

## **Information for visitors submitting an Expense Claim at Reading University**

*Please note that this document is intended for guidance only, and is not an official document published by Reading University itself. It outlines advice for our Programme members and visitors that work outside of Reading University, following the University's Travel and Expenses Policy.*

The latest claim form can be found here:

<http://www.reading.ac.uk/internal/finance/fcs-expenseclaimsform-open.aspx>

Go to 'Things to do now' on the right hand column and click on

[Finance Expenses Form Sep 2018](#)

General rules on our expense claim & hospitality policy are:

### **Travel**

#### **Air Travel**

Air travel bookings must be made as far in advance as possible

Air travel should only be undertaken when this is the most economic or suitable mode of transport and there are no other means to carry out the University business e.g. video conferencing.

It is mandatory that all flights booked for University travel are **restricted and economy class fares.**

#### **Rail**

**All rail travel should be standard class.**

#### **Travel using a personal vehicle**

In the event that a person uses their own personal vehicle for a University business trip, the University will reimburse mileage costs.

The detailed mileage rates can be found on the website at

<http://www.reading.ac.uk/internal/finance/fcs-expenseclaimsform-open.aspx>

It is the driver's responsibility to ensure that they have a valid driving licence, the vehicle has a valid MOT certificate as appropriate and it is properly insured for appropriate business use, including if applicable for passengers and business equipment.

### **Accommodation**

All accommodation bookings must be made as far in advance as possible

Price per night limits for accommodation (including breakfast) apply to the following regions:

- a. London (within the M25) – Up to a maximum of £200 per night
- b. Rest of U.K – Up to a maximum of £110 per night

- c. New York – up to a maximum of £180 per night
- d. Dubai – up to a maximum of £160 per night
- e. Rest of the World – normally up to a maximum of £150 per night

If a person on University business is required to stay away overnight and chooses to stay somewhere other than a hotel or equivalent (e.g. with friends or colleagues), the University will not reimburse any notional accommodation costs.

### **Subsistence**

Subsistence must be based on actual expenditure and supported by appropriate receipts.

Although the University does not prohibit the purchase of alcohol within subsistence payments, it will only be considered for University funding when purchased with a meal, at a reasonable cost (house wine or equivalent) and not in excessive quantities (up to half a bottle of wine per person or equivalent).

**Subsistence - day travel** For day business trips lasting less than 10 hours no food or other subsistence can be claimed. For business trips lasting more than 10 hours, a subsistence claim for up to a maximum of £10 for food can be claimed on production of valid receipts.

### **Subsistence - overnight travel**

Subsistence may be claimed up to the following limit on production of valid receipts:

Maximum £45 per day

Overseas subsistence claims may be claimed up to the following limit on production of valid receipts: Maximum £45 per day.

### **When completing an expense claim, please note:**

- Handwritten forms will not be accepted by the Finance Department
- Accounting section can be left blank
- Please include the reason/event on the first page (only print second page if claiming for mileage)
- Please print the forms first and then sign afterwards - digital scans are not accepted by the Finance Department
- Original receipts must be included. Copies will only be accepted for shared meals, which must be highlighted clearly.
- If currency is different, please use: <http://www.oanda.com/currency/converter/> to convert to correct daily rate
- Please post form & receipts to event organiser (Sharon Burton) as soon as possible to prevent outdated forms being submitted