



APPENDIX 7

This student expense policy supports the new web-based expenses claim system. Claims should only be made for university business and should therefore exclude any recreational expenses.

As a general rule, expenses claimed through the student expenses system will be funded from;

- i) Departmental agreed expenditure allocations;
- ii) Research Training Support Grants;
- iii) Externally funded research projects;
- iv) External companies (e.g. as part of a work placement);
- v) College activities

1. Allowable Expenses

Generally speaking, expenses falling in-line with the conditions attached to the approved

[n.b. car hire is only available to students over the age of 21 who have held a full driving license for over twelve months]

2.2.2 Private cars

For journeys of less than 100 miles and where travel by public transport is not practical, the University will reimburse mileage at the HMRC statutory rates which are currently:

- 45p for the first 10,000 miles;
- 25p per mile thereafter.

Before embarking on any University travel using private cars or motorcycles, students must ensure that:

- the vehicle is roadworthy (including current MOT certificate where applicable) and that their motor insurance policy permits such travel;
- their driving license is valid; and
- that the driver has completed the Driver Declaration Form [here](#)

When making a claim for mileage, full details must be given including starting point, all destinations, finishing point and the purpose of each journey (ideally with postcodes).

The University will also reimburse car parking charges, tolls and congestion charge where these are in connection with University activities.

2.3 Motorbikes and bicycles

2.3.1 Motorbikes

The rules relating to insurance, MOT certificates and driving licenses as detailed as 2.2.2 re private cars also apply to the use of motor cycles and mileage will also be reimbursed at the HMRC statutory rate which is currently:

- 24p per mile

2.3.2 Bicycles

Before travelling please read the Bicycle Mileage for LU Guidance [here](#) and visit the cycling webpages [here](#)

The university will reimburse bicycle usage on business journeys of less than 25 miles per day at 20p/mile.

If you are cycling frequently on university business it may be wise to consider some personal insurance cover. The university insurance policy only covers overseas

business trips and UK trips that involve an overnight stay.

2.4 *Public transport (train, bus, tube, tram rail etc.)*

Expenses incurred on public transport will be reimbursed with receipts. If using a pay as you go oyster tube card please state from/to destinations of each journey.

2.5 Taxis

Students may claim reimbursement of the cost of a taxi or private hire vehicle fares when it would not be reasonable to take a connecting journey via public transport or if it is cheaper

5.1 Overspent allowances

Notwithstanding that the University might have paid a claim in accordance with this policy, the University reserves the right to pursue students for the repayment of any sums where a budget or allowance has been overspent.

Disallowable expenses

Disallowable expenses as detailed below may not be claimed, charged to the university or reimbursed to students in any circumstances or by any method. This includes by purchase order, credit card, direct invoice, expense claim, advance or petty cash.

- Home to University travel
- Traffic related fines
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