

Nov25

Staff Expenses Policy



BATH SPA
UNIVERSITY

1. Purpose

- 1.1 The purpose of this policy is to set out the rules on reimbursement of reasonable travel expenses incurred during official University business.
- 1.2 Compliance with the policy provides staff protection from unwarranted accusations as well as helping the University control expenditure and achieve its sustainable travel and value for money objectives.
- 1.3 The policy includes details of types of expense that may be claimed, and the process for making a claim.

2. Definitions

- 2.1 "Staff" mean all employees employed by Bath Spa University.
- 2.2 "University" means Bath Spa University.

3. Policy Statement

- 3.1 The policy applies to all staff of the University, and to students and others employed by the University who incur expenses which the University has agreed to reimburse.

3.2 Value for Money and Sustainability

- 3.2.1 In planning and procuring their travel arrangements staff must ensure they achieve best value. Value for money may be achieved from the choice of service, time of travel, type of ticket and travel agent, and is generally maximised if travel arrangements are booked well ahead.
- 3.2.2 The University has established relationships with several approved suppliers and using these contracts for flights, train and hotel bookings should help to achieve 'good value'. For more information on these please visit Bath Spa Travel Information Hub.
- 3.2.3 However, staff may use other arrangements to book their travel where they can demonstrate that this provides better value for money. Time spent searching and booking travel including the potential cost of cancellation should also be factored in when using non-approved arrangements.

3.3 External Monies

- 3.3.1 If an external grant or research funder stipulates higher financial limits, this University policy will take precedence. If external funders stipulate lower financial limits, then the external funder requirements will take

precedence as this will represent the maximum, they are willing to reimburse.

3.3.2 The University receives public funds and is subject to Freedom of Information requests. It is also subject to considerable external scrutiny from funders and their auditors.

3.4 Reimbursement

3.4.1 The University will reimburse claimants for expenses which they wholly, necessarily, and exclusively incur during official University purposes. Only actual costs which are incurred as part of the University's purposes will be reimbursed.

Individual Responsibility	
Claimant	<p>Staff have a duty to ensure that University funds are applied appropriately and represent value for money, and all claims for expenses should be made promptly.</p> <p>Compliance with this policy will ensure that the member of staff, or the University, does not incur a tax or national insurance liability and that staff need not report expenses on their tax returns.</p>
Approver: Line Manager / Budget Holder	<p>Line managers/budget holders are responsible for checking and approving expense claims. Open MyFinance, go to 'My BSU' and the expense to be approved will be in 'My Tasks'.</p> <p>Line managers/budget holders must ensure that all expense claims submitted to Finance for payment are in adherence to this policy. Where Finance receives a claim that does not adhere to the policy, it will conduct enquiries to rectify the situation.</p>
Head of School / Department	<p>Responsible for ensuring staff are aware of the Expenses Policy and the consequences of failing to comply. Compliance is mandatory and subject to audit.</p>

3.4.2 Purchases of any IT hardware, software or mobile phones must be made via ["MyServices"](#); Unless for emergency reason IT hardware should not be purchased and software is a prohibited item..

3.4.3 Please note that any items purchased with university administered funds are University property. Departments should ensure that individuals do not keep such items personally.

3.4.4 Staff are not expected to be out of pocket or fund University activity, but

they should expect to be held accountable for their expense claims which need to be compliant with this policy in terms of what can and can't be claimed, and to substantiate their claims with documentation e.g., receipts to show evidence of the expenditure incurred.

- 3.4.5 The University reserves the right to refuse reimbursement for any claim which does not conform to this policy. Finance will review all claims that exceed mandatory, or guideline amounts and refer those who persistently exceed guidelines to the Chief Finance Officer. The Chief Finance Officer may ask claimants for their justification and has the right to impose restrictions on current and future claims.

3.5 Principles

- 3.5.1 Value for money should be prioritised – costs should be modest and reasonable, and any cost which an external observer might regard as being unnecessary or an excessive use of public/charitable funds must be avoided. “Reasonable” expenses are those that are cost effective when weighed against the purpose of the activity. Reimbursement in full is not guaranteed if the claim is not considered value for money.
- 3.5.2 Sustainability of activity is assessed - before committing to any business travel expense, individuals must review the [Sustainable Travel Policy](#) and check that the activity is in line with the policy.
- 3.5.3 Procurement should be considered first – expenses claims should only be used when it is not possible and/or practical for the University to pay for the goods or service directly through our established Procurement routes by raising a requisition.
- 3.5.4 Costs incurred are for business purposes only, and the claimant does not receive a personal benefit (see taxation below).
- 3.5.5 Timely – only actual and evidenced costs are reclaimed within a reasonable timeframe (three months unless an exceptional circumstance exists).
- 3.5.6 Authorised by appropriate person – claims should be authorised by someone other than the claimant or a related individual and will usually be a more senior member of staff, where possible.
- 3.5.7 The Bath Spa University's authorised expenses reimbursement system, [MyFinance](#), is the only route for staff expenses.

3.6 Taxation

- 3.6.1 Expenses incurred by employees, which are reimbursed by their employer are taxable payments unless they are incurred wholly, exclusively and necessarily in the performance of their duties of employment. Some business travel expenses are covered by exemptions.
- 3.6.2 The University has to satisfy HMRC that no tax would be due in respect of the payments and benefits covered by the agreement and that the University operates good control systems ensuring payments are within the terms of the Agreement.
- 3.6.3 HMRC has to be satisfied that the expenses covered by the Agreement only reimburse employees for expenses incurred on University business.
- 3.6.4 All expenses must be recorded, clearly itemised and accurately coded on the Universities expenses system together with the reason the expenses were incurred. This ensures that Value Added Tax (VAT) can be reclaimed on specified items of business expenses.

4. Incurring and Claiming Expenses How to Claim

- 4.1 There are a number of ways in which business expenses can be incurred or claimed. This policy applies to all business expenses regardless of the method by which they are claimed or the source from which they are funded.
- 4.2 **Purchasing Cards**
 - 4.2.1 Purchasing cards are a convenient and cost-effective way to procure one off and low value goods and services, including subsistence expenses incurred during travel. Purchasing cards are typically held by individual members of staff who are frequent travellers and/or who undertake minor procurement activities on behalf of a budget centre.
 - 4.2.2 When purchasing cards are used the mandatory and guideline rules and financial limits set out in this policy document apply. University contracts for travel and accommodation must be used unless they cannot reasonably satisfy your needs.
 - 4.2.3 Holders of purchasing cards must use them only for the purposes for which they have been issued and within the authorised purchase limits. Cards must not be loaned to another person, nor shall they be used for personal or private purchases. Misuse of purchasing cards may result in their removal from cardholders.

4.2.4 Confirming purchasing card expense should be submitted on-line through [MyFinance](#), and will appear in 'My BSU', once the card statements are processed.

4.3 Expense Claims

4.3.1 All Staff and Governors incurring additional expenses in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed for expenses, subject to appropriate evidence of expenditure being produced, compliance with the rates published in the paragraphs below on Travel and Accommodation & Subsistence and approval by the budget holder.

4.3.2 All Staff and Governors should submit a claim for reimbursement of expenses as soon as possible after the expense was incurred. The University will not normally accept claims for processing that are over three months after the date that the expense was incurred except where exceptional circumstances can be justified.

4.3.3 Claims should be submitted by all staff on-line through [MyFinance](#). The claim must clearly state:

- the expense type;
- the date of expenditure or the dates of travel;
- description of the expense.

4.3.4 MyFinance guidance on how to submit an expense claim is available [here](#).

4.3.5 All receipts should be scanned, uploaded and attached to online expense claims. Missing receipts will delay payment of expenses and persistent claiming of expenses without receipts (where required and identified in this policy) may result in disciplinary action.

4.3.6 Staff should retain original receipts until the claim has been approved in case further verification is required.

4.3.7 Claims are checked for appropriateness of the expense, reasonableness, supporting documentation, and authorisation. Any unusual or significant items will be investigated.

4.3.8 All University spend is subject to scrutiny and audit by government agencies, internal and external auditors, funders and their auditors and other sponsors.

4.3.9 University expenditure is also subject to scrutiny under Freedom Of Information requests that can include the reporting of anonymised details of staff expense claims. All claimants and authorisers must ensure that any claim made is justifiable, legitimate and will not risk the University's reputation.

4.4 Travel

4.4.1 Staff should refer to the [Sustainable Travel Policy](#) page on the staff intranet site.

4.4.2 The University will pay for travelling expenses for staff journeys made in the performance of their duties as employees of the University. Normally this should be booked in advance through the University's approved travel management company.

4.5 Business Travel

4.5.1 The University will only reimburse the costs of necessary business travel. This is defined as travel from one workplace to another on University business, enabling staff to perform their work duties.

4.5.2 Payment for the cost of travel between home and the workplace (including weekends and evenings) is only payable in exceptional circumstances when approved by the claimant's line manager/budget holder on advice of the Finance/HR Business Partner. Approved home to work journeys are a taxable benefit.

4.5.3 The University will not fund the costs of partners accompanying staff unless the partner is assuming an official University role, such as hosting official receptions, and the line manager's approval has been obtained prior to travel. If a member of staff wishes to extend an overseas visit into a holiday, and/or take family members with them, all non-University business costs must be borne in full by the member of staff.

4.5.4 Air miles and similar reward scheme benefits earned through official travel may be used to "purchase" enhanced facilities on University business travel such as seat or facility upgrades or to obtain access to facilities such as priority booking or departure lounges. They must not be used for personal benefit.

4.6 Air, Rail, Coach and Bus Travel

4.6.1 Wherever possible rail travel should be booked in advance through the University's approved [Travel Management Company](#).

- 4.6.2 The most economical method of transport should be used taking into account efficient working practices. Staff are encouraged to use public transport wherever available/appropriate. This will be standard class rail travel, and economy class air travel or hire/private car but this will depend on the destination and the number of people travelling.
- 4.6.3 Travellers should book well in advance and wherever possible take advantage of saver or super-saver tickets.
- 4.6.4 Timed returns should always be booked unless it is not possible to estimate with certainty your time of return, in which case open-returns may be booked.
- 4.6.5 Travellers are expected to travel **standard class**; however, first class rail travel may be booked where this is cheaper than published standard class fares for timed arrivals and departures (i.e. not open-ended standard class returns) which can be the case depending on the date.
- 4.6.6 The circumstances that can apply to staff travelling other than standard class are:
- where there is a demanding work schedule e.g. a short time between rail travel and the commencement of University duties or where there are multiple trains over an extended period being taken;
 - where a funding sponsor permits higher classes and will reimburse the full cost
 - medical and/or disability grounds;
 - where it is cheaper or the same price to travel by train at a higher grade, including first class.
- 4.6.7 If circumstances warrant rail travel other than standard class the following apply:
- Any rail travel, other than standard class, requires the prior approval of the member of staff's line manager/budget holder;
 - First class is only permitted if the cost is fully reimbursed by an external funder or sponsor.
- 4.6.8 Wi-Fi costs will be reimbursed if this is used for University business.

4.7 **Air Travel**

- 4.7.1 Staff are expected to fly **economy class**.

4.7.2 However, in certain circumstances it is permitted to fly in other classes based on the following guidelines:

Flight Duration	Any Flight Duration	Over 5 Hours and Up To 9 Hours	Over 9 Hours (Subject to Prior Approval)	Not Permitted
Class	Economy	Premium Economy	Business	First Class

4.7.3 The circumstances that can apply to staff travelling other than economy class are:

- where there is a demanding work schedule e.g. a short time between a flight landing and the commencement of University duties or where there are multiple flights over an extended period being taken;
- where a funding sponsor permits higher classes and will reimburse the full cost
- medical and/or disability grounds;
- where it is cheaper or the same price to fly at a higher grade, including first class.

4.7.4 If circumstances warrant flying other than economy class, the following apply:

- Any flight, other than economy class, requires the prior approval of the member of staff's line manager/budget holder;
- First class is only permitted if the cost is fully reimbursed by an external funder or sponsor.

4.7.5 There is usually a premium for air travel extras if not booked in advance. Acceptable costs for air travel extras are seat reservation fees and baggage charges if booked in advance. Unacceptable costs are excess baggage charges made at check in if these charges could have been avoided at the time of making the booking.

4.8 **Sea Travel**

4.8.1 For crossings over 6 hours, standard cabin accommodation is permitted.

4.9 **Motor Vehicles**

4.9.1 The following order of priority should be adhered to when travelling on official business by private vehicle:

1. Private vehicle
2. Hire car and fuel (in excess of 200 miles round trip, (flexibility on hire care use is considered for frequent travel or supporting student recruitment activities)).

4.9.2 Staff will only be reimbursed expenses which they actually and necessarily incur in the course of official travel using their own vehicle. Mileage allowances are paid for the actual distance necessarily travelled, excluding the cost of home to work journeys.

4.9.3 Where business mileage is being claimed, the start point, destination and number of miles must be included on the expense claim prior to authorisation together with the reason for travel. Please note that electric or hybrid car rates are currently approved by HMRC at the mileage rate for cars and vans. Please note that fuel costs can only be claimed for hire cars and that [HMRC mileage rates](#) must be claimed for use of private vehicles for University purposes.

4.10 Car Parking

4.10.1 Car parking charges, road and bridge tolls and congestion charges associated with business travel will be reimbursed.

4.10.2 Car parking charges for a member of staff normal workplace, speeding fines, parking fines, congestion charge non-payment fines or any other penalties will not be reimbursed.

4.11 Private Vehicle Rates

4.11.1 If a member of staff travels on University business to a place other than his/her permanent place of work (including a journey to a temporary place of work), and the journey begins and/or ends at home, travelling expenses will be paid on the basis of the shorter of:

- the actual mileage travelled;
- the mileage that would have been travelled if the journey had commenced or finished at the permanent place of work.

4.11.2 Mileage claimed must be the actual mileage recorded to the nearest mile. Claims may be checked for accuracy by Finance and reject any where a discrepancy is found.

4.11.3 Claimants using their private vehicle are paid a standard business mileage. Current rates applicable are:

Transport	First 10,000 Business Miles in the Tax Year	Each Business Mile Over 10,000 in the Tax Year
Electric car	9p	9p
Cars and vans	45p	25p
Motor Cycles	24p	24p
Bicycle	20p	20p

Per [HMRC mileage rates](#) – if claimed over this threshold, the claim is classed as a taxable benefit.

4.11.4 For drivers of a company provided electric vehicle via the monthly salary sacrifice scheme, claims for business miles driven can be claimed at the rate shown above for cars & vans. However, as HMRC deem this to be a company provided vehicle, some of this will be subject to statutory deductions so must be claimed via Payroll and not via MyFinance. Please contact payroll2@bathspa.ac.uk for more details.

4.12 Temporary Workplace

4.12.1 If a period of continuous work lasts more than 24 months at a temporary workplace, then that location ceases to be a temporary workplace and expenses, subsistence and tax relief can no longer be claimed.

4.12.2 A permanent workplace is a place that an employee attends on a regular basis in the performance of their duties.

4.12.3 If the employee attends, or intends to attend, a workplace for more than 24 months of continuous employment, it is not deemed a temporary workplace. A continuous period of employment is deemed by HMRC as being 40% or more of the working time.

4.12.4 Therefore, if an employee attends one location for two days a week for 24 months, it is not a temporary place of work as it is not for a limited duration.

4.13 Hire Cars

4.13.1 Hire car bookings must be made using the University's contracted suppliers provided on the [Bath Spa Travel Information Hub](#). Personal mileage is not permitted. Class M or MPVs should only be hired to accommodate four or more people plus equipment.

4.13.2 Actual fuel costs incurred will be reimbursed only if receipts are provided. Drivers should comply with the car rental refuelling policy to ensure that

the University does not incur a refuelling fee.

4.14 **Inter-Site Travel**

4.14.1 There are a number of different options to take when travelling to University and staff can benefit from the following perks to make their journey into work easier and more sustainable. For more information visit the [Travel Information Hub](#).

4.15 **University Vehicles**

4.15.1 Staff driving University vehicles must abide by the [code of practice](#).

4.16 **Taxi Travel**

4.16.1 Local Taxis should be booked using the information in [Bath Spa Travel Information Hub](#)

4.16.2 In exceptional cases taxis maybe used to travel home for welfare reasons and/or where there are issues of personal safety. Such cases require the prior approval of line managers/budget holders.

4.16.3 Approved home to work journeys are a taxable benefit.

4.16.4 Non-local taxi fares may be claimed where no suitable public transport is available or when travelling in an unknown locality or where public transport is infrequent or where the saving in time is important.

4.16.5 Taxi fares may be reimbursed to or from home or from the office to home where the journey commences either before 6.30am or after 9.00pm or where alternative methods of public transport are not readily available.

4.16.6 Purchase orders are not required to book a taxi but may be appropriate when booking several taxis for an event and for VIPs via the University's purchase ordering system.

ACCOMMODATION & SUBSISTENCE

4.17 **Accommodation**

4.17.1 All claims for subsistence must be supported by original receipts or vouchers. The general principles of reasonableness and economy combined with efficient working practices must be applied. Wherever possible hotels should be booked sufficiently in advance through the University's approved [Travel Management Company](#). However, if you can obtain value for money elsewhere you should do so.

4.17.2 Miscellaneous and incidental charges on hotel bills will only be reimbursed when incurred necessarily on University business. The following will not normally be reimbursed:

- personal phone calls
- certain charges made by hotels for the use of facilities such as pay per view videos, fitness suites, etc.
- laundry, newspapers or any personal items such as toiletries, etc.

4.18 UK Accommodation Rates

4.18.1 All accommodation must be book using the University’s approved [Travel Management Company](#).

4.18.2 Guideline accommodation rates are provided below. In exceptional circumstances these may be exceeded provided the prior approval line manager/budget holder is obtained and both the member of staff and the approving line manager/budget holder consider that circumstances warrant the incurrence of higher costs (such as reasons of personal safety, convenience of location to event/meeting, inability to procure cheaper accommodation):

Overnight Rate (including breakfast)	UK	London
Staying with friends and family	£31	£42
Standard rate (including VAT)	£120	£180

4.19 Overseas Accommodation Rates

4.19.1 HMRC provides benchmark scale rate expenses payments for accommodation. This publication should be referred to as a guide of what room costs are expected prior to booking [HMRC Worldwide Subsistence Rates](#). However, wherever possible hotels should be booked sufficiently in advance through the University’s approved [Travel Management Company](#) nevertheless, if you can obtain value for money elsewhere you should do so.

4.20 UK Subsistence

4.20.1 Subsistence costs covering breakfast, lunch and dinner, incurred whilst away from the University should be claimed based on the following limits:

Subsistence: period of absence	Limit (with receipt)
Breakfast (if leaving home before 7:00am)	£7
1 meal (5 hour rate)	£7
2 meal (10 hour rate)	£14
Late evening meal (irregular finish)	£20

4.20.2 The qualifying conditions are:

- the travel must be in the performance of staff member's duties or to a temporary place of work, on a journey that is not substantially ordinary commuting;
- the staff member should be absent from their normal place of work or home;
- the staff member should have incurred a cost on a meal and retained appropriate evidence of their expenditure.

4.20.3 Subsistence cannot be claimed when attending meetings or events at University campuses unless you are required to stay overnight.

4.20.4 Only actual subsistence costs incurred will be reimbursed. Receipts must be provided for all expenses.

4.20.5 Claims outside of these limits will need to be justified before they will be approved for reimbursement. In the event that a receipt could not be obtained, or has been lost, then this should be noted on the claim form. Claims may be rejected when a receipt is not provided where there is a reasonable expectation that a receipt would have been issued or may consider limiting the claim to the benchmark rates above.

4.21 Overseas Subsistence

4.21.1 For overseas breakfast and dinner rates see the HMRC guideline amounts see: [HMRC Worldwide Subsistence Rates](#).

4.21.2 When making a claim for costs incurred in foreign currency, the exchange rate to use should be either the rate charged for conversion into the foreign currency, or the standard rate, current at the time of the expenditure. If the former is to be used, then evidence to support this will need to be attached to the expense claim.

4.21.3 In the case of purchases by a personal credit card, the preferred method is to use the rate charged on the credit card statement and attach a copy of the statement to your claim to evidence this. (Please note that it is advisable to obscure the credit card number and other personal details from statements).

4.21.4 It is accepted that the cost of meals may vary from the guidelines above, dependent on the countries being visited, so it is important that receipts are provided to evidence claims being submitted.

4.21.5 As claims for foreign travel will be more complex, please ensure that you cross reference the receipt on the expense claim which will aid the processing of your claim.

4.22 Entertaining Expenses

4.22.1 Staff are encouraged to use University facilities wherever possible.

4.22.2 Entertaining attended by University staff only (i.e. not involving third parties) cannot be charged to University administered funds and is not reimbursable. Nor is it acceptable to charge for part of the cost of entertaining University staff only. This means that the University will not pay for wine at a function where staff pay for the food, nor will it pay for food/drinks purchased from a grocery store or similar, so that the function can be held in an office.

4.22.3 This applies whether on or off-campus, and includes:

- celebratory functions, (e.g. Christmas meals, engagement parties)
- functions for members of staff who are leaving the University

4.22.4 In general, refreshments, other than water, should **NOT** be ordered for internal meetings of two and a half hours or less.

4.22.5 Where meetings are expected to last for more than two and a half hours, basic refreshments can be ordered e.g. tea/coffee/biscuits (subject to approval by the relevant line manager).

4.22.6 Where external guests are present at a scheduled meeting or event, i.e. with non-BSU staff, basic refreshments or other modest catering appropriate to the time of day may be ordered (subject to approval by the relevant line manager).

4.22.7 In general, internal meetings should NOT be scheduled over a normal mealtime i.e. lunch. If however, it is absolutely necessary to schedule a

meeting at such a time, modest catering can be provided e.g. sandwich lunch (subject to approval by the relevant line manager).

4.22.8 Catering or refreshments for special events e.g. staff development events, team awaydays, off-site meetings etc., will generally be accommodated but all attempts should be made to keep the cost of such catering to a minimum. All such catering should be approved by the relevant Executive Group member before placing any orders or signing any contract/agreements.

4.22.9 All catering requests should be submitted using the online booking [system](#).

4.22.10 Members of staff (individually or on behalf of their School/Department) **MUST NOT** undertake any catering of their own for formal meetings or events. By doing so they will be putting themselves and the University at risk. Contraventions of food safety legislation can risks serious personal harm and can result in significant sanctions. This includes the purchase of food from supermarkets (chilled food or food for reheating) and takeaways.

4.22.11 Any events serving alcohol require approval by the relevant Executive Group member. Regardless of the catering option, the BSU Catering Team is the exclusive provider of alcohol on campus.

OTHER BUSINESS EXPENSES

4.23 Professional Membership Subscriptions

4.23.1 Personal membership subscriptions to professional bodies will not be paid except where membership of a professional body is a normal expectation of the role and agreed with your line manager.

4.23.2 Individuals are normally entitled to obtain tax relief on professional subscriptions they fund themselves, provided the professional body is on HMRCs qualifying list: HMRC qualifying professional bodies.

4.24 Home and Mobile Phone Call Charges

4.24.1 Where home and personal mobile phones are used for University business the actual cost incurred will be reimbursed. A copy of the phone bill/statement will need to be attached to the claim with the relevant calls highlighted showing the cost.

4.24.2 No other costs associated with private home phones, mobile phones, PDAs or broadband costs should be claimed through the expenses

system.

4.25 **General Expenses**

4.25.1 The basic rule for expenses to be reimbursable is that the costs must have been necessarily incurred in the performance of University business. In addition to the items specifically referred to in the sections about travelling and subsistence expenses, the following do not constitute business expenditure:

- purchase of flowers for staff/students in specific circumstances (e.g. bereavement) and approval by the Budget holder;
- purchase of greeting cards including Christmas cards unless they are being sent to business contacts;
- purchase of decorations for offices, including flowers and vases, other ornaments, Christmas decorations, and so on;
- purchase of tea coffee and other refreshments for use by staff. Note that this type of expense is acceptable where the goods are to be used for business entertaining or during genuine business meetings or where staff are contributing to the cost of these refreshments.

4.25.2 The following University central services units should always be consulted prior to entering into commitments with outside suppliers:

- purchasing: catalogues available for stationery, diaries & calendars, and also for various other consumables.

4.26 **Receipts**

4.26.1 All claims for reimbursements of expenses must be supported by original receipts, vouchers or equivalent evidence of the expense incurred, including scanned originals. Photocopies will not be accepted.

4.26.2 Credit card and debit card vouchers or statements are not acceptable forms of support for expense claims. Therefore, claimants are advised that they should always request a proper receipt or voucher. This is partly to avoid paying expenses where the credit card company or bank has refunded the original expense, but also because a proper receipt gives details of the goods/services purchased.

Quick Links

[University's Financial Regulations.](#)

[Learning & Development](#)

[Disclosure & Barring Scheme](#)

[Eye Tests](#)

[Additional Working and Overtime](#)

Document Details

Responsible Office: Finance

Responsible Officer: Chief Financial Officer

Approving Authority: Vice-Chancellor

Date of Latest Approval: November 2025

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Related Policies and Procedures: Financial Regulations

Supersedes: Staff Expenses Policy 2024

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