

Claimants' Quick Guide to Expenses



THE UNIVERSITY
of EDINBURGH



Public transport fares

Car and bicycle Mileage

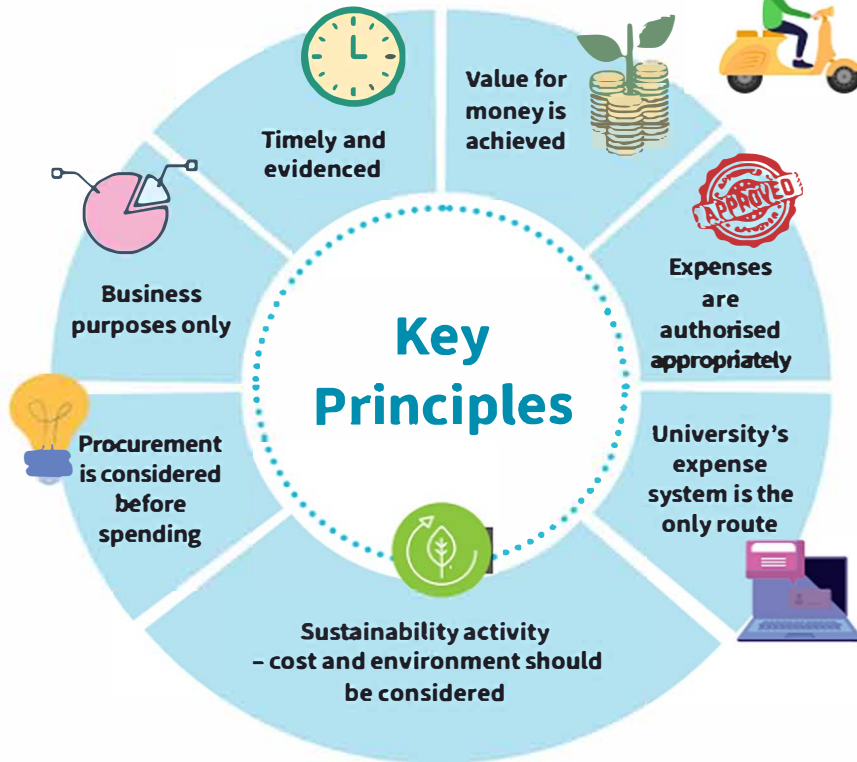
Taxis while working away

Meals /beverages away from work

Expense Advances

Incidentals - WIFI, snacks, newspapers, laundry

Entertaining for business purposes



Travel Pass

- Refer to the University's Sustainable Travel Policy
- Use the University's Travel Management Service
- Travel sustainably; walk, cycle or use public transport where possible
- Keep receipts for all expenditure Maintain mileage records
- The University will not reimburse the cost of ordinary travel.

The University will reimburse the costs of necessary travel for University purposes between one University workplace and another temporary place of work for meetings or other purposes (on University or other premises).

While working away

Living cost incurred when away from home are covered, this includes taxis, mileage, public transport, incidentals, meals and beverages (up to recommended limits).

Mileage costs *hmrc rates

- ✓ Cars and vans up to 10,000 miles
- ✓ Bikes
- ✓ Motorcycles

Incidentals/subsistence i.e. WIFI, beverages, snacks, newspapers

- ✓ £5 per night for overnight stays within the UK
- ✓ £10 per night for overnight stays outside the UK

Meals and Beverages

- ✓ Breakfast £10
- ✓ Lunch £10
- ✓ Dinner £25

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



Flights and accommodation *exemptions apply

Excessive alcohol purchased while entertaining

Tips above 15%

Visa Fees

1st Class Travel (see policy for exceptions)

Penalties or fines

Goods & Services

This document has been created as a quick guide to expenses. The University assumes no obligation to reimburse expense claims that are not compliant with the expenses policy.