

GUIDANCE NOTES ON TRAVELLING EXPENSES

1. GENERAL

- (a) Full details of the University's Regulations are contained in the **Expenses and Benefits Procedures Manual**, which can be found on the Finance Web Pages at www.finance.soton.ac.uk.
- (b) All claimants **must attach ORIGINAL receipts only and supporting documentation** of the expenditure incurred when submitting a claim. **This is an Inland Revenue/Audit requirement. It is not acceptable to state receipts are lost/not available. Note that incomplete claims will not be processed for reimbursement.**

2. TRAVEL BY:

- (a) **AIR** Payment of air travel may be approved provided the overall cost does not exceed that of the standard rail fare plus meals. Travel should be by tourist or economy class; where possible taking advantage of reduced rates. It is anticipated that the cost should be paid directly by the University to the travel agent where appropriate.
- (b) **PRIVATE CARS** The current University car mileage rates for private cars used on University business are available on the Finance Web Pages. Amendments to these rates are published in "New Reporter".

Inter campus travel, mileage for return journey from/to Highfield

Avenue Campus	2 miles,	New College	4 miles,
SGH and RSH	5 miles,	Chilworth Manor	7 miles,
SOC	8 miles,	WSA	23 miles.

- (c) **PRIVATE CYCLES/
MOTOR CYCLES** A cycle/motor cycle mileage rate is available and is published with the car mileage rates.
- (d) **RAIL** The most economic class should be used, in general standard rail class period return can be claimed.

3. INSURANCE WHEN USING PRIVATE TRANSPORT

A vehicle used on University business is done so at your own risk. Ensure that your personal insurance policy provides cover for the use of the vehicle in connection with your "trade or profession". Where equipment is to be carried, this activity should also be covered under the terms of your policy.

4. SUBSISTENCE

There are no (un-receipted) subsistence rates for UK travel. Actual receipted costs authorised by the budget holder may be claimed.