

Working Lunches

10. Working Lunches where provided from the University's facilities. Where the provision of food and refreshments is from external suppliers, tax and NIC charges may arise.

Subsistence

11. If your duties require you to travel you are entitled to claim the additional cost of meals taken on route unless you are attending a catered conference. Only the costs of meals taken in the course of business journeys will be borne by the University. You may claim either the actual, reasonable costs of food and non-alcoholic drink, supported by receipts, to a maximum of:
 - a. **Lunch - £15.00**
 - b. **Dinner - £25.00**

Hotel Accommodation

12. All accommodation in excess of £250 should be booked through the specified Agent (currently Key Travel). It is recognised that multiple bookings for field trips may need to be treated as exceptional cases.
13. When you are travelling on business you should obtain accommodation in a reasonable quality hotel. The following pricing guideline should be applied to accommodation costs when booking hotels:

UK hotels (excluding London)	up to £100 per night
London hotels	up to £150 per night
Overseas	up to £150 per night
14. If these prices are unachievable approval from your line manager should be obtained prior to booking.

Travel Expenses

15. All travel in excess of £250 should be booked through the specified Agent (currently Key Travel).
16. You may claim the costs of necessary business travel.
17. All staff and students must register overseas travel involving overseas travel for business purposes with the University's Insurance Section prior to departure. Further information and an online registration form can be found in the "Working Here Section" of StaffNet.
18. Staff undertaking overseas travel should also refer to the Overseas Travel Policy found in the "Policy Zone" of StaffNet and check current travel advice provided by the Foreign and Commonwealth Office prior to departure.

Air/Rail fares

19. Employees, who need to travel by air or rail, should normally travel at tourist or economy class or standard class for rail fares, taking advantage wherever possible of any reduced rates. In relation to air travel, all domestic and short haul flights (less than 12 hours in length, inclusive of airport stop over time) should be economy or tourist class. Business Class travel may only be approved for flights of longer than 12 hours duration, inclusive of airport stopover time, and only granted for shorter flights on an exceptional basis e.g. health or disability reasons. All First or Business Class air or rail travel must be approved before reservations are made. All student travel should be at economy or tourist class.
20. Whenever possible tickets should be booked in advance (at least 14 days) in order to reduce costs and take advantage of low fares. If under £250, a variety of carriers should be considered to ensure value for money is achieved. Travel by business class must be booked a minimum of 14 days in advance of travel and open tickets should not normally be purchased when travelling by business class. All staff have responsibility to ensure good use of funds and best value is achieved regardless of the funding source.