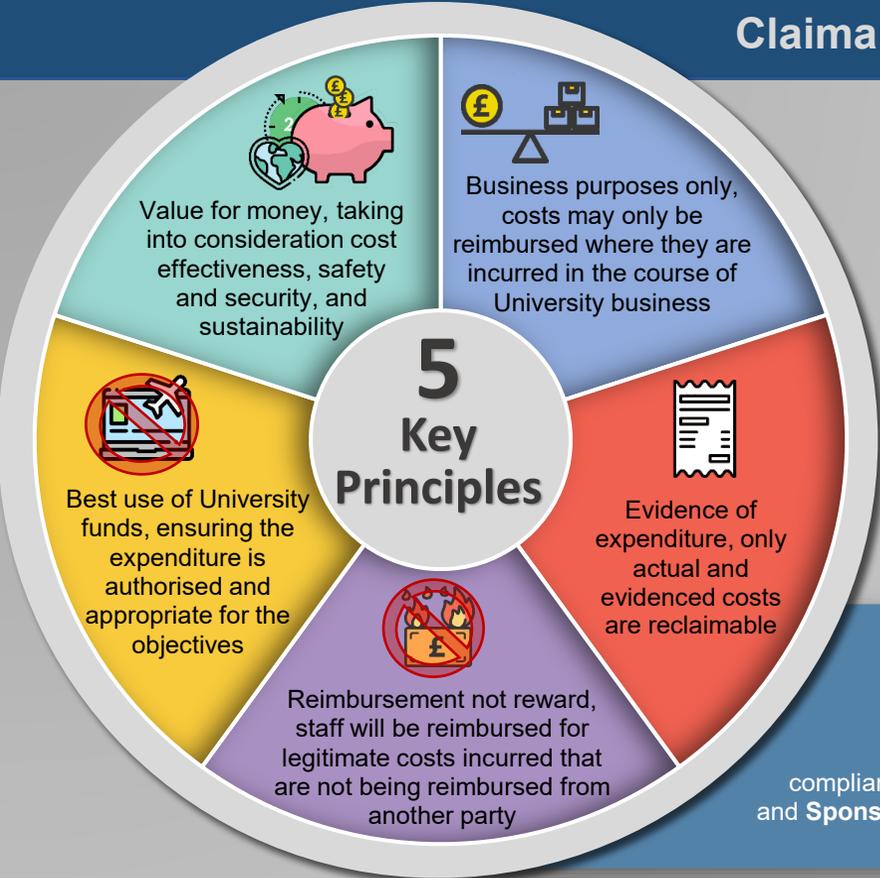


Claimants Quick Guide to Expenses



Travel sustainably: walk, cycle or use public transport where possible

- Public transport fares (Icon: Bus ticket)
- Air or Rail (Icon: Airplane and train)
- Car mileage (Icon: Car speedometer)
- Taxi or hire vehicle (Icon: Yellow taxi)
- Overnight stays (Icon: Bed)
- Meals away from work (Icon: Plate and fork)
- Excessive alcohol (Icon: Beer mug)
- Penalties or fines (Icon: Penalty card)
- Bicycle Mileage (Icon: Person on bicycle)
- Private or family (Icon: Family group)
- Home to office (Icon: Car and clock)
- Hotel extras (Icon: TV and beer)
- 1st Class travel (Icon: 1st Class sign)

The University will reimburse costs incurred **wholly and necessarily** for University business, in compliance with **HMRC legislation** and **Sponsors' Terms and Conditions**

Keep original **receipts** for all expenditure. Maintain mileage records.

Do not travel to regions/areas that the Foreign & Commonwealth Office have **advised against**

Before you travel...

- UK trips:** get prior verbal, written or "understood" authorisation (Icon: Thumbs up)
- Establish the mode of travel that provides best value for money (Icon: Coins)
- Identify accommodation (within rates for UK) (Icon: Bed)
- Can the University book direct for what you need? (Icon: Computer screen)
- Using your own vehicle? Ensure your motor insurance has a business use clause (Icon: Car)
- Overseas trips require written authorisation and a risk assessment (Icon: Globe with checkmark)
- Register for free University Travel Insurance at time of booking (Icon: Airplane)

Transport services such as Uber permitted at department's discretion – undertake your own risk assessment before booking.

Entertaining? Record the event purpose and details of all those attending (Icon: Fork and knife)

'Unregulated' accommodation such as Airbnb should be risk assessed and only considered when no alternative exists. (Icon: Airbnb logo)

Making a claim - □ X

Use our approved forms or systems

Claim out-of-pocket expenses within 3 months

Detail the expense's...	Declare...
<input checked="" type="checkbox"/> Nature	<input checked="" type="checkbox"/> Any advances
<input checked="" type="checkbox"/> Purpose & attendees	<input checked="" type="checkbox"/> Claim is true & accurate

Attach evidence:
 Supporting_Evidence.pdf

Specify which Account/Project code(s) to use, if known

Forward to appropriate senior person in dept.


Approved claims will then be:

1. Forwarded to Dept. Finance Team or central Shared Services
2. Paid into your bank account within 10-14 days

45p



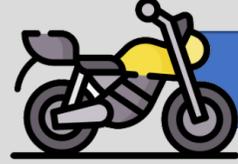
5p

per mile* <10,000 per passenger per mile*

25p



per mile* >10,000



24p

* Irrespective of engine size

Actual, evidenced, UK-based expenditure per day up to...
Rates effective from 1 March 2025

 £12 Breakfast	+	 £41	
 £12 Lunch	+	 £140	
 £29 Dinner	+	 £200 Major city*	
 £25 Family / friends stay	+	 £181	 £241 Major city*

* Major cities are London, Birmingham, Bristol, Edinburgh and Manchester
More at: www.expenses.admin.cam.ac.uk/expense-rates/subsistence-rates

- www.expenses.admin.cam.ac.uk
- | | |
|---------------------------------------|---------------------------------------|
| Link to Expense system and forms | Mileage and subsistence rates |
| Travel Insurance Portal | Key Travel: travel management company |
| University's Travel & Expenses policy | |