

TEESSIDE UNIVERSITY

TRAVEL, SUBSISTENCE & EXPENSES POLICY

Document Title: Travel, Subsistence & Expenses Policy			
Version No.	4.0	Policy Owner	Director Finance & Commercial Development
Superseded version	3.0	Author Role Title	Head of Transactional Services
Approval Date	23 March 2021	Approved by	UET
Effective Date	1 April 2021	Review Date	31 March 2022

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Relevant Forms:

International Travel - Risk Assessment

International Travel Itinerary ('ITI')

International Visit Note ('IVN')

Vehicle Hire Booking and Authorisation

Conference Booking

1. Introduction

This policy ('Policy') sets out the rules and procedures associated with incurring and reclaiming travel, subsistence and other expenditure whilst engaged on University business.

The Policy can be viewed on the travel portal at:

<https://unity3.tees.ac.uk/departments/025/WebPublishing/Pages/Forms-Travel.aspx>

2. Scope

- 2.1 The Policy applies to all University employees, where appropriate, to students and all others engaged in University business who incur expenses which the University has agreed to reimburse.
- 2.2 The Policy applies to all expenditure incurred by, or on behalf of, the University irrespective of the source of funding (see 3.7 relating to reimbursement by a third party), and covers all personal business expenses irrespective of the payment method; applying equally to credit card transactions, purchase order/invoices and individual expense claims.

3. Principles

- 3.1 University employees and all others engaged in University business ('Claimants') will be reimbursed for the actual cost of expenses incurred, wholly exclusively and necessarily in the performance of University business as prescribed in this Policy.
- 3.2 The majority of business expenses should be purchased through University approved purchasing procedures and not directly by the Claimant. A claim should, therefore, be used to reimburse subsistence and incidental expenses **only**.
- 3.3 In the interests of value for money and the appropriate use of public funds, Claimants are expected to be prudent in their spending and Expense Authorisers are required to be diligent in their review and approval of expenses to avoid the University incurring any unnecessary expense. Claimants must ensure that economy, efficiency and effectiveness are achieved in all expenses incurred whilst undertaking University business.
- 3.4 Claimants should exercise judgement in determining the most cost-effective and the most efficient means of carrying out the University's business. It is accepted that staff travel is a necessary part of University business. However, the University is also committed to reducing the impact we have on the environment through the CO₂ emissions we produce. Wherever

possible and practical, Teams Chat, Zoom or conference facilities should be used in place of travelling on University business.

- 3.5** Transactional Services, FCD may refuse to meet, in whole or in part, any unreasonable expenses or those expenses which could have been avoided had a journey been better planned.
- 3.6** The Claimant must ensure that travel, accommodation, conference fees and other expenditure are invoiced to the University directly or paid by the Travel section. For travel cover purposes the costs must not be paid for by the individual and reclaimed on University expenses; any attempt to do so will result in the expense claim being refused for payment.
- 3.7** Occasionally travel costs are reimbursed by a third party. In such instances, this Policy will apply, and all travel arrangements must be made through the University's recognised Travel Management Company ('TMC'). This will be invoiced to the University, and you should complete a 'Request for Invoice to be Raised' form from the FCD intranet site in order to charge the organisation which is reimbursing the expenditure. Please also ensure that you have read and are compliant with the University's Anti-Bribery & Corruption Policy (incl. Gifts & Hospitality) which is available on the Legal Governance & Services intranet site).
- 3.8** Where external grants or other funds are in place, the University's policy will take precedence unless the external funder's rules are stricter, in which case they should apply.
- 3.9** University expense claims are subject to audit by government agencies, internal and external auditors and other sponsors; thorough documentation and accounting for expenses is essential.
- 3.10** It is expected that this Policy will provide Claimants and Expense Authorisers with the necessary guidance to enable them to make properly prepared and authorised claims. Failure to comply with this Policy will result in reimbursement being delayed or declined.
- 3.11** Following the Policy should avoid delays in reimbursement and minimise any possibility of further enquiries by FCD, Auditors or HMRC.
- 3.12** Submitting, or attempting to submit, a false claim will be treated as a serious disciplinary offence. The University will seek reimbursement of any expenses paid and later found to be invalid.
- 3.13** The University is committed to the highest standards of openness and accountability and is committed to carrying out its academic and business functions in an honest and ethical manner.

- 3.14** The University is committed to the prevention of bribery and to observing the provisions of the Bribery Act 2010, and will not tolerate bribery or other improper conduct, both inside the UK and overseas, by employees or other individuals or organisations who perform services for or on behalf of the University.
- 3.15** As part of the University's duty of care to employees travelling on business matters, the University is required to have knowledge of the location of each member of staff when travelling on business. It is important therefore, that staff comply with the requirements of this Policy, so the University will be able to assist individuals more easily if an emergency arises.
- 3.16** All staff travelling overseas are required to download the University's Safezone app onto their mobile telephone/tablet/other portable device.
- 3.17** Line managers are responsible for ensuring that this Policy is applied within their own area.
- 3.18** If planned University travel is affected by a pandemic/epidemic or other exceptional situation then the following must be considered/adhered to:
- UK Government guidance on national and international travel.
 - A clear business case for any University travel must be made to the appropriate Authoriser, in line with UK and destination government guidance, prior to making the booking (i.e. VC, PVC (I) or Chief Operating Officer).
 - Use of virtual meetings/events via Teams Chat, Zoom or conference facilities.
 - If a group of staff are travelling to the same event or country together, they should not, where practicable, travel together to minimise the risk of exposure to infection.
 - To prevent unnecessary exposure to others, reduce the number of flight changes.
 - The pandemic protocols in place for the countries passing through and at arrival and the effect on quarantine time scales.
 - Certain airlines and countries may require evidence of tests prior to travel, staff should refer to the Foreign & Commonwealth Office ('FCO') website and ensure they are fully compliant.
 - Book hotels which are compliant with pandemic procedures and protocols.
 - To reduce foot fall on Campus arrange for car hire to be delivered to a home address.
 - Train bookings must be via ticket on departure.

4. Roles and Responsibilities

4.1 Responsibility for compliance with this Policy rests with the individuals requesting reimbursement for the business expense and those who are approving these expenses. The degree of responsibility to be borne by each to be determined on a case by case basis if found to be non-compliant.

4.2 While this Policy is comprehensive, it is nevertheless impossible to anticipate every situation that may be encountered by the traveller ('Traveller') in the course of their business travel. All Travellers are expected to exercise good business judgment while travelling on University business.

The responsibilities are defined below:

4.3 Expense Claimant

4.3.1 All Claimants must be familiar with this Policy in order to ensure compliance and to ensure prudent spending of University funds:

- Claimants whose expenses will be charged to a sponsored project/grant must also be familiar with the expense conditions of that project/grant.
- The Claimant is also responsible for obtaining all proper documentation for each expense. Typically, this documentation will be a VAT receipt that identifies the expense and reflects proof of payment.
- The Claimant is also responsible for adequately documenting the business purpose for each expense (i.e. what/when/why/where).
- The online expenses portal should be used for all claims (training slides are available on the FCD intranet site). The 'Request for Payment' form must not be used for any reclaim of expenses.

4.3.2 The business purpose must be specific and an appropriately documented business purpose (e.g. Attendance at UUK Conference on Sustainability held at Woburn House). This is to provide clarity to the Expense Authoriser or third-party reviewer.

4.3.3 When submitting the claim the Claimant is declaring that:

- To the best of their knowledge, the expense is compliant with this Policy and, if the expense is to be charged to a sponsored project/grant, that the expense is compliant with all sponsor/funder requirements/regulations.
- Expenditure has been incurred and not claimed previously from the University or any other organisation.
- Expenditure claimed has been incurred wholly, exclusively and necessarily in the performance of their duties of employment.
- No part of the claim relates to personal expenses or private business activities.

- Any costs relating to a spouse, partner or non-University travelling companion have been deducted before the claim is submitted.

4.4 Expense Authoriser

4.4.1 The person authorising the claim must only approve the claim if they are fully satisfied that:

- The expenses claimed represent a valid business expense in line with this Policy and that it represents appropriate use of University or project/grant funds.
- An adequate description of the expense is provided (i.e. what/when/why/where).
- Appropriate description and project codes are present for each expense item being claimed.
- The claim has been submitted by the Claimant.
- Receipts have been submitted for all expenditure claimed which identify the expense incurred and provides evidence of proof of payment.

4.4.2 When approving the claim the Expense Authoriser is declaring that:

- To the best of their knowledge, the expense is compliant with this Policy and, if the expense is to be charged to a sponsored project/grant, that the expense is compliant with all sponsor/funder requirements/regulations.

4.4.3 If in doubt over a claim or part of a claim, the Expense Authoriser should contact Transactional Services, FCD for further guidance.

4.4.4 Claims should be authorised as soon as possible but at the latest within one month of receipt to minimise delay in settlement as claims must be submitted within one month of the expenditure being incurred (see 5.3.1 relating to timeframe for submission of claims).

4.4.5 Any subsequent query on a particular claim from the University Auditors (internal and external) or any other regulatory body will be referred, in the first instance, to the Expense Authoriser.

4.4.6 The Expense Authoriser must be an approved signatory as held by Transactional Services, FCD, approved by the budget holder and hold a position more senior than the Claimant.

4.5 Expense Processor (Transactional Services, FCD)

4.5.1 Transactional Services, FCD is responsible for the reimbursement of expenses and for checking claims to ensure compliance with this Policy.

4.5.2 Transactional Services, FCD will support Claimants and Expense Authorisers with regards to any questions arising from this Policy or with any query relating to the reimbursement of expenses. Please email expenses@tees.ac.uk.

4.6 General Responsibilities

4.6.1 Should any amendments be required to the claim, the line(s) should be returned in the system by the Expense Authoriser to the Claimant. The Expense Authoriser must not make any changes to the claim.

4.6.2 After the claim has been checked for accuracy against receipts and allowances it will be forwarded to Transactional Services, FCD. Any claims found to be incorrect will be returned in the system to the Claimant (see 5.4 relating to incorrect/incomplete claims).

4.6.3 Under no circumstances may an individual approve their own claim, that of a peer or that of a person to whom they report to.

4.6.4 Failure to follow these authorisation instructions will render the claim invalid.

5. Overview of Expenses Payment Procedure

5.1 Format of Claim

All expense claims must be submitted via the online expenses portal.

5.2 Receipts - UK Only

5.2.1 Expenses will only be reimbursed on production of receipts which support the claim and, in the case of subsistence, within the agreed limits. However, the University recognises that it is not always possible to obtain a receipt. In such instances (e.g. road tolls) payment will still be made but the Claimant must justify this as part of the claim.

5.2.2 The Claimant must obtain receipts for all expenses for which they expect to be reimbursed. A receipt may take many forms (e.g. cash register receipt or web receipt). A receipt normally identifies:

- The date of purchase.
- The vendor name.
- Itemised list and unit price of purchased items.
- The total amount paid.
- VAT number (where applicable).

5.2.3 Exceptionally other forms of proof of purchase such as debit/credit card receipts, screen prints from apps may be accepted dependant on the expense type.

5.2.4 Non-attachment of receipts to the claim may mean that the item(s) is disallowed from the claim or reimbursement may be subject to PAYE tax and National Insurance deductions.

5.3 Time Limits

5.3.1 Claims should be submitted as soon as possible, and in any event, claims must be submitted within one month of the expense being incurred.

5.3.2 The Claimant should also be mindful of the University's financial year end on 31 July. In order to adhere to generally accepted accounting principles, all expenses for that year should be reported prior to the end of the 10th working day of August to ensure that the expense is appropriately accounted in the financial statements and in the School/Service budget for the appropriate financial year.

5.4 Incorrect/Incomplete Claims

If there are errors/omissions in the claim form, the form will be returned via the online expenses portal to remedy the error and re-submit. The claim should be correctly completed before returning via the online expenses portal for re-approval.

5.5 Payment of Claim

5.5.1 Transactional Services, FCD will normally make payment within ten working days of receipt of a correctly completed and approved claim.

5.5.2 Claims will be reimbursed in sterling, by direct credit, to the Claimant's bank account held on the payroll system.

5.6 VAT

In circumstances where VAT may be reclaimed, the claim should clearly identify that VAT has been incurred and VAT receipts attached.

5.7 Foreign Currency

Where expenses have been incurred in a foreign currency, the expense should be entered onto the system in that currency and a foreign currency receipt attached. The expense will be automatically converted at the exchange rate on the date of entry.

Should the expense have been incurred at a rate different to that calculated in the system, the system rate can be overridden with justification given.

All foreign currency expenses will be reimbursed in £ sterling.

6. Advances

- 6.1** Whenever possible, accommodation and travel should be booked through the online travel booking system. However, advances may be requested where exceptional and significant (> £500) out-of-pocket expenses will be incurred.
- 6.2** A request for an advance must be made through the online expenses portal with at least 10 working days' notice.
- 6.3** An advance is not a travel claim or an entitlement; it is simply an advance payment of an estimated claim, which needs to be offset against an advance reconciliation.
- 6.4** The advance must be accounted for via an advance reconciliation within the online expenses portal and supported by receipts, as required, within one month of return from the relevant trip. This will be authorised within the online expenses portal in the same way as any other claim. The balance of any unspent advance should be declared within the reconciliation and this will be passed to Payroll for deduction from your salary in the next payroll. Any additional expenditure incurred over and above an advance received should be claimed in line with the normal expenses process and will be reimbursed in line with the timelines for expense claims.
- 6.5** Where a Claimant fails to account for an advance within one month of return to the University, FCD reserves the right to withhold the provision of further advances, deduct the advance from the Claimant's salary or withhold reimbursements of expenses until the matter is resolved.

7. Travel

Travel should always represent the best value for money for the University which is consistent with the business objective of the trip.

8. Environmental Responsibilities

The University has a Sustainability Policy which represents a commitment by the University to conduct its business in such a way that it actively promotes environmental responsibility and sustainable development into the operation and planning process of the University. The University will support alternative modes of transport to business locations where this is reasonably practical and meets business needs.

9. Definition of Business Travel

9.1 Travelling expenses irrespective of the mode of transport may be claimed only where they are incurred on business travel.

9.2 For clarification, all journeys between home and the normal place of work are not to be regarded as business travel and the cost of these journeys cannot be claimed except for attending an emergency call-out.

9.3 Business travel is regarded as a journey between a Claimant's normal place of work and another location when carrying out necessary University business.

10. Planning the Trip

10.1 Before making any firm travel booking arrangements, staff are expected to consider if the travel is absolutely necessary, and whether there may be other ways of conducting the 'business' for which the travel is requested, for example:

- a) Is a conference call acceptable?
- b) Is there an option for a Video Conference e.g. Microsoft Teams, Zoom?
- c) Is anyone else attending, are they able to obtain any information for you?
- d) Is anyone else travelling to the same destination?
- e) Is car sharing an option?

10.2 By planning well in advance, employees are expected to minimise costs without impairing the efficiency of the University. It is advised to book at least 6 weeks before the intended travel date to achieve value for money.

10.3 If the trip involves **travelling overseas**:

- The FCO should be referred to for the most up to date information. If the FCO:
 - 1) Advises against all travel to a particular country, staff and students must not travel to that country; or
 - 2) Advises against all travel to specific parts of a particular country staff and students must not travel to those parts.

Where travel is considered essential it must be authorised by the relevant member of UET.

- Prior to making any other arrangements, any member of staff planning to travel overseas must assess the country risk in relation to their travel plans via the Global Risk Manager Website:

www.drum-cussac.net

You will be required to register using your University email address.

- If the risk is Moderate or higher, an 'International Travel - Risk Assessment' form must be completed (available on the FCD intranet site). The risk assessment must be endorsed by the approving line manager and the Pro Vice-Chancellor (International) ('PVC (I)') and sent to the Department for International Development ('DID').
- If the initial assessment highlights that the destination is currently flagged as Extreme or High risk, no further arrangements should be made until the trip has been specifically authorised by a member of the University's Executive Team ('UET').
- Staff are also required to complete a draft itinerary (available from DID or from the FCD intranet site), which must provide full details of the activities to be undertaken during the trip in addition to the travel arrangements (flight and hotel details etc.). The completed form should be forwarded to DID.
- Overseas travel requests **will not be authorised** by your School/Service Authoriser if a risk assessment has not been completed; no expenses will be paid in relation to overseas travel which was not duly authorised before the trip commenced.
- It is the responsibility of the member of staff to identify in sufficient time any medical precautions which are relevant, and to ensure that these precautions are taken before travel.
- Upon request, DID will provide pre-departure briefings to assist members of staff with information about the country they are about to visit.
- The risk level is required to be checked again, immediately prior to travelling. If the destination is now deemed to be at Extreme or High Risk the member of staff should not be authorised to carry out the trip, unless the trip is specifically authorised by the relevant member of UET. If authorisation is not granted, appropriate steps will need to be taken to cancel the trip or make alternative arrangements. For any relevant travel cover claim the Traveller should contact Transactional Services for a claim form and the completed form should be submitted to FCD.
- Staff must complete and maintain their own **Traveller Profile** using the Travel Management Company's ('TMC') online tool. Traveller Profile information is held securely by the TMC and will not be passed to a third party. The Traveller Profile holds valid passport information, contact details, frequent flyer information and personal preferences which can assist in making a booking.

- The Traveller is responsible for the validity of their own data and can amend this information at any time through the online Traveller Profile tool.
- In a potential crisis situation, the Traveller Profile will be used to assist the University and its agents to ensure the Traveller is kept up to date, safe and informed during any situation occurring. Therefore, a contact number which can be used in such situations must be provided within the Traveller Profile.
- All staff travelling overseas must download the Safezone app onto their mobile telephone/tablet/other portable device. This is mandatory even if the travel costs are to be reimbursed by an external organisation. Staff must check in when they arrive, and best practice is to remain checked in for the duration of the trip to enable contact in the event of an incident.

10.3.1 Due to COVID-19 the UK government have announced from Monday 8 March 2021 onwards anyone travelling overseas will be required to complete a 'Government Travel Declaration' form which should be downloaded from:

[Coronavirus \(COVID-19\): declaration form for international travel - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/forms/government-travel-declaration-form)

This applies to any Travellers 18 years of age or over travelling from England (Scotland, Wales and Northern Ireland are not enforcing the use of the form). If Travellers fail to complete the form and do not have it on their person, they may be **fined a £200 penalty** and possibly a second £200 for having left their house for an illegal purpose. Such fines will not be reimbursed by the University.

We have been advised that this form will remain in place until 'international travel restarts'.

10.4 Travellers are expected to take all reasonable steps to protect themselves as well as physical and digital assets of the University when travelling. This includes, but is not limited to, the following:

- Always place personal items of value in the Room Safe (if there is one) - if not, **do not** leave any items of value in view.
- Always store electronic items (laptops/lpads etc.) out of view and in a locked case or bag if leaving in the room.
- Always have your mobile telephone with you just in case you need assistance urgently.
- Travel only with the data you need. Activate appropriate security measures to protect University data.

11. Travel Insurance Cover

- 11.1** The University has UK and Overseas insurance cover for all employees and students whilst travelling on University business. Details of all travel insurance cover arrangements are available from the FCD intranet site.
- 11.2** It is unnecessary for staff to purchase personal insurance when travelling on an authorised journey, because there is University insurance cover for employees and students business/educational travel. However, for the University travel insurance cover to be operative, the following rules apply:
- a) Staff travel should normally be booked by the University's TMC.
 - b) Staff travel organised and paid for by a third party should be notified to Transactional Services, FCD.
 - c) Student travel (> 24 hours duration), must be notified by the School to Transactional Services, FCD before the journey.
- 11.3** Travel insurance cover applies to:
- a) Employees, who, as part of their duties, travel on an authorised journey away from the University. See 11.5 for staff who use their own vehicle for an authorised journey away from the University.
 - b) Students, who as part of their study or course, work or travel away from the University on an authorised journey.
- 11.4** It should be noted that the University travel insurance cover does not cover sporting activities, and other dangerous activities such as quad biking, paragliding etc.
- 11.5** Staff who use their own vehicles for business journeys must, via the online expenses portal, provide their driving licence information, vehicle registration number and upload their insurance certificate demonstrating that they have business use insurance for the date on which any journey was undertaken. Failure to have the appropriate insurance in place means the individual has committed a criminal offence which may be prosecutable under UK law.

12. Pre-approval of Travel Expenditure

- 12.1** Employees, at all levels, must acquire prior approval to book travel from their line manager and approval to travel from their School/Service Authoriser. Deans and Directors must obtain approval from the relevant member of UET. UET members must obtain approval from the Vice-Chancellor ('VC'). The VC should obtain approval from the Chair of the Board.

12.2 All requests for travel (excluding car hire) should be made using the TMC's approved mechanisms.

13. Pre-approval of Attendance at a Conference/External Event

13.1 The Learning & Development team maintain a database of all conferences and external events. All requests to attend such an event must be made using the approval facilities provided by the database.

13.2 Following approval to attend the conference/external event, a purchase order should be raised enabling the provider to invoice Teesside University for the cost. In exceptional circumstances, where invoicing is not available, the 'Conference/Event - Booking Request/Payment' form (available on the FCD intranet site) should be completed and forwarded to Transactional Services, FCD for payment to be made. Any associated travel should be arranged using the TMC's approved mechanisms. Any web links or online information should be sent to travel@tees.ac.uk.

14. Booking the Trip

14.1 All bookings should also be made at the earliest opportunity in order to obtain value for money for the University (see 10.2 relating to minimising of costs).

Refundable/changeable/cancellable rates should be utilised where flexibility may be required. Any travel requests made within 6 weeks of travelling are actively discouraged.

14.2 All requests for travel (excluding car hire) should be made using the TMC's approved mechanisms.

14.3 It is important, from both travel cover and safety perspective, that the University is aware of the location of all members of staff, especially when they are working off site.

14.4 A Traveller is only able to book travel once certain criteria have been met (as detailed on the TMC website). As part of the booking process the Traveller must confirm that they have already completed prerequisite steps for their trip (e.g. Traveller Profile, line manager approval etc.) and periodic checks that these criteria have been met will be made by Transactional Services, FCD.

14.5 All bookings are subject to budget holder approval via the TMC electronic workflow.

15. Travel with Spouse/Partner/Family

- 15.1** On occasions, employees may be accompanied by a spouse/partner or other non-University connected persons. The Claimant must only claim the appropriate share of each item of expenditure, consistent with that which would have been incurred if travelling unaccompanied and the University should not be charged any more than if the Claimant travelled alone.
- 15.2** Staff members must ensure that monies due for family members, or holiday arrangements, are paid promptly and directly with the contracted agent. Bookings for family members will not be confirmed by the contracted agent until such payment is received.
- 15.3** Costs incurred on behalf of an employee's spouse or partner will not normally be reimbursed. Consideration of reimbursing expenses incurred on behalf of a spouse/partner will only be reimbursed if:
- The presence of a spouse/partner is essential to ensure a successful outcome to the business trip; and
 - The presence of a spouse/partner has been approved in advance by the Chair of the Board of Governors, in the case of the VC and by the VC, in the case of any other staff member.
- 15.4** The University travel cover does not cover family members. This must be arranged separately and is the employee's personal responsibility.

16. Extended Travel

On occasions employees may extend their visit to take as a holiday. In this circumstance the University will not pay any additional costs associated with this extension, including additional costs related to an earlier departure and/or later return. This must be arranged separately. Please note University travel cover will not cover any extended travel period. Additional insurance cover must be arranged by the Traveller.

17. Green Agenda

- 17.1** Teesside University is committed to the 'Green Agenda' and recommends that all travel, where appropriate, is carried out with this in mind. Consideration should also be given to more carbon efficient modes of transport at every opportunity.
- 17.2** Teesside University has a responsibility to ensure staff travel responsibly and only when truly required. Before planning a journey please consider if the journey is necessary or can it be avoided. Are there alternatives available (virtual meetings/events via Teams Chat, Zoom or conference facilities)? Can you use the train or share a car for domestic journeys?

17.3 The budget holder must be satisfied that when someone requests a flight or long-distance single occupancy trip, there is a clear need to do so and that no more environmentally friendly options are available.

18. Travel by Road

18.1 Vehicles (Cars Owned Privately)

18.1.1 Staff using a private vehicle for travelling on University business:

- Must hold a full driving licence which is valid on the date of the journey.
- Must have appropriate business use insurance which is valid on the date of the journey.
- To the best of their knowledge the vehicle they intend to use is fit for purpose, has current road tax, is properly maintained, is in a roadworthy condition and where applicable has a current MOT certificate; and have not been advised that they are unable to drive on medical grounds and they are not aware of any medical condition that would make it unsafe or prevent them from driving.
- Are responsible for the theft of any items left in an unattended vehicle.
- Are responsible for the consequences of any driving offences or infringements (see 11.5 relating to business use insurance).

18.1.2 The University will not accept any liability for any injury or damage arising from the use of a Claimant's private vehicle, except where such injury or damage is directly attributable to a negligent act or default of the University.

18.1.3 All mileage claims for journeys using a private vehicle must not include the 'home to work' mileage if the journey commences from or concludes at the home of the member of staff.

18.1.4 Mileage claims must be submitted via the online expenses portal within one month of the journey being completed. Full details of the journey, including date, reason for journey, starting point and destinations must all be entered onto the online expenses portal.

18.1.5 The use of private cars for long journeys (> 120 miles for a return journey) is not normally economical. Where reliable and convenient public transport is available, this should be used or a hire car arranged through Transactional Services, FCD.

Where prior approval to use own vehicle has been sought, for claims in excess of 120 miles, the Claimant will be restricted to reimbursement of the lower of:

- a) Actual mileage claimed at current rate of 45p per mile.

- b) Daily hire rate excluding VAT of £25.00 plus fuel at the current fuel rate of 17p per mile for the full journey.

Claimants should provide justification to the approver as to the amount claimed.

However, members of staff who are off site for a period of time may, with the prior permission of their line manager/budget holder, use their own vehicle, particularly if the cost of a hire car over this period would not be cost effective.

- 18.1.6** The current mileage rate paid by the University is 45p per mile for the first 10,000 miles in any tax year (6 April to 5 April the following year) reducing thereafter to 25p per mile. These mileage rates are in line with HMRC approved rates and are to recompense the individual for the cost of additional fuel, insurance, vehicle wear and tear etc. Therefore, no additional costs, such as the cost of adding business use insurance to a policy, will be reimbursed by the University.

18.2 Motorcycle (Privately Owned)

- 18.2.1** The current mileage allowance rate paid by the University is 24p per mile. Mileage claims must be submitted via the online expenses portal within one month of the journey being completed. Full details of the journey, including date, reason for journey, starting point and destinations must all be entered onto the online expenses portal.

18.3 Bicycle (Privately Owned)

- 18.3.1** The University's stated policy is to minimise the use of car travel. Should staff wish to use a bicycle for business travel, then an allowance of 20p per mile can be claimed providing it is safe, effective and efficient to do so. Mileage claims must be submitted via the online expenses portal within one month of the journey being completed. Full details of the journey, including date, reason for journey, starting point and destinations must all be entered onto the online expenses portal.
- 18.3.2** If the bicycle used for business travel is on loan through the University's Cycle to Work Scheme, then business mileage cannot be claimed (HMRC rule).

19. Hire/Rental Vehicles (Cars)

- 19.1** The University has an obligation to ensure that staff who drive hired vehicles have a valid driving licence and are permitted to drive. Driving licences must not have more than 7 penalty points. Driving licence details must be

submitted through the online expenses portal before staff are able to hire a vehicle for University business.

- 19.2** Where the total return mileage is 120 miles or above journeys should be undertaken by rental car but vehicles can be hired for shorter journeys where appropriate.
- 19.3** Requests for specific vehicle models, should be justified prior to approval (e.g. promotional material being transported to an event), are subject to availability and cannot be guaranteed.
- 19.4** Fuel purchased for a rental vehicle will be reimbursed on production of a VAT receipt. Claims should be made via the online expenses portal.
- 19.5** Requests for vehicle rentals should be made on the official 'Vehicle Hire Booking and Authorisation' form authorised by the relevant signatories and emailed to Transactional Services, FCD travel@tees.ac.uk, in sufficient time for the arrangements to be made.
- 19.6** The vehicle rental charge and insurance cover is effective from the time requested on the 'Vehicle Hire Booking and Authorisation' form for 'Date and Time Vehicle Required (when journey is to commence)'. The vehicle rental terminates at the time stated on the 'Vehicle Hire Booking and Authorisation' form for 'Date and Time for Collection (when journey will end)'.
- 19.7** Any alterations to the original booking including extending the period of hire can only be made by Transactional Services, FCD or designated member of staff in their absence. Changes which incur additional costs will require further approval from the authorised signatory before any changes can be made.
- 19.8** Vehicles are delivered/collected to either the University's main site during normal office hours only (with keys being delivered to the Printworks or Security) or home addresses. Home delivery/collection to some areas incurs delivery/collection charge. In some cases the vehicle may be delivered the day before the requested date to ensure that it is available for the requested time. The vehicle will usually be collected during normal office hours and in some cases the following day if the hire terminates outside normal office hours (see 3.18 relating to travel during exceptional situations).
- 19.9** Employees should inspect the vehicle upon delivery and note any damage, marks and scratches etc. These should be reported to Transactional Services, FCD as soon as possible and photographic evidence should be retained.

- 19.10** Should there be any concerns regarding vehicle collection from your home address please inform Transactional Services, FCD on 01642 342164 and travel@tees.ac.uk as soon as practically possible.
- 19.11** Keys will be available, as requested by staff, for collection from the Printworks during office hours or Security during, and outside of, office hours. Keys for vehicles being collected from the University should be returned to the Printworks during office hours or Security during, and outside of, office hours. Keys must be collected by the authorised driver named on the 'Vehicle Hire Booking and Authorisation' form and will not be handed to any other employee without instruction from the authorised driver.
- 19.12** Please note that keys should **not** be left with anyone other than Printworks reception during office hours or Security during, and outside of, office hours. When returning vehicles after office hours please follow the instructions issued when arrangements for the hire of the vehicle are made.
- 19.13** Home Delivery/Collection - keys will be posted through the letter box of the requested address. When returning vehicles after office hours please follow the instructions issued when arrangements for the hire of the vehicle are made. Hire companies also provide information on the documentation provided with the keys.
- 19.14** When a vehicle is provided by a national company, the driver is required to arrange with the national company a convenient place to leave keys. Please note the national companies do not possess spare keys as the vehicles are dispatched from and to various depots. Where keys in this instance are locked in the vehicle the national company concerned will charge the University the cost of obtaining spare keys or breaking into the vehicle to retrieve the keys and the cost incurred may be passed onto the individual.
- 19.15** Driving in the EU – UK driving licenses will continue to be valid in the EU and drivers will not need to apply for an International Driving Permit (IDP) to drive in the EU or hire a vehicle in the EU. You might need an IDP to drive in some EU countries if you have either a paper driving licence or a license issued in Gibraltar, Guernsey, Jersey or the Isle of Man.

Please refer to <https://www.gov.uk/driving-abroad/international-driving-permit> for further details.

20. Self-drive Minibus

Employees requesting the hire of a minibus should ensure that they have undertaken the Driving Assessment Personal Development Module provided by Learning & Development team in Human Resources.

They must also ensure that their driving licence permits driving this class of vehicle and their licence details must have been entered into the online expenses portal in advance of the journey.

21. Insurance for Drivers and Passengers

- 21.1** Comprehensive insurance cover for rental vehicles is provided by the University, for official University business only, providing the vehicle has been rented via the University's travel booking procedures.
- 21.2** Any items left in an unattended vehicle are not covered by insurance.
- 21.3** You will **not** be insured if you drive the vehicle outside of the dates stated on the official booking form.
- 21.4** Each named driver should ensure that they have accepted the section relating to the Road Traffic Act 1991 on the official booking form.
- 21.5** Unless you are named as a driver you will **not** be insured to drive the vehicle under any circumstances. Details of all passengers and drivers must be entered on the 'Vehicle Hire Booking and Authorisation' form for insurance cover purposes.
- 21.6** Family members may not be carried as passengers without the permission of the University.
- 21.7** Vehicles may not be used for private purposes, as this invalidates any insurance cover.

22. Coach and Bus Travel

Coach and bus costs incurred whilst travelling on University business can be reimbursed on the submission of supporting receipts and a properly completed claim on the online expenses portal.

23. Taxis

- 23.1** Use of Taxis may be authorised by a line manager for short journeys in the following circumstances:
 - a) Where no other suitable transport is readily available and where taxi hire is more cost effective than use of a privately owned or rental vehicle.
 - b) When use of a taxi is the most appropriate and cost-effective transport on shorter components of a longer journey.

23.2 The University's contracted taxi company must be used where possible avoiding the need to reimburse staff (details can be obtained from Transactional Services, FCD on 01642 342164, travel@tees.ac.uk).

23.3 If using taxis from another firm for short journeys away from the University a receipt must be requested.

24. Parking Costs

24.1 Parking costs incurred whilst travelling on University business can be reimbursed on the submission of supporting receipts. Where a receipt has not been issued, another form of proof may be provided (see 5.2.3 relating to other forms of proof of purchase) and justification entered onto the claim in the online expenses portal.

24.2 The University will not pay the cost of any Claimant's University car parking permit.

25. Road Tolls

It is recognised that for this type of expense receipts are not always available but they should be obtained where possible. Where a receipt has not been issued, another form of proof may be provided (see 5.2.3 relating to other forms of proof of purchase) and/or justification entered onto the claim in the online expenses portal.

26. Vehicle Related Fines

Any penalties incurred, such as speeding, parking, fixed penalties or non-payment of congestion charges are the responsibility of the driver at the time the penalty occurred. The University will not reimburse such costs.

27. Rail Travel

27.1 All requests for travel (excluding car hire) should be made using the TMC's approved mechanisms.

27.2 Early bookings and splitting a journey can often result in significantly reduced prices (see 10.2 relating to minimising of costs).

27.3 Anytime rail tickets must only be purchased where they are the only ticket type available and/or where flexibility is required for a specific reason.

27.4 First class rail tickets must only be purchased when they offer better value for money than another ticket type available (e.g. they include refreshments and the additional cost is lower than the subsistence rates payable).

27.5 At the point of booking there will be a choice of ticket delivery methods. Tickets can be (subject to availability) collected from the station on/before departure, sent to your mobile telephone or collected from the Printworks reception. Identification and a signature is required to acknowledge receipt of the tickets (see 3.18 relating to travel during exceptional situations).

27.6 All cancelled/unused tickets should be returned using the TMC's authorised mechanisms. Any monies due to be refunded will be credited by the TMC.

27.7 Any administration fee incurred as a result of cancelled/lost tickets will be passed onto the relevant School/Service at point of invoice.

28. Air Travel

28.1 General

28.1.1 All requests for travel (excluding car hire) should be made using the TMC's approved mechanisms (see 3.18 relating to travel during exceptional situations).

28.1.2 As with rail travel, early booking can result in significant savings. If staff require airport parking, this can also be facilitated. Early booking will secure cost savings (see 10.2 relating to minimising of costs).

28.1.3 The booking of flights with a particular airline purely to attract 'loyalty' bonus/benefit points (e.g. air miles) will not be permitted. Flights must be booked based on suitability, cost and value for money.

28.1.4 All standard international air travel should be booked in economy class for flight durations of less than 6 hours.

28.1.5 Staff embarking on development, delivery or recruitment activities overseas, with a flight of 6 hours or more, can request an upgrade to either Premium Economy or a Business Class flight. In these circumstances a clear business case for such travel must be made to the appropriate Authoriser prior to making the booking (i.e. VC, PVC (I) or Chief Operating Officer). All business class flights must be booked offline with the TMC.

28.2 Airline Baggage Charges

28.2.1 Airlines may charge for a checked bag. The University will pay the charge if the bag is needed for a business trip.

28.2.2 If the trip includes personal travel the University will not pay for baggage used specifically for pleasure (e.g. golf clubs, skis etc.)

28.3 Lost Baggage

28.3.1 The ultimate responsibility for retrieving and compensating for lost baggage lies with the airline on which the Traveller is flying.

28.3.2 Baggage losses can be minimised by carrying valuables (laptops, jewellery, camera, telephones and important documents) as hand luggage.

28.3.3 In case of baggage not being found:

- Report the loss to the relevant airline before leaving the airport. Travellers should obtain a lost luggage report from an airline representative in the baggage claim area.
- Itemise the contents of the lost baggage (including receipts wherever available); this should be detailed to the airline as soon as possible.
- In your claim for lost baggage you will need to include a copy of any airline tickets and baggage claim stubs.

28.3.4 If baggage is not delivered within a reasonable amount of time at the scheduled destination, emergency essentials such as toiletries should be provided by the airline at the time of advising them of lost baggage. A change of clothing may be purchased, however, good judgment should be applied to the cost of such goods. All related receipts must be kept in order to obtain reimbursement from the airline/insurers.

29. Hotel Accommodation

29.1 Hotel Accommodation UK

29.1.1 All requests for travel (excluding car hire) should be made using the TMC's approved mechanisms (see 3.18 relating to travel during exceptional situations).

The maximum rate for bed and breakfast is £100 including VAT (UK except capital cities), £200 including VAT (capital cities - Belfast, Cardiff, Edinburgh and London).

29.1.2 In some circumstances, it may be necessary for staff to pay for accommodation on departure and subsequently reclaim. The VAT receipt must be produced and reclaimed via the online expenses portal.

29.2 Hotel Accommodation Overseas

29.2.1 The University's policy is that staff should be accommodated in comfortable, clean and safe accommodation when travelling overseas on University business, as with the UK.

29.2.2 The following table includes maximum rates that are acceptable to the University in the most frequently visited destinations:

Hotel in:	Per night rate:
Beijing	£160 per night
Colombo	£180 per night
Delhi	£160 per night
Hong Kong (Capital City)	£320 per night
Hyderabad	£160 per night
Jakarta	£280 per night
Kuala Lumpur	£180 per night
Mumbai	£170 per night
Shanghai	£160 per night
Singapore	£275 per night
USA	£220 per night
Other major cities outside the UK	£150 per night

29.2.3 Wherever possible, the DID, and the Regional Offices of the DID, will provide a list of approved hotels in particular territories in addition to assistance with local travel and hotels.

29.3 Hotel Mini-Bar/Private Telephone Calls/Movie Hire

Claimants should note that items of a personal nature such as alcoholic drinks, private telephone calls or movie hire will not be reimbursed by the University. Where these items are included on a bill the costs should be deducted by the Claimant prior to submission of the claim for reimbursement.

29.4 Hotel Internet Access

Claimants may claim internet costs when staying in hotels provided it is incurred for University business (e.g. working on a presentation/report for the following day's business meeting).

29.5 Hotel Frequent Guest Schemes

29.5.1 Many hotels have frequent guest schemes that reward Travellers with free accommodation in exchange for a given number of paid nights at the hotel. Travellers may retain rewards from such schemes for personal use however, participation in these schemes will not influence the University's hotel bookings.

29.5.2 Travellers must collect their points directly with the hotel during their stay. Loyalty card numbers may be stored within the TMC Traveller Profile.

29.5.3 Any membership fees associated with joining these schemes are not reimbursable.

30. Overseas Travel

30.1 For ease of reference this section provides a summary of the procedures for staff when travelling overseas (i.e. outside the UK and Ireland). Additional guidance on travelling overseas is also provided in other sections within this procedure (see 3.18 relating to travel during exceptional situations).

30.2 It is a requirement for any employee planning to travel overseas to complete an 'International Travel - Risk Assessment' form (available on the FCD intranet site). This must be approved by the School/Service Authoriser prior to a travel booking. The University will not ask any member of staff to travel anywhere abroad if they have concerns for their health or safety. Any such concerns should be taken up with the line manager in the first instance. The Traveller must also complete an ITI form. Both authorised forms must be forwarded to DID.

30.3 An IVN must be submitted to DID post trip.

30.4 Unless research funding restrictions apply, overseas Per Diem rates are applicable from the time of arrival at the destination overseas until point of departure back to the UK. These rates apply to each full block of 24 hours.

30.5 It is the Traveller's responsibility to ensure that they have a valid passport to travel overseas on University business and to organise the relevant business visa (Transactional Services, FCD can assist with this). The University will not reimburse Travellers for any costs associated with the issue of an initial passport or renewal of a passport. Passports should have a minimum of six months validity from the date of departure and be machine readable for entry to the USA. The University will reimburse Travellers for the cost of a second passport should this be required for business reasons (e.g. visa applications for frequent Travellers). Approval must be sought from the budget holder. Any questions regarding passport requirements should be directed to the relevant immigration service's website for the country the Traveller intends to visit.

30.6 Whenever possible permits and visas should be obtained via the TMC prior to travelling. If you incur any costs for visas or entry permits in relation to a business visit these will be reimbursed on the production of a VAT receipt, or a receipt which is equivalent to a VAT receipt if the expense is incurred overseas, by submitting a claim via the online expenses portal (see 5.2.3 relating to other forms of proof of purchase).

- 30.7** Travellers should check on the FCO website for up to date vaccination advice:

<https://www.gov.uk/foreigntravel-advice>

Appropriate measures should then be taken to ensure the Traveller is suitably protected. The University's Occupational Health Service can provide advice and support on the required immunisation (see 3.18 relating to travel during exceptional situations).

- 30.8** All immunisations required to travel to a country on University business are a reimbursable expense.
- 30.9** Health Travel Packs are available from Occupational Health. A Health Travel Pack is particularly important if travelling outside the European Union and the only way of obtaining intravenous needles.
- 30.10** Due to COVID-19 the UK government have announced from Monday 8 March onwards anyone travelling overseas will be required to complete a 'Government Travel Declaration' form:

[Coronavirus \(COVID-19\): declaration form for international travel - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/forms/government-travel-declaration)

This applies to any Travellers 18 years of age or over travelling from England (Scotland, Wales and Northern Ireland are not enforcing the use of the form). If Travellers fail to complete the form and do not have it on their person, Travellers may be **fined a £200 penalty** and possibly a second £200 for having left their house for an illegal purpose.

We have been advised that this form will remain in place until 'international travel restarts'.

31. Subsistence

31.1 UK Subsistence

- 31.1.1** In general Claimants are entitled to claim the cost of meals and non-alcoholic refreshments taken, when travelling on University business, subject to certain limits and restrictions.
- 31.1.2** Subsistence claims only apply if the Claimant is away from a University site on a business journey. Subsistence is therefore not payable if the Claimant is temporarily located at another Teesside University site.
- 31.1.3** Allowable expenses can include the cost of a meal, the cost of non-alcoholic refreshments with the meal and refreshments taken between meals (tea,

coffee and/or soft drinks). The University will not reimburse the cost of alcohol included within a subsistence claim.

- 31.1.4** Detailed below are the **maximum** daily amounts (including refreshments with the meal) claimable for subsistence. These amounts are **not** allowances but are the maximum amounts that can be claimed, including VAT, for expenditure actually incurred. Receipts must therefore be provided in support of claims for subsistence costs.

Conditions:	Amount Claimable:
Away from home or a University Campus for > 5 hours but < 10 hours in a 24-hour period	£8 (Provinces) £10 (UK capital cities)
Away from home or a University Campus for > 10 hours in a 24-hour period	£20 (Provinces) £25 (UK capital cities)

31.2 Subsistence - International Expenses

- 31.2.1** For travel outside of the UK, Travellers are entitled to an international Per Diem (daily) allowance. This allowance covers subsistence, personal taxi fares (e.g. from hotel to place of work), telephone calls and access to the internet for personal use, if required.

Prior to your travel date, if a Per Diem is required, you must request a Per Diem through the online expenses portal which will be subject to the appropriate authorisation and paid directly into the bank account held on the payroll system .

The Per Diem rate covers items such as breakfast, lunch, dinner and hotel to office travel. It does not include the cost of hotel accommodation or airport to hotel travel.

Please note that the Per Diem is only available to Travellers travelling away from their normal place of work.

- 31.2.2** The Per Diem rates for individual countries and for certain cities are available at the following website:

<https://www.gov.uk/government/publications/scale-rate-expensespayments-employee-travelling-outside-the-uk>

Where HMRC guidance states 'Actuals + £4' please refer to the capital city (if provided) and use that as a basis for your Per Diem amount. Upon return please support/evidence your claim with receipts to ensure the 'Actual amount + £4' can be correctly reimbursed/reconciled.

- 31.2.3** Upon return, the Traveller must complete a Reconciliation of Per Diem on the online expenses portal (receipts are not required). An IVN must also be sent to DID. Both must be done within one month of return to the UK.

If this procedure is not adhered to, the University reserves the right to deduct the full Per Diem from your next salary.

Where no Per Diem has been received prior to the business trip an expense claim must be completed detailing the Per Diem rate claimed and the number of nights - no receipts are required to support and evidence this expense.

- 31.2.4** Where the Traveller does not obtain a Per Diem but instead obtains an advance payment, for items not covered by the Per Diem, they must submit an expense claim with supporting receipts via the online expenses portal to a value which exceeds the advance.

Any unspent funds need to be identified as part of this reconciliation process and will be passed to Payroll for deduction from your next salary.

- 31.4.5** If this procedure is not adhered to, the University reserves the right to deduct the amount of the full advance from your next salary.

- 31.2.6** Additional costs must be receipted (e.g. transfer costs from airports and stations to hotel) and claimed via the online expenses portal (reimbursed at the current exchange rate).

- 31.2.7** Regular air Travellers (Travellers undertaking 10 or more flights per financial year) are permitted to purchase a Priority Pass allowing access to an airport lounge membership program. This is subject to budget holder approval. Priority Passes are non-transferable; you will be required to present your membership card to gain lounge access. This expense can be claimed back via the online expenses portal. Passes can be purchased online at:

www.prioritypass.com

This expense is considered a taxable benefit by the HMRC and is included in Teesside University's PSA agreement. Any Tax & NIC implications will be paid by the University.

32. Personal Incidental Expenses

Employees making a business trip may spend money on items such as private telephone calls, laundry and newspapers, over and above what they would have spent at home. These are not 'travel expenses'; they are

personal expenses incurred whilst travelling. Personal Incidental Expenses may be claimed up to the following maximum rates:

- Maximum daily rate £5.00 if business trip includes 48 hours or more away (UK trips).
- If an employee is attending an overseas trip hosted by a third party (as a guest of another company paying for meals and/or accommodation) then the University will pay no more than the HMRC guidance of £10 per night.

Only actual expenditure incurred can be reclaimed and applies only to overnight stops away from home on University business. Receipts are required.

33. Corporate Hospitality and Gifts

Staff are required to comply with the University's Financial Regulations in respect of both receiving and giving hospitality and the receipt of gifts. A summary of the guidance on acceptable hospitality is contained within the University's Anti-Bribery & Corruption Policy (incl. Gifts & Hospitality) which is available on the Legal Governance & Services intranet site.

34. Staff Entertainment

For staff only events, when the event is primarily a staff social occasion and is not open to all staff then such events should be funded from staff personal contributions and should not be met from any University funds.

35. Gifts to Employees

Personal gifts such as leaving presents for staff or students may be funded by a collection of donations from individuals. Gifts to members of staff or students should not be made from University funds, other than in exceptional circumstances such as bereavement or serious illness (when the provision of flowers may be appropriate, and should be approved by the Dean or Director).

36. Excess Travel Expenses

- 36.1** Members of staff whose work base is displaced from one site to another, will be reimbursed at public transport rates or at a mileage rate of 25p per mile if private transport is used, for a period of 2 years. Excess Travel Expenses are taxable as they are deemed to be a reimbursement of ordinary commuting and will be paid via payroll.
- 36.2** If an employee takes up a different post within the University, then they will lose the right to Excess Travel Expenses.

37. Dissemination and Communication Plan

- 37.1** The Policy will be reviewed and updated annually, and the currency 'Sterling Equivalent' rates used on the 'Request for Per Diem Rate Advance of Funds for Overseas Travel' form will be reviewed twice yearly, 1 October and 1 April.
- 37.2** The Policy will be made available to all staff, students and others to which it applies.
- 37.3** The Policy will be published on the University's website, the FCD intranet page and the Legal & Government Services University Regulations Repository on Unity.

38 Policy Enforcement – Sanctions for Non-compliance

It is the responsibility of each member of staff to ensure that they comply with this Policy. Failure to do so may result in appropriate action under the University's Disciplinary Policy and Procedure.