

# Travel & Expenses (T&E) Policy

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## Version Control

Version Number	UEB Sponsor	Approval Body/Officer	Date of approval
2	Darren Xiberras: Chief Financial Officer (CFO)	University Executive Board (UEB)	18/12/25

## Contact for Queries

For queries on this policy, please contact: [travel-bookings@cardiff.ac.uk](mailto:travel-bookings@cardiff.ac.uk)

## 1. Purpose and Scope

### 1.1 Purpose

This document outlines the University's policy on expenditure and reimbursement for travel and other expenses incurred during university business. Any items not explicitly mentioned in this document are considered non-allowable.

Adherence to this policy ensures compliance with HMRC regulations, helping to prevent additional tax or National Insurance liabilities for both individuals and the University. It also supports compliance with audit requirements for both internal and external funding.

This policy supplements the University's Financial Regulations. In the event of any conflict between this policy and the Financial Regulations, the Financial Regulations will take precedence.

### 1.2 Core Principles

The core principles of this Travel and Expenses Policy are:

- **Integrity and Compliance:** All expenditure and reimbursement claims must relate solely to university business. Users are expected to act in line with the spirit of the policy and uphold its standards.
- **Value for Money:** Resources must be used economically and effectively to support business objectives. Considerations of well-being, safety, and security are part of value for money. If policy limits are restrictive, appropriate evidence must justify the necessity of the expense (see section 3.1.3: *Additional Approvals*).
- **Duty of Care:** Safety, well-being, and security are essential, especially during travel. Travel arrangements must reflect these priorities, including accommodation location and transport mode.
- **Financial Control and Budget Management:** All travel and expenses should be approved in advance. Where possible, bookings should be made at least eight weeks before the funding stream closes to allow for invoice processing. If travel is booked within this period, pre-paid accommodation should be used, when available. Expense claims and reconciliations should be submitted within 60 days of expenditure date, to support budget oversight.
- **Sustainability:** The University is committed to achieving carbon neutrality by 2030. Travel decisions must consider environmental impact. Remote meetings should be used where feasible. If travel is essential, choose lower-emission options where the cost, time, or well-being impact is reasonable.

- **Audit Requirements:** Adherence to this policy ensures accurate records for effective internal and external audits.
- **Transparency and Public Interest:** As a public authority, the University complies with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Consideration must be given to public perception when planning travel and submitting expenses.

### 1.3 Internal and External Funding (GL codes vs project codes)

When Cardiff University administers external funding (project codes), this policy serves as the primary compliance framework. If the external funder's policy is more restrictive, and an expense claim is made for the difference between their allowance and the University's policy, the Request must include:

- An alternative budget code to charge the difference.
- Financial approval from the relevant Financial Approver.

For further guidance on external funding (project codes), contact the Research team.

### 1.4 Scope

#### 1.4.1 Individuals within the scope of this policy

This policy applies to the following categories of individuals:

Person Type	Description
Staff	Individuals contracted to work at Cardiff University. This includes, but is not limited to: <ul style="list-style-type: none"> <li>• salaried staff</li> <li>• casual workers</li> <li>• members of the University Executive Board (UEB).</li> </ul>
Student	Individuals who are enrolled at Cardiff University. This includes, but is not limited to: <ul style="list-style-type: none"> <li>• undergraduate (UG) students</li> <li>• postgraduate taught (PGT) students</li> <li>• postgraduate research (PGR) students</li> </ul>
Visitor	Individuals who are external to Cardiff University, meaning those not on the University payroll and not registered as students. This includes, but is not limited to: <ul style="list-style-type: none"> <li>• honorary fellows</li> <li>• honorary doctorate holders</li> <li>• honorary staff</li> <li>• independent members of University Council or Committees</li> <li>• collaborators supporting University business or research</li> <li>• temporary staff (paid by an agency, not Cardiff University)</li> </ul>

<b>Person Type</b>	<b>Description</b>
Participants or public contributors (travel bookings only)	Individuals participating in studies, trials, or experiments, excluding those involved in a professional or academic capacity.

#### 1.4.2 Individuals outside the scope of this policy

The following are outside the scope of this policy and may be subject to alternative rates and rules:

<b>Out of scope</b>	<b>Further information</b>
Students undertaking mandatory or curriculum-integrated placements (travel bookings and expense claims)	Refer to the guidance provided by the relevant School or Department for each placement.
Relocation expenses, including entry visas, permits, and the Immigration Health Surcharge (IHS)	Refer to the Relocation Policy (HR) for further guidance or the Accounts Payable (AP) team for student scholarships/bursaries.
Interview expenses	Rates and regulations are outlined in the candidate expense claim form (HR), available on Cardiff University's public website.
Participants and public contributors (participation payments or expense claims)	<p>Participant payments, including any applicable expense reimbursements, must be processed through the Accounts Payable (AP) team.</p> <p>Note: These payments or expense claims apply exclusively to individuals participating in studies, trials, or experiments, excluding those involved in a professional or academic capacity.</p> <p>Travel bookings may still be arranged through the Travel and Expenses (T&amp;E) team.</p>
External Examiners or Invigilators (travel bookings, expense claims and fees)	<p>Individuals who are external to Cardiff University who are engaged in roles as external examiners or invigilators.</p> <p>Expense claims and fees for External Examiners and Invigilators must be processed through the External Examiners team in the Registry department.</p> <p>Travel bookings for External Examiners or Invigilators cannot be booked through the Travel &amp; Expenses team and must be booked by the individual and then claimed back through the External Examiners team.</p>

<b>Out of scope</b>	<b>Further information</b>
Honoraria or ex-gratia payments, such as one-off goodwill payments to guest speakers  Note: Honoraria or ex-gratia payments must be one-off in nature, with tax implications carefully considered	Honoraria or ex-gratia payments must be processed through the Accounts Payable (AP) team.  Travel bookings for those in receipt of Honoraria or ex-gratia payments can still be arranged through the Travel and Expenses (T&E) team.
CU staff or students receiving expense reimbursements from third-party organisations for university-related business	Travel must still be approved in advance and recorded with the Travel and Expenses team. Refer to section 3.3.5: <i>Travel Considerations</i> for further details.
External contractors where the travel costs, expenses, and fees are charged to the University as part of their service provision	External contractors who charge a fee for their services (usually by invoice) must comply with Cardiff University's Procurement Policy and Procedures.

## 1.5 Transnational Education (TNE)

All travel to Transnational Education (TNE) sites must comply with this Travel & Expenses policy. If specific destinations have different rules, those will take precedence, along with any required alternative processes. If you are unsure, please contact the Travel & Expenses team for guidance.

## 1.6 Equality, Diversity, and Inclusion (EDI)

This policy reflects the University's commitment to equality, diversity, and inclusion.

In accordance with the Equality Act 2010, the University will consider requests for reasonable adjustments related to disability. If a request falls outside the normal provisions of this policy, individuals are not required to share detailed personal information with the Travel & Expenses team. Instead, confirmation of the required adjustment may be provided via a supporting email from a local HR representative, line manager, or a designated contact within the Student Support and Wellbeing Division.

Requests for other support adjustments (not related to disability), based on broader EDI commitments, must be reviewed and approved by the Head of School or Department, in consultation with relevant stakeholders, where appropriate. These may include circumstances such as accompanied travel due to caring responsibilities or religious observance, adjustments for temporary health conditions, or welfare-related support needs.

To ensure consistency and reduce the risk of indirect discrimination, the Head of School or Department may refer to the supporting guidance developed by the EDI team when reviewing such requests. Once approved, written confirmation must be sent to the Travel & Expenses team before any bookings are made or costs incurred. Care should be taken to not share detailed personal information that isn't necessary for the travel booking or expenses reimbursement process.

## 2. Policy for Compliant and Non-Compliant Travel and Expenses

The tables below outline which travel and expense items are eligible or ineligible for booking or reimbursement through the approved Travel & Expense processes (SAP Concur and non-SAP Concur). These tables should be referenced when raising a Request, prior to making any travel bookings, and/or prior to incurring any business-related expenditure and submitting an expense claim, to ensure compliance with the policy.

Allowable Key	Explanation
<b>Yes</b>	Allowable provided that any conditions in the 'Criteria' section are met
<b>No</b>	Not allowable

### 2.1 Accommodation

Type	Allowable	Criteria (if applicable)
Accommodation	<b>Yes</b>	<p><b>Maximum Nightly Accommodation Rates</b></p> <p>The following are the maximum allowable nightly accommodation rates for UK and overseas travel (single occupancy, including breakfast):</p> <ul style="list-style-type: none"> <li>• <b>Standard Rate: £145</b></li> <li>• <b>Higher Rate: £210</b> - Refer to Appendix A: '<i>Cities Eligible for the Higher Accommodation Rate</i>'</li> </ul> <p>These rates represent the maximum permitted and should not be treated as target costs.</p> <p><b>Types of Accommodation</b> Non-hotel accommodation (e.g., apartments, B&amp;Bs, hostels) may be booked if more suitable for your needs, see section 3.3.2: <i>Travel Safety and Risk Management</i>.</p> <p><b>Considerations for Accommodation</b></p> <p><b>Conference Accommodation</b> Bookings at the venue of a conference, meeting or event are subject to the same rules and rates outlined above.</p> <p><b>Accommodation in Cardiff (or contracted work location)</b> The cost of overnight accommodation at a staff member's contracted place(s) of work is not an allowable expense, as it is considered a taxable benefit by HMRC.</p> <p>For most staff, this means overnight accommodation in Cardiff is not permitted (even if externally funded). However, if a staff member's contractual place of work is elsewhere or designated as 'remote,' accommodation in Cardiff is allowed, but not in the location of their usual place(s) of work.</p>

Type	Allowable	Criteria (if applicable)
		<p><b>Staying with Family or Friends</b> If you choose to stay with family or friends instead of booking a hotel or other accommodation, no payment or gesture of thanks can be claimed. HMRC considers this a taxable benefit, and therefore it is not an allowable expense.</p> <p><b>Optional extras</b> Optional extras such as early check-in, late check-out and room upgrades are not allowable expenses.</p> <p><b>Tips Related to Accommodation</b> Tips paid to accommodation staff (e.g. porters, housekeeping, etc.) are not allowable expenses.</p>
Breakfast Allowance (If not included in room rate)	<b>Yes</b>	Where possible, breakfast should be included in the hotel booking. However, if it is not included, a separate expense claim may be submitted. The combined cost of the room and breakfast should not exceed the maximum nightly Accommodation rates (see above).

## 2.2 Air Travel

Type	Allowable	Criteria (if applicable)
Air Travel (9 hours or under)	<b>Yes</b>	<p>For flight journeys where the <b>total time spent in the air</b> (excluding layovers or ground transit) is <b>9 hours or under</b>, all travel must be booked in economy class.</p> <p>A flight journey is defined as the total time spent in the air, from the initial departure point to the final destination. This includes the full outbound or inbound trip for CU business but excludes any layover(s) or time spent on the ground between connecting flights.</p> <p><b>Optional extras:</b> Additional costs such as seat selection, priority boarding, security fast track, class upgrades and personal excess baggage (e.g. for personal leave) cannot be booked or claimed.</p> <p><b>Note:</b> low-cost carrier bundles that include cabin luggage (e.g., easyJet Standard Plus fares) are allowable, even if they include seat selection or priority boarding, etc.</p>

Type	Allowable	Criteria (if applicable)
Air Travel (over 9 hours)	<b>Yes</b>	<p>For flight journeys where the <b>total time spent in the air</b> (excluding layovers or ground transit) is <b>over 9 hours</b>, employees may choose one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Book in economy class.</li> <li>• <b>Option 2:</b> Book in economy class and include the cost of seat selection.</li> <li>• <b>Option 3:</b> Book in premium economy (where available), alternatively business class is permitted. First class travel is <b>not permitted</b>.</li> </ul> <p>A flight journey is defined as the total time spent in the air, from the initial departure point to the final destination. This includes the full outbound or inbound trip for CU business, but excludes any layovers or time spent on the ground between connecting flights.</p> <p>Note: When booking flights, if the outbound journey is over 9 hours but the inbound journey is under (or vice versa) then both journeys will qualify for the above options, however the related flights must be booked at the same time.</p>
Airport Lounge	<b>Yes</b>	Lounge access is permitted if spending over three hours at an airport (due to delays, layovers etc.), with a maximum allowance of £40 per instance.
Seat Selection (in-air time of over 9 hours only)	<b>Yes</b>	Seat selection is allowable on flights where the total time spent in the air is over 9 hours (see: <i>Air Travel (over 9 hours)</i> ).

## 2.3 Rail

Type	Allowable	Criteria (if applicable)
Rail (UK or Overseas)	<b>Yes</b>	First class travel is <b>not permitted</b> .
Underground, Metro, Trams, Subways	<b>Yes</b>	
Railcards	<b>Yes</b>	<p>Railcards may be used when purchasing tickets; however, the University can only reimburse the cost of a railcard for certain individuals:</p> <ul style="list-style-type: none"> <li>• <b>Staff:</b> No - due to HMRC implications.</li> <li>• <b>Students:</b> Yes – if savings can be evidenced.</li> <li>• <b>Visitors:</b> No – as the railcard would not be used wholly and exclusively for Cardiff University business.</li> </ul>

## 2.4 Vehicle Mileage or Hire

Type	Allowable	Criteria (if applicable)
Personal Vehicle Mileage	Yes	<p><b>Car Mileage (Petrol, Diesel, or Electric Vehicles)</b></p> <ul style="list-style-type: none"> <li>• 45p per mile – up to 10,000 miles (per HMRC tax year)</li> <li>• 25p per mile – over 10,000 miles (per HMRC tax year)</li> <li>• 5p per mile – per additional business-related passenger (names must be provided)</li> </ul> <p><b>Motorcycle Mileage</b></p> <ul style="list-style-type: none"> <li>• 24p per mile</li> </ul> <p><b>Bicycle Mileage:</b></p> <ul style="list-style-type: none"> <li>• 20p per mile</li> </ul> <p>To use your own vehicle for business travel, you must ensure that you have the relevant business insurance independently, prior to travel. The cost of amending your personal motor insurance policy is not reimbursable, as this is already included in the mileage allowance rates.</p> <p><b><u>Commuting</u></b></p> <p>Commuting (travel between home and your designated place(s) of work, as specified in your contract) is not an allowable expense, as it is considered a taxable benefit by HMRC.</p> <p>For most staff, this means travel between home and Cardiff is not permissible. However, if your contractual place of work is elsewhere or designated as 'remote,' travel between home and Cardiff would be allowable but travel between home and your usual place(s) of work would not. Claiming travel to the office on a day you typically work from home is also not allowable, as the office remains your contracted place of work.</p> <p>Mileage cannot be claimed for journeys considered 'substantially ordinary commuting', meaning they are in the same direction and approximately the same length (within 10 miles) as your commute to your contracted place of work.</p> <p>If you pass your normal workplace while travelling elsewhere but do not stop, or only make an incidental stop, mileage can be claimed for the entire journey, unless it qualifies as substantially ordinary commuting, as described above.</p>
Vehicles Hired in the UK	No	<p>All vehicles hired in the UK must be booked through the Travel, Transport and Parking team, in accordance with the University's <i>Driving at Work Policy</i> and guidance.</p> <p><b>Vehicles hired for university business <u>must not</u> be used for any personal mileage, as this would be considered a taxable benefit by HMRC.</b></p>

Type	Allowable	Criteria (if applicable)
		To comply with HMRC regulations and demonstrate that there was no personal use, mileage logs <b>must</b> be completed and submitted for all vehicles hired for business purposes.
Vehicles Hired Overseas	<b>Yes</b>	<p>Vehicles hired overseas can be booked and claimed back, as these cannot be arranged by the Travel, Transport and Parking team.</p> <p>Business insurance should be obtained and claimed for by the driver(s), as vehicles hired overseas are not covered by the University's insurance policy.</p> <p><b>Vehicles hired for university business, including those hired overseas, must not be used for any personal mileage, as this would be considered a taxable benefit by HMRC.</b></p> <p>To comply with HMRC regulations and demonstrate that there was no personal use, mileage logs <b>must</b> be completed and submitted for all vehicles hired overseas for business purposes, before the hire costs can be reimbursed.</p>
Fuel Costs - Vehicles Hired in the UK or Overseas	<b>Yes</b>	
Insurance - Vehicles Hired Overseas	<b>Yes</b>	Business insurance should be obtained and claimed for by the driver(s), as vehicles hired overseas are not covered by the University's insurance policy.

## 2.5 Other Modes of Transport

Type	Allowable	Criteria (if applicable)
Ferry Tickets	<b>Yes</b>	
Ferry Cabins	<b>Yes</b>	An on-board cabin may be booked if the crossing exceeds six hours.
Bike or E-bike Hire	<b>Yes</b>	E-scooters must not be hired, as they are not covered by the University's insurance.
Taxi	<b>Yes</b>	<p>Where possible public transport should be prioritised, but taxis can be used if necessary.</p> <p>Be aware that for expenses claimed against external funding, justification for why public transport was not appropriate will be required.</p> <p>Tips paid to taxi drivers or companies cannot be claimed.</p>

Type	Allowable	Criteria (if applicable)
Public Bus and Coach Tickets	<b>Yes</b>	
Private Coach or Minibus and Driver Hire	<b>No</b>	All private coach or minibus services that include driver(s) must be booked in accordance with the University's Procurement Policy and Procedures.

## 2.6 Travel-Related Costs

Type	Allowable	Criteria (if applicable)
Accompanied Travel (e.g. Chaperones, Carers etc.)	<b>Yes</b>	<p>Accompanied travel may be permitted as a reasonable adjustment or support adjustment - see section 1.6: <i>Equality, Diversity and Inclusion</i> for further information about when this may be appropriate. If approved, the companion is subject to the same rates and provisions as set out in this document.</p> <p>Before adding accompanied travel to your Request, please refer to the <i>Accompanied Travel Request</i> form, which outlines the necessary steps to obtain the required approvals.</p> <p>Once approved, the approval trail must be attached to your Request. Care should be taken to not share detailed personal information that isn't necessary for the travel booking or expenses reimbursement process.</p>
Parking	<b>Yes</b>	<p>As standard, parking costs at your normal contracted building(s) are not allowable.</p> <p>One-off parking charges at other campus locations may be claimed when business needs require attendance.</p> <p>Premium parking options are not allowable expenses (e.g. 'meet and greet' parking, valet parking etc.).</p>
Toll, Congestion, Clean Air Charges	<b>Yes</b>	
Parking and Driving Fines	<b>No</b>	Expense claims for parking or driving fines, including any additional administrative fees incurred, will not be reimbursed under any circumstances.
Speeding Fines	<b>No</b>	Expense claims for speeding fines, including any additional administrative fees incurred, will not be reimbursed under any circumstances.
Tourist Taxes (including City Taxes)	<b>Yes</b>	This includes fees imposed by the destination country or resort, such as resort fees or tourist/city taxes (usually payable locally).

Type	Allowable	Criteria (if applicable)
Travel Visas (Including ETAs etc.)	<b>Yes</b>	<p>Travel visas (including ETAs, ESTAs, etc.) should be arranged directly through the relevant country’s online immigration service, or via the Travel Management Company (or partner company CIBT), if assistance is needed (administration fees may apply). See section 3.3.5: <i>Travel Considerations</i>.</p> <p>Note: This policy does not cover visas (or work permits) related to recruitment, relocation, or for working in your contracted place of work (e.g. IHS costs would be covered by HR policies and processes).</p>
Location-Specific Vaccinations or Medications	<b>Yes</b>	Supporting evidence may be required to confirm that these costs are necessary for your destination(s), see section 3.3.2: <i>Travel Safety and Risk Management</i> .
Foreign Currency Transaction Charge(s)	<b>Yes</b>	<p>Foreign currency transaction charges can be claimed with relevant evidence (e.g., a redacted bank or card statement).</p> <p>Cash withdrawal fees can be claimed, if required, but must be submitted alongside the related purchases. Cash withdrawn cannot be claimed, only the expenditure that the cash was spent on.</p>
Additional Travel Insurance	<b>Yes</b>	<p>If the University’s travel insurance does not cover a specific requirement, additional costs to enhance the policy may be reimbursable, provided this is approved by the Insurance team.</p> <p>Please consult the Insurance Team for clarification before making any arrangements, or incurring any costs, and attach their approval to the Request or expense claim.</p>
Other CU Allowable Travel Expenses	<b>Yes</b>	<p>Costs that can be claimed under this type are:</p> <ul style="list-style-type: none"> <li>• <b>Wi-Fi and internet access</b> – provided it is required for business use. Free Wi-Fi services should be prioritised where possible.</li> <li>• <b>Overseas SIM cards/e-SIMs</b> – to avoid roaming charges while travelling (note: handsets for e-SIMs cannot be claimed).</li> <li>• <b>One-off charges for personal mobile phone use</b> – for urgent business-related matters while travelling, with appropriate justification.</li> </ul>

## 2.7 Subsistence (Food & Drink)

Type	Allowable	Criteria (if applicable)
Subsistence - 6 hours to 9 hours	<b>Yes</b>	<p>When on business travel away from your home or contracted place(s) of work for at least 6 hours and up to 9 hours, subsistence (food and drink) can be claimed up to the maximum expenditure level of:</p> <p><b>6 hours to 9 hours – £25</b></p> <p>This rate is inclusive of any service charges or tips, provided that these are shown on the receipt(s). Be aware that for expenses claimed against external funding, further restrictions on these costs may apply.</p> <p>This rate can include alcohol, provided that this is in line with the University's <i>Alcohol and Drug Misuse Policy</i>. Be aware that for expenses claimed against external funding, further restrictions on these costs may apply.</p> <p><b>No subsistence</b> can be claimed if away from home or your contracted place(s) of work for <b>under 6 hours</b>.</p> <p>Subsistence cannot be claimed in the location of your home or contracted place(s) of work (e.g., for most staff, Cardiff), as this would be considered a taxable benefit by HMRC.</p> <p>Takeaway food or drink intended for consumption while travelling (e.g., a sandwich to eat on a train during a business journey) can be claimed if bought in these locations, however food or drink purchased at the end of a journey in these locations is not claimable.</p>
Subsistence – Over 9 hours to 24 hours	<b>Yes</b>	<p>When on business travel away from your home or contracted place(s) of work for over 9 hours, daily subsistence (food and drink) for UK and overseas travel will be reimbursed up to the maximum expenditure level of:</p> <p><b>Over 9 hours – 24 hours</b></p> <ul style="list-style-type: none"> <li>• <b>Standard rate: £45</b> (Or local currency equivalent)</li> <li>• <b>Higher rate: £65</b> (Or local currency equivalent) See Appendix B 'Countries Eligible for the Higher Subsistence Rate'.</li> </ul> <p>This rate is inclusive of any service charges or tips, provided that these are shown on the receipt(s). Be aware that for expenses claimed against external funding, further restrictions on these costs may apply.</p> <p>This rate can include alcohol, provided that this is in line with the University's <i>Alcohol and Drug Misuse Policy</i>. Be aware that for expenses claimed against external funding, further restrictions on these costs may apply.</p>

Type	Allowable	Criteria (if applicable)
		<p>Subsistence cannot be claimed in the location of your home or contracted place(s) of work (e.g., for most staff, Cardiff), as this would be considered a taxable benefit by HMRC.</p> <p>Takeaway food or drink intended for consumption while travelling (e.g., a sandwich to eat on a train during a business journey) can be claimed if bought in these locations, however food or drink purchased at the end of a journey in these locations is not claimable.</p> <p>Where appropriate, a grocery shop for multiple days is allowable, provided the total spend does not exceed the overall allowance. This means the total cost must not exceed the number of days multiplied by the applicable daily allowance.</p>

## 2.8 Hospitality and Meeting Costs

Type	Allowable	Criteria (if applicable)
External Guest(s) - Hospitality	<b>Yes</b>	<p>Hospitality may be extended to external guests for valid business purposes during scheduled events or meetings.</p> <p><b>Up to £45 per person</b> can be claimed for food and drink for the host, external guests, and CU staff or students, according to the following ratios:</p> <p><b>Maximum Allowable Ratios</b></p> <ul style="list-style-type: none"> <li>• University venues: 3 CU employees or CU students to each external business guest</li> <li>• External venues: 2 CU employees or CU students to each external business guest</li> </ul> <p>The above rate is inclusive of any service charges or tips, provided that these are shown on the receipt(s). Be aware that for expenses claimed against external funding, further restrictions on these costs may apply.</p> <p>This rate can include alcohol, provided that this is in line with the University's <i>Alcohol and Drug Misuse Policy</i>. Be aware that for expenses claimed against external funding, further restrictions on these costs may apply.</p> <p>The claim must include the names and roles of all attendees, along with the business reason for the hospitality, in order to comply with HMRC regulations.</p>

<b>Type</b>	<b>Allowable</b>	<b>Criteria (if applicable)</b>
University Event Contribution	<b>Yes</b>	<p>UEB will determine the University's position on funding seasonal social events at the beginning of each academic year.</p> <p>This decision, which will be communicated University-wide, will be guided by HMRC regulations and the prevailing financial context to ensure consistency across all departments.</p> <p>Other staff hospitality, activities, or entertainment for purely social purposes cannot be reimbursed, as these would be considered a taxable benefit by HMRC.</p>
Student Social Functions	<b>No</b>	Costs related to student-related events cannot be claimed as expenses. Event costs must be arranged in accordance with the University Procurement Policy and Procedures.
Internal Meetings	<b>No</b>	Costs related to internal meetings cannot be claimed as expenses. Meeting costs must be arranged in accordance with the University Catering and University Procurement Policy and Procedures.
External Meetings, Conferences and Event Arrangements (e.g. venue hire, catering, equipment)	<b>No</b>	<p>Costs related to external meetings, conferences, and events (e.g. venue hire, catering, equipment) cannot be claimed as expenses.</p> <p>Hosting arrangements for meetings, conferences, and events must be made through the University Conferences team and in accordance with the University Procurement Policy and Procedures.</p>
General Office Refreshments	<b>No</b>	<p>General office refreshments (e.g., tea, coffee, milk, sugar, biscuits, etc.) for staff are considered personal expenses and should not be charged to the University.</p> <p>Refreshments for visitors and external study participants must be arranged in accordance with University Catering procedures.</p>

## 2.9 Non-Travel Costs

<b>Topic</b>	<b>Allowable</b>	<b>Criteria (if applicable)</b>
Conference and Training Fees	<b>Yes</b>	<p>If membership to a society or organisation is required in order to attend a conference, meeting or training course, this can be claimed as part of the booking, as long as no benefits outside of attendance are provided. See <i>Professional Membership Fees</i> below, for further information.</p> <p>If accommodation is offered as part of the booking, this is permitted, provided that the cost is within the maximum rates stated in section 2.1: <i>Accommodation</i>.</p>

Topic	Allowable	Criteria (if applicable)
		<p>Where an organised or formal dinner is offered as part of the booking, this is permitted as part of the attendance cost and is not restricted by the subsistence limits.</p> <p>Other food and drink, not covered by the attendance fee, fall within the daily subsistence rates in section 2.7: <i>Subsistence (Food &amp; Drink)</i>.</p> <p>Additional costs for leisure / social activities cannot be claimed for, as these would be considered as taxable benefits by HMRC.</p>
Journal and Paper Submission Fees	<b>Yes</b>	
Copyright Fees	<b>Yes</b>	This covers the use of intellectual property (e.g., images, designs, literature, music) but excludes software, which is covered below under <i>IT Software</i> .
Postage and Courier Fees	<b>Yes</b>	Claims for the purchase of stamps, independent courier services, or customs charges for business purposes are eligible for reimbursement.
Career Confident Allowance	<b>Yes</b>	With approval from Student Futures, students may claim expenses related to participation in the Career Confident programme.
IT Software	<b>Yes</b>	<p>Before purchasing any IT software (e.g. LinkedIn Premium, Squarespace etc.), written approval must be obtained from IT.</p> <p>IT software should be purchased through the University Procurement processes whenever possible. These items may only be claimed as an expense if accompanied by an approval email from the IT Consultation team confirming that the item(s) can be purchased personally and reimbursed.</p>
IT Hardware	<b>No</b>	IT hardware (i.e. laptops, etc.) must be purchased through the University Procurement processes, including replacements.
Professional Membership Fees	<b>Yes</b>	<p><b>Individual Memberships</b></p> <p>Individual memberships can only be reimbursed if:</p> <ul style="list-style-type: none"> <li>• The professional body is listed among the <a href="#">approved organisations published by HMRC</a></li> </ul> <p>In addition, at least one of the following must also apply, otherwise the cost is considered a taxable benefit and cannot be claimed:</p>

Topic	Allowable	Criteria (if applicable)
		<ul style="list-style-type: none"> <li>• The membership is mandatory to teach on a professionally accredited course.</li> <li>• The nature of the membership must be relevant to the individual's employment and directly benefit the performance of their duties.</li> </ul> <p>Note: Joining a society or organisation in order to attend a conference, meeting or training course does not generally count as a professional membership, and so does not come under these restrictions, as long as no benefits outside of attendance are provided. These costs should be claimed under <i>Conference and Training Fees</i>, instead.</p> <p><b>Departmental or Corporate Memberships</b></p> <p>Departmental or corporate memberships should be arranged through your local Finance Team or Buying Hub.</p>
Fit for work notes	<b>Yes</b>	Charges for obtaining a Fit Note are reimbursable only when accompanied by approval from HR.
Books, Journals and Newspapers	<b>No</b>	<p>Books, journals, and newspapers for business use must be purchased in accordance with the University Procurement Policy and Procedures.</p> <p>These items cannot be claimed as an expense, as they are considered a taxable benefit by HMRC.</p>
Gifts	<b>No</b>	<p>Gifts, where appropriate, must be arranged in accordance the <i>Anti-Bribery and Corruption Policy</i> and the University Procurement Policy and Procedures and should not be claimed as an expense.</p> <p>Gifts for Cardiff University staff members (e.g. for special occasions) are not permitted.</p>
Eye Tests and Glasses	<b>No</b>	All costs covered by the University for eye tests and glasses must be arranged through the School of Optometry, following the process outlined on their intranet pages.
Health and Safety Equipment and Clothing	<b>No</b>	<p>Purchases of health and safety equipment and clothing must be arranged in accordance with the University Procurement Policy and Procedures and are not allowable as expenses.</p> <p>Any clothing that HMRC do not consider to be necessary protective clothing or a uniform is considered a taxable benefit by HMRC and therefore cannot be purchased by the University or claimed as an expense.</p>

Topic	Allowable	Criteria (if applicable)
Work Uniforms	<b>No</b>	<p>Purchases of required uniforms must be arranged in accordance with the University Procurement Policy and Procedures and are not allowable as expenses.</p> <p>Any clothing that HMRC do not consider to be necessary protective clothing or a uniform is considered a taxable benefit by HMRC and therefore cannot be purchased by the University or claimed as an expense.</p>
Childcare	<b>No</b>	<p>The University does not cover childcare costs for staff under any circumstances, including when working outside standard office hours or while travelling.</p> <p>Childcare expenses are considered a taxable benefit by HMRC and therefore cannot be claimed as an expense.</p>
Costs which are Never Allowed	<b>No</b>	<p>Any costs not specifically mentioned in this policy <b>are not permissible</b> through the Travel and Expenses processes. Costs which are never reimbursable include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Venue hire, catering, or equipment for meetings, conferences, and events.</li> <li>• Anything deemed a taxable benefit under HMRC regulations, such as costs not wholly and exclusively for business purposes (e.g. laundry, toiletries, sun cream, medication, newspapers purchased for personal reading or individual use, haircuts, suitcases, sunglasses, travel adaptors, personal telephone contracts); personal expenses unrelated to Cardiff University business; payments to suppliers for non-business use of goods or services.</li> <li>• Reimbursement of expenses paid by others.</li> <li>• Payments for wages, call-out fees, overtime, or other ad-hoc remuneration (e.g., payments to translators or other service providers, participant/public contributor fees, tokens of thanks, per diems, awards, and prizes). This includes gifts given in lieu of payment (such as gift cards).</li> <li>• Goods and services available through existing approved suppliers. Convenience is <b>not</b> a valid reason to override University contracts (e.g., stationery, last-minute food and drink for meetings, prizes, poster printing, flowers, tokens of thanks for research participants, gift vouchers, etc.)</li> </ul>

## 3. Travel and Expenses Guidelines

### 3.1 Requests for Travel or Expenditure

#### 3.1.1 Financial Approval

Before making any travel arrangements or purchases, the traveller or claimant should obtain approval from the relevant financial approver via the SAP Concur or non-SAP Concur process for the applicable budget or project code(s). Note: The Travel and Expenses team is not responsible for verifying any local or pastoral approvals.

#### 3.1.2 Financial Approvers and Codes on SAP Concur

Schools and departments are responsible for maintaining financial approvers in SAP Concur and Oracle EBS, with the assistance of IT Support.

Schools and departments are also responsible for managing the creation and deletion of General Ledger (GL) and project codes through the appropriate teams:

- General Ledger Codes: Contact the Chart of Accounts (COA) team.
- Project Codes: Contact the relevant project lead within Central Finance.

#### 3.1.3 Additional Approvals

Where applicable, the following additional approvals must be obtained and attached to Requests or expense claims prior to submission. All expenditure must comply with section 1.2: *Core Principles* and must not be considered a taxable benefit, in accordance with HMRC regulations.

Type	Description	Approver
Senior Management International Duties	Due to the frequent travel requirements inherent to their roles, the following individuals may occasionally need to operate outside the boundaries of this policy to effectively meet their business objectives: <ul style="list-style-type: none"><li>• Director of International</li><li>• International Deans</li></ul>	Line Manager
University Executive Board (UEB) Duties	Due to the regular travel requirements directly associated with their roles, members of the University Executive Board (UEB) may occasionally need to operate outside the boundaries of this policy to effectively meet their business objectives.	Line Manager
Vice Chancellor (VC) Duties	All Vice Chancellor (VC) travel or expenditure.	Chair of Council
Honorary Fellows	To accommodate the diverse needs of Honorary Fellows, this policy may occasionally need to be exceeded to align with the University's broader strategic objectives.	Head of Communications

Type	Description	Approver
Out of Policy Spend (not outlined elsewhere in this table)	Any expenditure that does not align with the allowable items listed in section 2: ' <i>Policy for Compliant and Non-Compliant Travel and Expenses</i> '.	Head of Travel & Expenses (or nominee)

### 3.1.4 Amendments to Travel Dates

The traveller or sponsor is responsible for ensuring that the correct travel dates are recorded for insurance and duty of care purposes.

If the travel dates change, the traveller must contact both the Travel and Expenses team, and the Insurance team, as soon as possible.

## 3.2 Advance Payments

### 3.2.1 Requesting an Advance Payment

Advance payments can be requested to reduce any financial burden on those undertaking university business. These advance payments are not available to external visitors, including honorary staff.

Advance payments will be considered for the values of £100 (min) to £5000 (max), up to the amount of the estimated expenditure on the Request. Only one advance payment per staff member will be permitted, at any time. Refer to the Travel and Expenses intranet pages for required timelines for requesting advance payments.

### 3.2.2 Reconciling an Advance Payment

After completing the travel or expenditure, the advance payment must be reconciled by submitting a claim detailing how the funds were used (including receipts) and returning any unspent amount to the University. This reconciliation should be submitted within 60 days of the expenditure date, in line with section 1.2: *Core Principles*.

Only one advance payment is allowed per staff member, until it is fully reconciled.

## 3.3 Travel: Pre-Booking Guidance

### 3.3.1 Travel Compliance

Travel should only be undertaken when:

- **No Alternative:** No reasonable or effective alternative exists.
- **Strategic Need:** There is a legitimate strategic business need that justifies the economic impact.
- **Risk Assessment:** Travel risks have been assessed (see section 3.3.2: *Travel Safety and Risk Management*).
- **Carbon Impact:** The carbon impact of travel options has been considered, in line with the University's sustainability strategy.

### 3.3.2 Travel Safety and Risk Management

#### **Risk Assessments**

Individuals must complete and obtain approval where necessary for any risk assessments before travelling (see section 4: *Roles and Responsibilities*). Risk assessments may be required for staff, students, and visitors travelling on university business. For overseas travel, it is essential to consult the [Foreign, Commonwealth & Development Office \(FCDO\) website](#) to determine if the destination is safe. The University prohibits travel to areas where the FCDO states '*advise against all travel*'. More information is available on the *Risk Assessments* page on the intranet or from the Safety team.

#### **Vaccinations and Medication**

Please refer to the *Health* section on the [Foreign, Commonwealth & Development Office \(FCDO\) website](#) for guidance on recommended vaccinations and other precautionary measures for overseas travel. Vaccinations and/or medication recommended for '*most travellers*' are ordinarily available through the NHS. If any of these vaccinations or medication are only available privately, these costs can be reimbursed.

For vaccinations and/or medication that are recommended for '*some travellers*', costs for these will be reimbursed provided they are accompanied by sufficient justification and evidence that they were required for that individual and trip.

#### **Accommodation Types**

As standard, hotels should be prioritised over other accommodation types due to their generally higher health and safety standards.

If non-hotel accommodation (e.g., hostels, B&Bs, apartments, Airbnb) is the only suitable option, then a *Non-Hotel Accommodation Safety Checklist* (available on T&E intranet pages) should be completed to meet insurance, health and safety, and wellbeing requirements.

Homestays (renting a room in someone's house) or renting directly from private landlords should be avoided for safety reasons. More information can be found on the *Risk Assessments* page on the intranet or from the Safety team.

### 3.3.3 Travel Insurance

#### **UK Travel**

The corporate travel insurance policy covers staff, students, and visitors on approved UK business travel that includes at least one overnight stay. Personal elements of a trip are not covered, and private travel insurance costs will not be reimbursed by the University.

#### **Overseas Travel**

The corporate travel insurance policy covers staff, students, and visitors on approved overseas business travel. Personal elements of a trip are not covered, and private travel insurance costs will not be reimbursed by the University.

#### **Specific Insurance Requirements**

Information and guidance on specific insurance requirements are available on the *Insurance* intranet pages. Please review this guidance regularly, as the insurance policy is renewed annually and the requirements or coverage may change each year.

### **Summary of Travel Cover**

A *Summary of Travel Cover* document is available on the Insurance intranet pages. Travellers should review this document before their trip, particularly emergency medical cover details and contact numbers. If proof of insurance is needed (e.g., for visa applications), travellers should contact the Insurance team to request this.

### **Motor Insurance UK**

Information regarding UK vehicle use and insurance (e.g. school/department/pool vehicles, hire vehicles, etc.) can be found in the *Driving at Work* policy, or by contacting the Travel, Transport and Parking or Insurance teams.

### **Motor Insurance Overseas**

The corporate motor insurance policy does not cover vehicles hired overseas; drivers must arrange their own insurance for these bookings, which can then be claimed back as an expense.

### **Insurance Queries**

All queries or additional requirements regarding the University's insurance policies should be directed to the Insurance team.

### **3.3.4 Cancellations, Refunds and Compensation**

The traveller is responsible for initiating any refund claim and ensuring that the funds are returned to the original payer. If the traveller receives a refund after being reimbursed by the University, they must inform the Travel and Expenses team to arrange the appropriate method for returning the funds to the University.

Travellers may claim and retain compensation for delays or cancellations. However, they should not volunteer for denied boarding compensation for personal benefit.

### **3.3.5 Travel Considerations**

#### **Travel visas and authorisations**

Travellers must research the necessary travel visas and authorisations (e.g. ESTAs, ETAs etc.) for their destination(s) before submitting a Request. Information on requirements can be found on the [Foreign, Commonwealth & Development Office \(FCDO\) website](#).

#### **Booking method**

Individuals can arrange travel bookings through the University's channels, including the Travel Management Company (TMC) or SAP Concur. Where these options are not used, bookings must still comply with the rates and limits set out in this Travel and Expenses (T&E) Policy, have a financially approved Request prior to booking and be claimed through the expenses process.

#### **Personal loyalty schemes**

Personal loyalty schemes or memberships should not influence the choice of supplier for travel for university business; however, travellers may add their personal loyalty scheme details to collect points when making a booking (where this is possible).

#### **Commuting**

Commuting (travel between home and your designated place(s) of work as specified in your contract) is not an allowable expense, as it is considered a taxable benefit by HMRC. See section 2.4: *Vehicle Mileage or Hire*.

### **No Cost Travel (paid by third party)**

All University business travel must be recorded on a Request via the standard Travel and Expenses processes, even if there is no cost to the University (or external funding). These records are maintained for insurance and duty of care purposes, in case of emergencies.

### **Travelling with Family or Friends**

Any costs associated with family or friends (unless as part of an approved accompanied travel request) will not be reimbursed by the University. In addition, your business travel choices, or any other cost-related decisions, must not be influenced by their presence.

### **Extending Travel with a Period of Personal Leave**

Employees may extend a business trip to include personal leave, provided the personal travel is incidental to the business trip and does not increase travel costs. The Request must specify the actual return date and indicate which dates are for personal leave, for insurance and duty of care purposes.

If you plan to add personal leave to your business travel, this should be arranged before booking. The University will not cover any amendment fees resulting from personal travel changes made after bookings are confirmed.

- **Transport:** The return date may be extended to include personal leave, provided the departure and arrival destinations remain unchanged. For audit purposes, attach like-for-like quotes obtained on the same day to the Request or claim to demonstrate that the extended return date did not incur additional costs.
- **Accommodation:** The University will not extend business bookings to cover personal leave. Separate personal bookings must be made for any additional days.

Personal leave is not covered by the University's travel insurance. Individuals are responsible for purchasing their own travel insurance for any personal travel dates and this cannot be claimed back.

## **3.4 Expense Claims**

### **3.4.1 Claiming Expenses**

Claims and reconciliations must be submitted within 60 days of the expenditure date, in line with section 1.2: *Core Principles*, and supported by appropriate evidence as outlined in section 3.4.3: *Receipts*.

Individuals can only claim for reimbursement for items that they purchased themselves, due to financial regulations. Individuals should not reimburse others personally and then claim back for the reimbursement; the person who made the payment should submit their own claim.

The University will not reimburse expenses that would result in a taxable benefit, in accordance with HMRC regulations.

Expense claims and related data, including personal information, will be stored in accordance with the University's *Records management policy* and retention schedules, and *Data Protection policy*. For further guidance, please refer to the Records Management intranet pages.

### 3.4.2 Exchange Rates

Exchange rates can be evidenced by:

- The actual rate used at the time of payment (shown on the receipt).
- The actual cost charged to a debit or credit card (shown on a redacted bank or card statement).
- The in-built exchange rate calculator on SAP Concur.
- A reputable exchange rate website (e.g., [xe.com](https://www.xe.com)).

### 3.4.3 Receipts

All expense claims should include digital copies of receipts or equivalent evidence (e.g. payment confirmations). Invoices will only be accepted if proof of payment is also provided.

Original copies of receipts must be retained personally until reimbursement is received, in case of queries.

Receipts must be itemised, detailing the items purchased and confirming any VAT charged, along with proof of payment. Credit card slips and bank statements do not meet these requirements and cannot be solely accepted as receipts to support a claim.

If a fully itemised receipt cannot be obtained, a case for reimbursement without the receipt can be submitted for review.

## 3.5 Compliance and Exceptions

### 3.5.1 Policy Compliance

Individuals are responsible for ensuring that all Requests, travel bookings, and expense claims comply with this policy.

### 3.5.2 Out of Policy Spend

Any expenditure requested which falls outside this policy will be considered non-compliant. To challenge a non-compliant classification, a case will need to be submitted to the Head of Travel and Expenses with a detailed justification for review. Without approval from the Head of Travel and Expenses (or nominee), non-compliant Requests or claims will not be reimbursed.

Expenses deemed a taxable benefit, as defined by HMRC regulations, cannot be reimbursed.

A report on approved exceptions to this policy will be used to inform and support amendments during the annual policy review.

### 3.5.3 Consequences of Non-Compliance

Non-compliance with this policy may result in:

- Expenditure not being reimbursed and/or the University seeking recovery of non-compliant spend or costs from the individual.
- In extreme cases of breach or fraudulent claims, disciplinary action may be taken.

## 4. Roles and Responsibilities

The below table outlines the key responsibilities for the main Travel and Expenses stakeholders. Please note that this is not an exhaustive list and there may be other responsibilities not stated. Other teams in the University may also have responsibilities that are related to travel and expenses.

Role	Responsibility
Travellers, claimants, delegates and sponsors (for visitors)	<p><b>Policy Compliance:</b> Ensure all Requests, travel bookings, and expense claims, whether for themselves or on behalf of others, comply with this policy.</p> <p><b>Risk Assessments:</b> Complete and secure approval for travel risk assessments (where necessary), as required by the University’s Safety and Insurance teams.</p> <p><b>Travel Insurance:</b> Confirm appropriate travel insurance is in place prior to departure, in line with guidance from the University Insurance team.</p> <p><b>Additional Approvals:</b> Obtain any necessary additional approvals. Refer to section 3.1.3: <i>Additional Approvals</i>.</p> <p><b>Documentation:</b> Ensure all required documentation is complete and available (e.g., forms, receipts, additional approvals).</p> <p><b>Travel purchase card holders only:</b> Accurately reconcile travel purchase card transactions in SAP Concur, in line with policy requirements.</p> <p><b>Timely Communication:</b> Respond promptly to queries related to travel or expenses.</p>
Line managers and supervisors	<p><b>Policy Communication:</b> Communicate relevant policies and procedures to new and existing staff or students, including updates as necessary.</p> <p><b>Wellbeing Consideration:</b> Consider the pastoral wellbeing of staff and students when reviewing and approving travel, before the individual submits their Request via the Travel &amp; Expense processes.</p> <p><b>Timely Communication:</b> Respond promptly to queries related to travel or expenses.</p>
Financial approvers	<p><b>Authority Verification:</b> Confirm appropriate authority to approve spending and any potential overspend against the relevant budget or project code before granting financial approval.</p> <p><b>Fund Verification:</b> Verify that sufficient funds are available within the relevant budget or project code before approving expenditure.</p> <p><b>Fund Limits:</b> If required, stipulate rates of reimbursement lower than those stated in this policy, to accommodate budgetary constraints.</p>

Role	Responsibility
	<p><b>Business-related Costs:</b> Confirm all expenditure is wholly and exclusively related to Cardiff University business.</p> <p><b>Timely Communication:</b> Respond promptly to queries related to travel or expenses.</p>
<p>Heads of Schools and Heads of Departments (Professional Services)</p>	<p><b>Additional Approvals:</b> Review and, where appropriate, provide further approvals, as required. Refer to section 3.1.3: <i>Additional Approvals</i>.</p> <p><b>Timely Communication:</b> Respond promptly to queries related to travel or expenses.</p>
<p>Head of Travel and Expenses (or nominee)</p> <p>With support from Head of Financial Compliance, Chief Financial Officer and/or Group Financial Controller</p>	<p><b>Additional Approvals:</b> Review and, where appropriate, provide further approvals, as required. Refer to section 3.1.3: <i>Additional Approvals</i>.</p> <p><b>Promoting Best Practices:</b> Make decisions that support best practices in travel and expense management, with consideration for financial prudence.</p> <p><b>Policy Development and Review:</b> Lead the annual development and review of the Travel and Expenses Policy.</p> <p><b>Timely Communication:</b> Respond promptly to queries related to travel or expenses.</p>
<p>Cardiff University Travel and Expenses team</p>	<p><b>Additional Approvals:</b> Review and, where appropriate, provide further approvals, as required. Refer to section 3.1.3: <i>Additional Approvals</i>.</p> <p><b>Compliance Assurance:</b> Ensure Requests, travel bookings and expense claims comply with this policy, including any required additional approvals.</p> <p><b>Booking Oversight:</b> Oversee the booking process between the traveller and the Travel Management Company.</p> <p><b>Process Development and Implementation:</b> Develop and implement approved Cardiff University travel and expenses processes, and support users in their application.</p> <p><b>Timely Communication:</b> Respond promptly to travel and expense-related queries, in line with published service level agreements (SLAs).</p>
<p>Travel Management Company</p>	<p><b>Travel Support:</b> Assist with travel quotes, bookings, amendments, cancellations, and access to visa services.</p> <p><b>24/7 Assistance:</b> Provide round-the-clock support and emergency assistance to ensure traveller safety and wellbeing.</p> <p><b>Travel Reporting:</b> Deliver comprehensive travel reports to the centralised Travel and Expense team to support effective management and oversight.</p>

Role	Responsibility
	<b>Contractual Obligations:</b> Fulfil all responsibilities outlined in the contract between the Travel Management Company and Cardiff University.

## 5. Monitoring and Review

Monitoring of compliance with this policy will be undertaken by the Travel and Expenses team (with some automatic checks by the SAP Concur system) at the point of submission of Requests, travel bookings and expense claims.

This policy will be reviewed annually by the Travel and Expenses management team, and this review will be supported by a report on approved exceptions.

## 6. Related Policies and Procedures

This policy may, at times, be overridden or supplemented by urgent or emergency policies.

This policy should be read in conjunction with other related university policies that may overlap with its provisions. University policies can be found on the staff and student intranet pages and/or the public website. The key related policies are:

- *Alcohol and Drug Misuse Policy*
- *Anti-Money Laundering, Counter Terrorist Financing, Financial Sanction Compliance and Tax Evasion Prevention Policy*
- *Driving at Work Policy and Guidance*
- *PCard Policy*
- *Procurement Policy*
- *Safety, Health, Wellbeing and Environment Policy Statement*

## 7. Reference

### Appendix A: Cities Eligible for the Higher Accommodation Rate

<b>Country</b>	<b>City</b>
Belgium	Brussels
Belgium	Leuven
Brazil	Rio de Janeiro
Canada	Montreal
China	Beijing
China	Shanghai
Denmark	Copenhagen
France	Paris
Germany	Berlin
Germany	Munich
Hong Kong	Hong Kong
Iceland	Reykjavik
India	Delhi
India	Mumbai
Ireland	Dublin
Italy	Milan
Italy	Pisa
Italy	Rome
Kenya	Nairobi
Netherlands	Eindhoven
Nigeria	Abuja
Nigeria	Ikeja

<b>Country</b>	<b>City</b>
Nigeria	Lagos
Singapore	Singapore
South Korea	Seoul
Spain	Barcelona
Spain	Madrid
Switzerland	Basel
Switzerland	Geneva
Switzerland	Lausanne
Switzerland	Zurich
UAE	Dubai
UK	Edinburgh
UK	London
USA	Atlanta
USA	Austin
USA	Boston
USA	Chicago
USA	New Orleans
USA	New York
USA	San Diego
USA	San Francisco
USA	Seattle
USA	Washington

## Appendix B: Countries Eligible for the Higher Subsistence Rate

<b>Countries</b>
Bahrain
Belgium
Canada
China
Denmark
Finland
France
Germany
Ghana
Hong Kong
Iceland
India
Ireland
Japan
Kenya
Korea, Republic
Kuwait

<b>Countries</b>
Luxembourg
Malaysia
Netherlands
Nigeria
Norway
Oman
Qatar
Saudi Arabia
Singapore
South Africa
Sweden
Switzerland
Taiwan
Thailand
Uganda
United Arab Emirates
United States of America