



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

Public transport fares	Flights or Eurostar	Car mileage	Taxi or hire vehicle	Overnight stays	Meals away from work
Excessive alcohol	Penalties or fines	Bicycle Mileage	Private or family	Home to office	Hotel extras
					1st 1st Class travel

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

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

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

Before you travel...

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

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

Entertaining? Record the event purpose and details of all those attending


'Unregulated' accommodation such as Airbnb should be risk assessed and only considered when no alternative exists.

Making a claim - □ X


Use our approved forms or systems

Claim out-of-pocket expenses within 3 months

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

Attach evidence:
 Supporting_Evidence.pdf

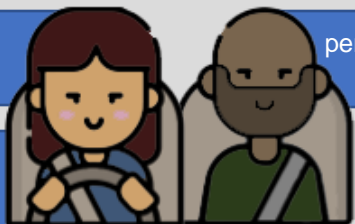
Specify which Account/Project code(s) to use, if known

Forward to appropriate senior person in department. 

Approved claims will then be:

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

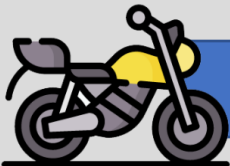
45p per mile*
<10,000



per passenger
per mile*

5p










25p per mile*
>10,000



per mile **24p**

* Irrespective of engine size

Actual, evidenced, UK-based expenditure per day up to...
Rates effective from 1 Feb 2022

 £10 Breakfast	 £35
 £10 Lunch	 £120
 £25 Dinner	 £150 London
 £25 Family / friends stay	 £155
	 £185 London

More at: www.expenses.admin.cam.ac.uk/expense-rates/subsistence-rates

www.expenses.admin.cam.ac.uk

[Link to Expense system and forms](#)

[Mileage and subsistence rates](#)

[Travel Insurance Portal](#)

[Key Travel: travel management company](#)

[University's Travel & Expenses policy](#)

Queries? Contact your local Departmental Administrator in the first instance

Finance Training (finance.training@admin.cam.ac.uk)

Updated 31 January 2022