Current rates applicable (set by HMRC) are:

MANDATORY

Transport	Miles	Amount
Private Motor Car	Up to 10,000 miles a year	55p
Motor Cycles	All mileage	24p
Bicycle	All mileage	20p
Passenger supplement	Per passenger per mile	5p

- 7.36 When transporting colleagues to a business event in a private car, the vehicle owner may claim a passenger allowance.

Taxi travel

- 7.37 Taxi fares may only be claimed where no suitable public transport is available, when travelling in an unknown locality, where public transport is infrequent, or for personal safety or wellbeing reasons, with prior approval gained from the budget holder (except in emergencies where this is not practicable).
- 7.38 Taxi fares may be reimbursed to or from home or from the office to home where the journey commences either before 6.30am or after 9.00pm and where alternative methods of public transport are not readily available. In exceptional cases taxis may be used to travel home for welfare reasons and/or where there are issues of personal safety. Taxi use requires the prior written approval of line managers/budget holders, except in circumstances of emergency when this should be sought retrospectively. Approved home to work journeys are a taxable benefit so will be

reported to Payroll for inclusion on the individual's P11d disclosure.

- 7.39 Taxi fares should be recouped through an expense claim.

Tube travel

- 7.40 Documented individual business journeys can be claimed using evidence from a Transport for London (TfL) account. If your expense has already been incurred you can still access records by opening an account within 7 days of travel.
- 7.41 Paper tickets can be submitted in support of the business travel, however this is discouraged as journeys made with paper tickets are charged a premium.

8. Accommodation

- 8.1 Employees travelling on business should obtain accommodation in a reasonable quality hotel, taking into account value for money, location convenience and health and safety.
- 8.2 Hotel accommodation varies per location and is demand-driven and typically best rates are obtained when booking well in advance of stays. The university Travel Management Company should be contacted in the first instance.
- 8.3 The University does not approve the use of AirBnB, or similar for routine accommodation bookings, as the University cannot guarantee meetings its Duty of Care requirements to ensure the traveller's safety in this type of accommodation. It is, for instance, unknown if the party offering the accommodation holds relevant insurances and the accommodation may not have been assessed for fire safety, building or wiring codes or have appropriate fire alarms, exits etc. AirBnB are not liable in the event of death or personal injury.
- 8.4 In exceptional circumstances where the University's Travel Management Company (TMC) is unable to source appropriate accommodation meeting the travel requirements, typically in very remote locations or for longer trips of several weeks, bookings may be made outside of the TMC subject to evidence being retained demonstrating the need to book outside the TMC, and subject to completion of a risk assessment signed off by the relevant Head of School/Institute or PS Director.
- 8.5 Accommodation provided within five miles of a member of staff's permanent workplace will qualify as a taxable benefit and will be reported to Payroll for inclusion on the individual's P11d disclosure, except in circumstances where employees have been required to book such accommodation in the course of their duties or where they are unable to return home. It would not be expected that such accommodation would be required in the normal course of business.

- 8.6 Allowable hotel expenses include: car parking, Wi-Fi (if used for business purposes), and laundry (if staying for 5 or more consecutive nights).
- 8.7 Non-allowable hotel expenses that cannot be claimed for include: pay-as-you-go TV/videos/games, leisure facilities, mini-bar drinks and snacks, newspapers.

UK accommodation rates

- 8.8 As a guideline accommodation is expected to be of UK 3-star standard. In exceptional circumstances these may be exceeded provided the prior written approval of the budget holder is obtained and both the member of staff and the approving budget holder consider that circumstances warrant the incurrence of higher costs (such as the hotel being the nominated conference hotel – often obtained at a discounted rate).
- 8.9 Value for money principles are a guiding factor when booking accommodation, and in some circumstances it will be more economical and therefore appropriate to book accommodation of a higher standard than 3 star: for example where it can be evidenced that a 4 star hotel is able to be booked at a cheaper rate than 3 star hotel options, or where there are other relevant costs to factor in to assess the cumulative cost of a trip, e.g. meals or travel costs.

Overseas accommodation rates

- 8.10 HMRC provide benchmark scale rate expenses payments for accommodation. This publication should be referred to as a guide of what room costs are expected prior to booking. The most economic options of a suitable standard are expected to be booked, the guide amounts published by HMRC do not constitute a ‘budget to spend’ or ‘allowance’. Any local taxes (e.g. tourist tax) are included in the HMRC rates. [HMRC Worldwide Subsistence Rates](#)

9. Subsistence

UK subsistence

- 9.1 Subsistence costs covering breakfast, lunch and dinner, incurred whilst away from the University should be claimed based on the following limits:

MANDATORY

Subsistence: period of absence	Limit
Over 6 hours but less than 9 hours	£12

- 9.2 These limits cover breakfast, lunch and dinner. Claims for teas, coffees and light refreshments that do not accompany breakfast, lunch or dinner are not permissible, however a claim for tea, coffee or a light refreshment in lieu of one of the three meals is permissible. There is a maximum of £30 for the evening meal. Alcoholic drinks accompanying a meal are included within the allowances, as are tips or gratuities.
- 9.3 “The University” covers all of its UK campuses and buildings.
- 9.4 Subsistence cannot be claimed when attending meetings or events at University UK campuses or buildings unless you are required to stay overnight when the subsistence limit for ‘over 9 hours’ set out in the table above applies.
- 9.5 The University does not routinely fund catering for internal meetings, or regular subsistence items for staff, e.g. departmental teas/coffees/biscuits.
- Meetings with external parties taking place at normal lunch times for scheduling reasons (‘working lunches’) are allowable subject to the lower rate of subsistence specified above. Alcoholic drinks are not allowable, and it would be expected that working lunches would be booked with QM Hospitality in the first instance.
- 9.6 Only actual subsistence costs incurred will be reimbursed. Receipts must be provided for all expenditure claimed.

Overseas subsistence

- 9.7 For overseas breakfast and dinner rates see the HMRC guideline amounts see: [Expenses rates for employees travelling outside the UK - GOV.UK](https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk)
- 9.8 Only actual subsistence costs incurred will be reimbursed. Receipts must be provided for all expenditure claimed. The most economic subsistence options of a suitable standard are expected to be booked, the guide amounts published by HMRC do not constitute a ‘budget to spend’ or ‘allowance’.

10. Other Business Expenses

Relocation costs

- 10.1 Details of the University’s relocation scheme are available from HR.

Professional membership subscriptions

- 10.2 Personal membership subscriptions to professional bodies will not be paid where membership of a professional body is a normal expectation of the individual and

role, as specified in the individuals' job description, e.g. Finance professionals may be expected to be a member of an accountancy body so these costs will not be reimbursed. Individuals are normally entitled to obtain tax relief on professional subscriptions they fund themselves provided the professional body is on HMRCs qualifying list: [HMRC qualifying professional bodies](#).

- 10.3 Subscriptions that are *ex officio*, ie associated with a role rather than an individual, will be paid.
- 10.4 If subscriptions give access to discounted facilities, conference fees etc, authorising line managers/budget holders may permit their reimbursement on grounds of value for money.

Eyes Tests

- 10.5 The costs of eye tests are not reimbursable. The University provides free eye tests to staff that use Display Screen Equipment (DSE) on a regular basis; this is carried out through a voucher scheme operated by Health and Safety.
- 10.6 For further information on how to obtain a voucher for a free eye test: [Eyesight tests](#)

Visas Reimbursement Scheme

- 10.7 The University has a visa reimbursement and loan scheme for staff. Claims should be made on the appropriate HR form for consideration, please see the intranet for [further details](#).

Passport costs

- 10.8 Costs of passport applications and renewals will not be reimbursed.

11. Hospitality and Business Entertainment

- 11.1 *Hospitality* is defined as expenditure incurred in offering meals and refreshments to external visitors to the University. It is not envisaged that this would be performed off site. The hospitality claim form is a supplementary sheet attached to the expense claim.
- 11.2 *Business Entertainment* is defined as "the provision of certain goods and services, free of charge to the recipient, designed to foster goodwill and enhance the business relationship between the University and a customer, academic or business partner, or such other third party as may be deemed appropriate". It is deemed to include the following:
- provision of food and drink;
 - provision of accommodation (such as in hotels);
 - provision of theatre and concert tickets;

- entry to sporting events and facilities;
 - use of University-owned assets such as meeting rooms, sports facilities or vehicles for the purpose of entertaining.
- 11.3 Business entertainment should, wherever possible, be carried out at the University's own facilities, and requisitioned via Agresso.
- 11.4 QMUL allows members of staff to entertain external third parties, such as an external adviser, outside student, sponsor or colleagues from an external organisation involved in collaborative official business. As a recipient of public funds, with expense claims potentially disclosable under the freedom of information act, it is not anticipated that spend will be excessive and should be fully documented and justified. A maximum of £50 per head is permitted, including drinks, unless prior written approval by the Head of School.
- 11.5 Business entertainment expenditure may only be an appropriate use of University funds and avoid tax liability if it is incurred wholly, necessarily and exclusively for University purposes. A taxable benefit-in-kind charge arises on an employee when he or she is provided in the course of official business with food or drink free of charge and the circumstances surrounding the provision of such food or drink is not in connection with business travel, or entertaining third parties for business reasons (that is, employee-only meetings or functions).
- 11.6 The expense claim must provide details of the organisation being entertained (including the names of the individuals concerned) and the purpose of the entertainment, together with itemised VAT receipts. Claims will not be reimbursed unless this detail is provided.
- 11.7 The authorisation and submission of a claim for entertaining is a declaration that the cost was incurred wholly, necessarily and exclusively for University. Expenditure on Hospitality and Business Entertainment is permissible, but it is the duty of staff and their authorisers to ensure that the expense incurred is appropriate to the occasion. Expenses are not allowable if entertainment is really for social reasons, even if some business topic happens to be discussed.
- 11.8 The ratio of QMUL staff to third party attendees should not exceed 1:3 (i.e. 1 external guest to 3 QMUL employees).
- 11.9 The occasion should not contravene any other QMUL policy; UK or International law such as UK Bribery Act and US Foreign Corrupt Practices Act and should not include events that could adversely affect the QMUL's reputation.
- 11.10 At all times, staff responsible for arranging entertaining should be aware of the source of funding being used and be able to justify the use of that money on

entertaining, rather than on other business use. This includes funds awarded in the form of research grants.

- 11.11 If entertainment is being funded through a research grant it must be specifically allowed by that provider of funds. Any additional rules which are applied by that provider must also be followed.
- 11.12 Working meals off-site are permissible where there is a genuine business need. This may be as a result of the time of day if the event is outside normal working hours, or to enable the use of facilities which are unavailable on QMUL Premises. As mentioned the 1:3 ratio will apply.
- 11.13 Service charges for example in restaurants are mandatory and will be explicit on the receipt, however claims for reasonable gratuities/tips (up to maximum of 10.0% or 20% in USA) will only be reimbursed if shown on the receipt. Amounts paid in excess of this are at personal discretion and consequently are not reimbursable by QMUL.
- 11.14 Costs of a spouse, partner or other family member attending any such events will not be reimbursed by QMUL.
- 11.15 All employees should ensure they are familiar with the “Anti-bribery and corruption policy”. This policy applies wherever in the world the employee conducts QMUL business, regardless of local custom and practice. Refer to ARC policy zone http://www.arcs.qmul.ac.uk/policy_zone/index.html

12. Annual Parties & One-off Events

- 12.1 These are events that not in connection with QMUL business activities e.g. Christmas lunches/parties, end of term socials, retirement parties etc.
- 12.2 QMUL will only provide funding of up to £25 a head for each member of staff employed in the department who is attending and for one annual departmental event.
- 12.3 In general staff should be expected to contribute to the cost of these events.
- 12.4 Given the University’s position as a charitable organisation and bearing in mind the sources of University funding, event organisers are expected to carefully consider the appropriateness and potential reputational impact of events, including factors such as:
 - the timing of events in the work day
 - impact on work duties
 - inclusivity considerations
 - fairness/equity across University staff/student populations

- whether provision of alcohol is reasonable/appropriate
- the balance of internal/external attendees
- availability of budget
- source of funding
- value for money considerations

12.5 Any expenditure on social functions should be approved in advance with the Head of School/Institute or PS Director.

12.6 Costs for major staff entertaining functions (for example annual social) should be invoiced directly to QMUL, not entered on individuals' expense claims. The limit in clause 12.2 applies regardless of the payment method.

13. Long Service Gifts & Other Gifts to Staff

13.1 QMUL will make a contribution of £300 towards a gift for employees after 25 years' service. Refer to the HR website:

[Long Service Award - Human Resources](#)

13.2 This money must be used to purchase a gift and under no circumstances can the employee be given money.

13.3 All gifts or benefits provided to employees are subject to Income tax and National Insurance unless there is a specific exemption.

13.4 Gifts to staff for a reason such as a thank you, illness, bereavement, a birth or marriage, success in exams or leaving and retirement should be funded by staff collections and will not be reimbursed or funded by QMUL.

13.5 QMUL's Financial Regulations and Standards of Business Conduct (links below) detail the guiding principles required by employees in the conduct of public business and the requirements for formal registration of any gifts or hospitality received above a low intrinsic value.

[Financial Regulations](#)

[Standards of Business Conduct](#)

Policy Information and Document Control

Policy title	Expenses Policy
Version number	2.1
Related policies and procedures	Financial Regulations
Superseded policies	N/A
Approval level	Finance and Investment Committee
Approval date	5 March 2026
Effective date	Valid from date of approval
Next review due	March 2029
Policy owner	Thomas Skeen, Director of Finance Janice Trounson, Deputy Director of Finance, Financial Controls and Systems
Policy contact	Annie Lewis, Accounts Payable Manager Janice Trounson, Deputy Director of Finance, Financial Controls and Systems

Version Control

Version	Date	Reason for updates/Summary of key changes
2.1	July 2026	Minor changes made following publication of the Sustainable Travel Policy
2.0	March 2026	3 yearly regular update