

EXPENSES POLICY

PURPOSE

This policy explains when and how expenses can be claimed to reimburse you for costs incurred in carrying out your work for UoNSU.

POLICY

Introduction

This policy sets out the rules for how you can claim expenses incurred in carrying out your work. We want to reimburse you properly and in a timely way so that you're not out of pocket for longer than necessary. We also need to make sure that all expenses are treated properly for tax purposes.

We will reimburse your expenses for travel, refreshments and other necessary items or activities carried out as part of your work for the Union. These must be agreed in advance with your line manager.

Travel Expenses

When travelling on UoNSU business, we choose the most appropriate and cost-effective form of travel available, bearing in mind the time and distance we need to travel. For example, we use Hopper buses as much as possible when travelling between campuses, and fix our train travel rather than paying a premium for open tickets.

There may be occasions when you use your own vehicle or a hire vehicle to travel on Union business. This must be authorised in advance by your line manager. If you do use your own or a hire vehicle, the following guidelines apply:

- Expenses will be reimbursed at the current government recommended rate per mile. This has been calculated to include running and maintenance expenses such as petrol, insurance and MOT. You are responsible for ensuring that your insurance policy covers you for use of the vehicle on business.
- We will not take responsibility for any costs incurred as a result of damage to your own vehicle or a third party's whilst being used on Students' Union business.
- Where you have used a hire vehicle, we will not be responsible for any costs incurred as a result of any insurance excess charged by the Hire Company. In exceptional circumstances, or where we believe that financial hardship may be suffered as a result of these costs, we may agree to advance an amount to you to cover some or all of the costs incurred.
- Where you need to connect to the internet to stay productive while travelling, you may claim £5 per journey for the connection fee.

- We'd usually expect you to claim any expenses within 1 month.
- Expenses that are greater than 3 months old will not be permitted.

Food and Refreshments

Where you attend a course, conference or other approved event for a full day, you may claim according to the HMRC guidelines on allowances, currently:

- Breakfast £5
- Lunch £10
- Dinner £15

Breakfast may be claimed when travelling before 7am and when staying overnight away from home, and dinner when away after 8pm.

We will give you up to £3 to help cover the costs of refreshments on the outward journey, and up to £3 for the return journey. You will need to produce receipts for any costs claimed. However, these monies cannot be claimed in addition to the allowances above.

You will only be reimbursed for meals you buy during an overnight stay, or on a journey, where they are not included with overnight accommodation.

Overnight Expenses

If you have to stay overnight away from home whilst on Union business, the reasonable cost of overnight accommodation will be paid, provided it has been agreed in advance with your line manager. In addition, you will receive an allowance of £3 per night.

As above, you will need to produce receipts to support your claim.

Award Ceremonies

A department, individual staff member or the Students' Union as an organisation may be put forward for professional awards to publically recognise the work of the Students' Union. In considering which professional award to apply for and the requirement for attendance at the ceremony, staff should consider the available budget and the relevance of the award in how it supports/demonstrates the Students' Unions overall goals and current priorities. It should have a clear link to our values as they relate to individuals and the organisation as a whole. The level of award should also demonstrate the ambitions and promote the Union from a PR perspective.

If departments/ individuals or the Students' Union as an organisation is nominated to receive an award that relates to the work of the Students' Union the following expenses provision is made:

Students' Union Organisation Nomination:

The Senior Leadership Group budget will cover the costs of attending an award ceremony where the Students' Union as an organisation is nominated.

- This will include the cost of the event ticket:
 - Where there is a clear staff member and/or a clear Officer recognized with the nomination, a maximum of 2 places will be funded.
 - Additionally 3 staff or Officers may attend and names will be drawn randomly. Any staff member who is drawn and subsequently cannot attend will have that place re-drawn.
 - Where the event permits, additional tickets may be funded subject to budget holder funds and approval, up to a maximum of 5 people

Individual/Department/Group nomination:

Where departments or individuals are nominated the departmental budget holder will cover the cost, subject to available budget:

- This will cover the cost of the event ticket for either:
 - The named person and a guest *or*
 - A representative member of staff and an Officer (limited to 2 people) *or*
 - A group of up to 5 people where a group nomination has been made
- Where the event permits, additional tickets may be funded subject to budget holder funds and approval, up to a maximum of 5 people.

All other expenses e.g. accommodation, subsistence etc. will be paid in line with the Union Expenses Policy.

END