



University of
Strathclyde
Glasgow



University of Strathclyde

Travel Policy

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**THE QUEEN'S
ANNIVERSARY PRIZES
2019 & 2021**

For Higher and Further Education

**UNIVERSITY
OF THE YEAR
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**UNIVERSITY
OF THE YEAR
2024 RUNNER-UP**

Daily Mail University of the Year Awards

**SCOTTISH UNIVERSITY
OF THE YEAR
2024**

Daily Mail University of the Year Awards

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Introduction

1 Executive Summary

This travel policy sets a new direction for the University in terms of managing, monitoring, and reducing levels of business travel in support of our Net Zero target. The policy brings some change to the consideration and booking of travel and reinforces existing processes around duty of care and monitoring travel.

1.1 Approval To Travel

All international travel, all UK air travel, and any UK trips with 3 nights or more of accommodation will require pre-approval through the Approval to Travel (ATT) form.

1.2 Policy on Domestic Travel

Mainland UK travel (with no onward international connection) should be conducted via rail, except where otherwise required for disability, health, or caring reasons. Exceptions may be granted via budget holder / Heads of Department (HOD) approval where journey time would be impractical with business needs. For example, same day rail journeys to Bristol may be challenging. However, in these instances departments are expected to re-consider if this journey is necessary.

1.3 Use of the Travel Management Company

All air travel, all accommodation, and all international rail travel must now be booked via the University's Travel Management Company (TMC). Exceptions may be allowed where the TMC are unable to provide the required journey.

Air travel must not be paid via expenses unless in exceptional circumstances.

Domestic rail travel should be booked via the University's nominated rail provider using a travel card or purchasing card.

Other travel can be booked via travel card, departmental purchasing cards or purchased and claimed back through expenses.

1.4 Travel Class Restrictions

Economy is the normal permitted class of travel for all flights.

Premium Economy may be permitted for journey times over 5 hours where budget holder approval is given, and no external funding conditions prevent it.

Business Class Flights are only permitted for EDI related reasonable adjustments or in exceptional circumstances with [senior approval](#).

First class flights are not permitted under any circumstances.

1.5 Payment Via Travel Cards

Those travelling more than 3 times within a 12-month rolling period must get a personal [Travel Card](#) – a card set up specifically for travel and subsistence spend.

This will improve payment times for travel bookings and limit the number of expense claims processed for travel.

2 Context

- 2.1 In response to Scottish Government legislation and the global climate crisis, the University has set an ambitious goal to cut carbon emissions by 80% by 2030, and to achieve net zero carbon emissions by 2040 at the latest. This forms KPI 16 of the strategy, Strathclyde 2030.
- 2.2 Business travel is responsible for up to 30% of the University's carbon footprint¹, therefore a shift towards more sustainable travel patterns and a reduction in these emissions is critical in achieving our emissions reduction target.
- 2.3 The University has a Duty of Care to all staff and students while travelling, which requires knowing where people are and having the appropriate checks in place prior to any travel. Improving safeguarding is a key element of this policy.
- 2.4 This document defines the University's policy in relation to travel by staff and students in support of University activities. It outlines the requirements and responsibilities of those involved in travel to help reduce the environmental impact of University Travel.
- 2.5 This policy has been created with recognition of various stakeholder needs, the impact the Coronavirus pandemic has had on travel, the potential for virtual collaboration, and the value that essential travel adds to University operations.
- 2.6 Strong budgetary control is required by departments to ensure that only travel necessary to achieve our academic and strategic objectives takes place, that costs represent value for money, and are within the agreed budget.
- 2.7 This policy should be read in conjunction with related University policies and safety standards:

[Expenses Policy](#)

[OHS Standard on Travel Off Campus and Fieldwork](#)

[Alcohol, Drugs and Substance Misuse Policy](#)

[International Tax and Global Mobility Policy for Overseas Working](#)

[Policy for Student Mobility](#)

[Information Security Policy](#)

¹ Data from baseline year of strategy, 2018/19.

3 Policy Aims

- 3.1 To ensure the health, safety and wellbeing of all persons travelling on University business.
- 3.2 To ensure the University responds to the Climate Change (Scotland) Act 2009, and the global climate emergency, by reducing the environmental impact of business travel.
- 3.3 To ensure that the University complies with all relevant procurement legislation in relation to travel and travel management services.
- 3.4 To ensure that, where travel is necessary, all staff are supported with travel arrangements in a way that is consistent with any 'reasonable adjustments', or any other issues impacted by any protected characteristic outlined in the Equality Act 2010.
- 3.5 To maximise the University's ability to negotiate discounted rates with suppliers to reduce travel expenses and maximise efficient use of university resource, through proactive use of management information.

4 Scope

- 4.1 This policy applies to staff, students and any person travelling on university business and at the University's expense or wishing to reclaim costs incurred. These individuals are referred to as 'travellers'.
- 4.2 This policy applies irrespective of the source of funding or the method of payment. Where travel is paid for by external funding that includes additional travel restrictions, these must be adhered to.
- 4.3 This policy defines the types of travel expenditure that will and will not be reimbursed by the University, and to inform travellers and those approving spend of their responsibilities when controlling and reporting travel expenditures.
- 4.4 If required to work somewhere other than your normal place of work and travelling from home, staff may only claim business travel expenses for additional distance travelled above their normal commuting distance. Please contact finance-taxenquiries@strath.ac.uk for support in determining if travel meets HMRC definition of business travel.
- 4.5 Deliberate, negligent, or repeated disregard of this policy may result in disciplinary action being taken against you under the relevant policy or procedure.
- 4.6 This policy is informed by the following legislation and shall be reviewed as the legislative context and University requirements change.

Climate Change (Scotland) Act 2009
 Health and Safety at Work etc. Act 1974
 Corporate Manslaughter & Corporate Homicide Act (restricted to UK) 2007
 General Data Protection Regulations
 European Working Time Directive
 HMRC Rules
 Equality Act 2010
 Procurement Legislation

5 Roles and Responsibilities

Role	Responsibilities
Traveller	<p>Plan and book travel in line with this policy.</p> <p>Ensure they hold a valid passport and required visas for travel.</p> <p>Complete all relevant risk assessments and ensure any health requirements (e.g. inoculations) are in place.</p> <p>Complete an Approval to Travel form where required and confirm with the Budget Holder that budget is available.</p> <p>Ensure access to the correct payment method – for example, for frequent travellers, that they hold a valid Travel Card.</p> <p>Raise exceptions to Heads of Department / Directorate.</p>
Bookers	<p>If booking for someone else, confirm that any travel has the required pre-approvals before booking.</p>
Budget Holders	<p>Approve travel requests where policy has been followed.</p> <p>Process expense claims in accordance with the policy.</p> <p>Raise exceptions to Heads of Department / Directorate.</p>
Line Managers / Academic Supervisors	<p>In conjunction with the traveller, ensure a suitable and sufficient risk assessment is completed in advance of travel.</p> <p>Ensure the trip is not travelling against FCDO travel advice.</p> <p>Ensure the traveller can be contacted in event of an emergency.</p>
Heads of Department / Directorates	<p>Ensure the policy is communicated to travellers and that travellers are adhering to the policy.</p>

	Process and approve or reject exceptions to the policy where appropriate.
Deans and Senior Officers	Champion the sustainability and duty of care principles of the policy. Process and approve or reject exceptions to the policy where appropriate.

Considering Travel

All travel decisions must be made with sustainability and the University's Duty of Care in mind. Before travel is booked, travellers and departments should consider the:

- environmental impact of travel, particularly flights.
- individuals needs and personal impact of travel.
- benefits and business impact of the travel.

6 Sustainability

- 6.1** There is a significant environmental impact resulting from University business travel. Flights are the biggest contributor to this and are among the most carbon intensive modes of travel.
- 6.2** It is the responsibility of travellers and Heads of Departments / Directorates to reduce air travel wherever possible and choose more sustainable modes of transport as default.
- 6.3** Shared and public transport has a much lower carbon footprint per passenger km travelled, so should be made the default mode where applicable. See Figure 1 below.

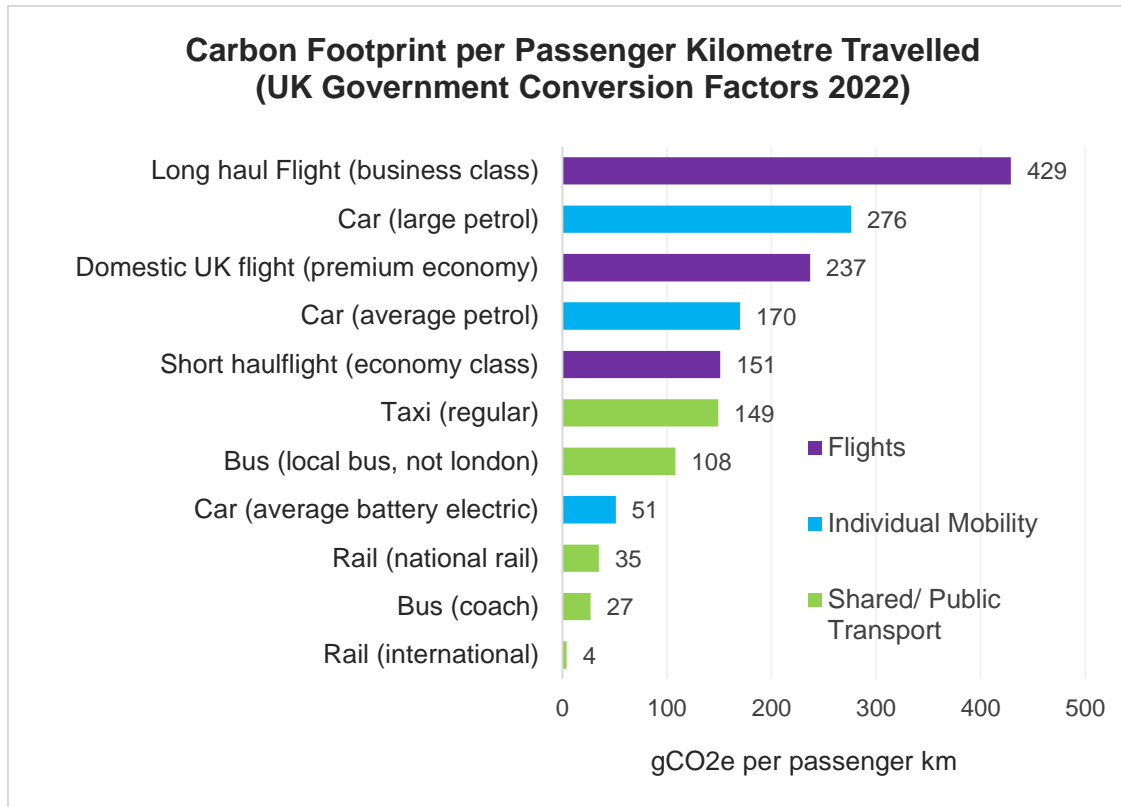


Figure 1: [Government Carbon Conversion Factors for Company Reporting of Greenhouse Gas Emissions \(2022\)](#)

6.4 Travel Hierarchy

Anyone travelling on University business should use the following hierarchy when considering travel to help minimise the environmental impact.

1. Reduce the amount of travel:

- Use digital alternatives to collaborate instead of travelling.
- Combine multiple destinations into one trip.
- Choose less distant conference locations.
- Minimise the size of the group.

2. Use low carbon transport:

- Travel without flying – consider alternative modes of travel within the UK, to Europe, and within other countries:
- Use public transport (e.g., rail, coach, ferry)

3. Fly when there are no alternatives – and consider:

- The route – flying direct is usually less carbon intensive.
- Ticket class – economy flights are the default unless by permissible exception.

7 Travel in the UK

- 7.1 Air travel to mainland UK destinations with no onward international connection is not permitted, unless required for disability, health, or other reasonable adjustments in accordance with the Equalities Act 2010.
- 7.2 Rail travel should be booked via the Scotrail booking platform using a department purchase card or personal travel card. Where this is not feasible, UK rail travel can be claimed back via expenses.
- 7.3 Other UK travel should be done using public transport wherever possible and can be claimed back via expenses.
- 7.4 Where public transport is not feasible, the use of taxis, shared pool cars, or personal vehicles is permitted. Details can be found in the section on [Taxi use](#).

8 International Travel

- 8.1 All international travel and related accommodation must be pre-approved using the ATT.
- 8.2 Rail travel is encouraged to northern Europe destinations (e.g., Paris via the Eurostar) and within country while abroad. The use of sleeper trains is permitted, with budget holder approval, to allow for comfort during longer travel times.
- 8.3 All international travel must be booked using the Travel Management Company (TMC). This includes within country air or rail travel while abroad. If after consultation with the TMC, they are unable to support the necessary booking, alternatives can be used with prior approval through the ATT process. Evidence must be provided to support these exceptions.
- 8.4 Travel within country while abroad (e.g., bus, ferry, taxi) can be claimed back via expenses, with the exclusion of air travel and international rail, which must be booked via the TMC unless the above exception applies.

9 Duty of Care

- 9.1 As a responsible employer the University will take all reasonable measures to ensure its travellers are safe. The University must ensure that any traveller and their Line Manager or academic supervisor have taken every precaution to secure their health and safety before, during and after travel.
- 9.2 Adhering to this policy and requirements within the [OHS Standard on Travel Off Campus and Fieldwork](#) ensures that:

Via the TMC, the University Safety Health and Wellbeing, and Insurance Teams are aware of all travel plans and can keep the traveller informed about unexpected

levels of risk, to help ensure a sensible decision on whether to travel or not, can be made.

The traveller is covered by the University's Travel Insurance Policy – other than in exceptional circumstances which will be handled on a case-by-case basis.

If an unforeseen event occurs overseas, the University will be able to locate and contact affected travellers and offer support to return home, or to move to a safe location.

- 9.3 All travellers must consult [University Travel Safety and Wellbeing](#) web pages prior to travel. This will provide information on potential health risks and mitigations at a destination based on a variety of data sources.
- 9.4 Travellers must fully understand the possible risks at their destination. Travellers should also complete the applicable risk assessment for travel and ensure this is approved by appropriate line manager, see [OHS Standard on Travel Off Campus and Fieldwork](#)
- 9.5 Travellers must consult [Foreign, Commonwealth & Development Office advice](#) to ensure that the destination and stop-off points are safe. **Travel against FCDO or other government advice, or University insurer's advice, will only be permitted under exceptional circumstances and with advance approval of the University Compliance Officer.**
- 9.6 The TMC can provide advice as to the appropriate visa required by the traveller. Travellers must ensure they have the appropriate documentation in place before travelling.
- 9.7 If a departmental 'booker' books the travel, it is the responsibility of the traveller to confirm to the booker that all appropriate Duty of Care elements have been completed.
- 9.8 Travel insurance for all domestic travel is automatic.
- 9.9 University Travel Insurance must be arranged for **all international travel**. The policy covers individuals whilst on a journey either outside or within the United Kingdom if the journey involves air travel, or an overnight stay. The insurance process is combined with the ATT form which must be completed before booking any travel and at least **five** working days prior to departure.
- 9.10 Travellers are responsible for ensuring that they are fit to travel. The University trusts its employees and students to always act in the best interests of themselves and the University.
- 9.11 Spouses/Partner/Family that are accompanying travellers on a business trip are not covered by the University policy and are required to make their own travel insurance arrangements.

- 9.12** For trips that combine both business and personal travel the University's policy only extends to the business part of the trip. Travellers must take out their own insurance for any personal travel.
- 9.13** On confirmation of cover, an email cover note is sent providing policy number, emergency contact details and a summary of cover provided under the [University's travel insurance policy](#). Insurance cover for any trip is not guaranteed until this information is received.

10 Equality, Diversity, and Inclusion

- 10.1** The University is committed to achieving and promoting equality of opportunity in its learning, teaching, research and working environments, and to ensuring these environments support positive relations between people, and a culture of respect.
- 10.2** The University shall provide support to disabled travellers so that they are able to participate in necessary, sustainably conducted travel.
- 10.3** The University understands the challenges faced by travellers with caring responsibilities and will make adjustments where possible. Travellers should discuss this with their Head of Department and detail adjustments on the ATT form.
- 10.4** No traveller should travel if it will impact upon their **safety and wellbeing**. Risks posed to this should be identified within the travel risk assessment.
- 10.5** No traveller should be at a disadvantage if they cannot take part in an activity or field trip if it puts their safety and wellbeing at risk and the University shall consider all alternative options where practicable. The University supports staff and students in refusing to travel if their safety and wellbeing would be put in jeopardy.
- 10.6** Travellers with protected characteristics should research the equality laws of the country they are travelling to. The following links may provide useful information:
- [Foreign Office – Disability and travel abroad guide](#)
[UK Government – LGBT foreign travel advice](#)
[UK Government – Advice for women travelling abroad](#)

11 Student Travel

- 11.1** Within this policy 'Student Travel' refers to any travel linked to the students University course, such as placement travel, study abroad or travel for field trips.
- 11.2** This policy applies to student travel, but students should also refer to the student mobility policy for further guidance on travel.
- 11.3** Student travel not paid for by the University, Student should contact their departmental administrators for travel queries.

11.4 All requirements relating to risk assessments, safeguarding, and travel insurance apply to Student Travel, and for international travel an ATT form is required in accordance with this policy. All group Student Travel must be booked through the TMC.

Booking Travel

How travel is booked and paid for directly impacts on the Universities safeguarding and its emissions reporting obligations. The following processes to be completed when booking travel are designed to improve traveller safety and the quality of management information.

12 Approval to Travel (ATT) form

All international travel, all UK air travel, and any UK trips that require 3 nights or more accommodation pre-approved the ATT form before booking. This allows proper safeguarding and monitoring of travellers. Completing the ATT form will generate a reference number that will be required when booking travel.

The ATT form doubles as the Travel Insurance form, so must be completed for any international trip, regardless of the mode of travel or method of booking. This should be completed at least **five** full working days prior to departure.

13 Use of the Travel Management Company

The University has engaged the services of a Travel Management Company (TMC) to provide a travel booking service. The contract with the TMC has been established to allow the University to meet its Duty of Care requirements, help measure and reduce emissions, and to achieve value for money.

13.1 All flights, international rail, and accommodation must be booked using the TMC. If, after consultation with the TMC, they are unable to support the necessary booking, alternatives can be used with conditions, as follows:

- Justification for this exception must be given in the ATT form.
- Details of the travel must be provided, including the mode of travel, ticket class, and distance travelled.

13.2 Travellers must assist the University's TMC to provide an efficient and economical service by:

- Planning travel well in advance wherever possible and generally at least one month in advance – this will ensure a wider choice is available for selection of lower emission and best value travel.

- Discussing travel arrangements with the University's TMC – this may assist with your itinerary and will ensure that promotional fares are taken advantage of where possible.
- Specifying any non-standard criteria such as the need for flexibility – this will avoid late changes to bookings which can be costly.

14. Payment

14.1 Payments made using the TMC should be made via Purchase Order or Travel Card depending on the trip requirements.

14.2 This policy aims to increase the use of University Travel Cards and reduce the amount of travel booked via personal funds and reimbursed through expenses.

14.3 Travel Cards

Staff are expected to get a Travel Card if: they are undertaking any international travel; or they are travelling domestically more than three times in a 12-month rolling period. The cards are specifically for expenditure related to travel and subsistence. [A University Travel Card can be applied for here.](#)

Travel card details must be provided to the TMC to allow payment upon booking approved travel.

14.4 Purchase Order

Travel booked through the TMC may also be paid via Purchase Order. This is particularly suitable for group bookings where the value exceeds travel card or departmental purchase card limits.

Continued failure to appropriately approve requisitions and GRN (Goods Receipt) travel expenditure through FMS may result in your ability to book travel through this means being withdrawn.

14.5 Departmental Purchase Cards

These can be used for department bookers to book domestic rail journeys.

14.6 Expenses Claim – Incidental Travel

Travellers who do not possess a Travel Card, or in situations where a Travel Card is not accepted, can claim incidental travel expenses, for example bus fares, ferry tickets, underground. The use of travel expense claims for flights and accommodation is not permitted unless as a defined [exception](#) in this policy.

The University shall withhold payment of any claims not in accordance with this policy and seek reimbursement of any identified as invalidly paid highlighted during the regular retrospective audit checks undertaken by the Finance Directorate. Claims outside of the policy scope, incurred in genuine emergency situations, while on an overseas trip and where immediate action is needed, will be reimbursed if the claim is reasonable given the circumstances.

14.7 VAT

In circumstances where VAT may be reimbursed to the University, the claim should clearly identify VAT that has been incurred. Any VAT incurred on an expense claim should be detailed in the supporting receipt that forms part of the expense claim. Care should be taken where expenses are incurred overseas to ensure the expense claim accurately details where the expense has been incurred and VAT is not inaccurately included in an expense claim.

15 Air Travel

15.1 All air travel approval through the ATT process is required before booking. Travellers should accept the lowest available airfare as determined by the TMC.

15.2 Where the air fare initially recommended by the TMC is not accepted, the traveller must provide a detailed explanation of why it is in the best interests of the University for an alternative to be taken within the ATT form. For example, in some instances travellers may have the need to purchase a ticket that will allow more flexibility e.g., for cancellations, changes etc. where a trip is yet to be fully confirmed.

15.3 Class of Travel

Ticket class for flight bookings must adhere to the below standards, unless a disability, medical condition or other reasonable adjustments require otherwise. This should be noted within the ATT form.

Where external funding agreements include travel class restrictions, the stricter of the conditions must be adhered to.

Flight Class	Policy
Economy	Normal permitted class of travel for all flights.
Premium Economy	May be permitted for journey times over 5 hours where budget holder approval is given, and no external funding conditions prevent it.

Business Class	Only permitted for EDI related reasonable adjustments or in exceptional circumstances with senior approval through the ATT process.
First Class	Not permitted under any circumstances

Purchasing ticket class upgrades at the airport is prohibited and will not be reimbursed through expenses or approved via a University card.

Frequent Flyer Schemes and Airline Preferences

Travellers may not specify a preferred carrier unless this is required as a reasonable adjustment.

Participation in airline frequent flyer schemes accruing points to the traveller are not permitted.

Corporate air miles are collected by the University and will be allocated for the benefit of the University. Please contact the Procurement department for information at procurement-travel@strath.ac.uk for further details.

15.5 Airport Facilities

The cost of **airport parking** should be considered against the costs and practicality of public transport and/or taxis and the cheaper options selected. The traveller should also consider their health, safety, and wellbeing and that of others. For example, the University requests that travellers do not drive immediately after a night-time or long-haul flight. Long stay parking generally offers best value and should always be booked in advance rather than on arrival and/or short stay.

The University will not normally reimburse the cost of an airport lounge, unless a stopover or delay results in a period spent in an airport exceeding three hours. Receipts must be submitted for reimbursement or travel card reconciliation.

15.6 Airline Baggage Charges

Baggage required for travel on University business should be booked ahead of time to avoid charges at the airport. Where this is unavoidable, the University will reimburse that charge through expenses or University card, only for baggage related to the trips business purpose.

16 Accommodation

16.1 Where an overnight stay is required, travellers should book accommodation in a reasonable quality hotel. The University defines a 'reasonable quality hotel' as being one of up to the equivalent of a 4-star UK standard.

16.2 All hotel accommodation must be booked through the University's TMC. Permissible [exceptions](#) may be granted as defined in this document.

- 16.3** It is understood that there may be occasions when accommodation is “linked” to the reason for travel for example when accommodation is included within the price of the ticket for a conference. In these circumstances, accommodation can be booked directly with the venue, but all other aspects of this policy particularly in relation to insurance still apply.
- 16.4** On checking out, the traveller will be required to settle all incidental charges using their Travel Card or personal means. These costs are subject to rules on [subsistence](#) as set out in this policy.

16.5 Airbnb

The University does not permit the use of Airbnb. Airbnb is not regulated in the same way that hotel and official B&B accommodation is. Therefore, the University cannot be sure that they are up to standard in relation to safety, insurance, emergency contact procedures, or security features.

As an alternative to Airbnb, the University’s appointed TMC will provide an option of serviced suites / apartments for longer term stays.

- 16.6** Travellers choosing to stay overnight with friends, relatives, or colleagues instead of in a hotel, are **not** permitted to claim payments incurred in acknowledging the hospitality of the host facilitating the overnight stay, in line with HMRC guidance.

17 Public Transport

- 17.1** Travellers should use public transport such as underground, bus or coach where this is practicable. Travelling in this way has a much lower carbon emission impact than an average taxi or a personal non-electric vehicle.
- 17.2** The use of public transport does not require an ATT form and can be paid for on travel card or claimed back through expenses.
- 17.3** If travel by ferry is practicable, this always presents a preferable option over flying because of the lower carbon emissions per mile travelled. Travellers may pay for Ferry tickets using a Travel Card or if not a frequent traveller by submitting a valid claim through expenses.

Rail Travel

- 17.4** The University’s required travel method for travelling within mainland UK is rail. Flights may only be booked for mainland UK travel where there is an immediate international connection or with prior approval obtained through the Approval to Travel Form of the Head of Department and Senior Officer/Dean.

- 17.5** Tickets for UK rail journeys should be arranged using the ScotRail booking tool. Guidance on creating an account and booking travel can be found on the [ScotRail Business Travel SharePoint Page](#).
- 17.6** For journeys less than four hours, all travellers must travel standard class and are expected to investigate the possibility that saver tickets may be available at lower cost.
- 17.7** Where rail journeys will last more than four hours, first class travel is permissible to enable travellers to use travel time productively for work purposes. First class carriages will often give improved access to Wi-Fi, power sources and tables.

18 Taxis and University Pool Cars

- 18.1** Where possible, staff should make use of the [University Electric Pool cars](#), for journeys that cannot be done via public transport.
- 18.2** Employees may claim reimbursement of the cost of a taxi fare where no other public transport connection is available, or where an individual is unable to use public transport.
- 18.3** Taxis within and around Glasgow should be booked in advance through [GlasGo Cabs](#), as the supplier is on a University Framework.

18.4 Late Working

The use of taxis to take employees home from the University after working late is allowed in exceptional circumstances. The University considers “Working Late” as being after 10 pm, where this is not part of your usual working arrangements or a predictable pattern.

The Head of Department/School or Director or their appropriate substitute is required to approve late working expenses only where the following conditions are met:

- The employee is occasionally required to work late.
- Public transport is infrequent or unreliable.
- It is not a frequent occurrence (not more than 60 times in a tax year).

19 Car Hire

- 19.1** Any use of hire vehicles must comply with the [Management of Road Risks OHS Standard](#).
- 19.2** Where possible, staff should make use of the [University Electric Pool cars](#), for journeys that cannot be done via public transport.

- 19.3** Use of hire cars is permitted with budget holder approval where it presents the only feasible option – e.g., due to disability or health reasons, or a lack of public transport connections.
- 19.4** Travellers should consider that driving non-electric vehicles has a significant environmental impact, so where available, staff are encouraged to hire electric vehicles.
- 19.5** All hire vehicles should be booked via the TMC.
- 19.6** It is the legal responsibility of the driver to ensure that the hiring company is informed of any Penalty Points and/or changes to their license.
- 19.7** Where vehicles are hired, fuel or electric charging costs can also be claimed. Mileage claims are only for personal vehicle use.

20 Personal Vehicle Mileage

- 20.1** Anyone wishing to drive a personal vehicle on University business must comply with the [Management of Road Risks OHS Standard](#) **before driving and claiming costs.**
- 20.2** Staff are expected to avoid single occupancy car journeys wherever possible. Measures to support this include:
- Prioritise the use of public transport.
 - Use departmental vehicles or the [University electric pool cars](#) before using personal vehicles.
 - Car share if multiple people are going to the same destination.
- 20.3** Where use of a personal vehicle presents the only feasible option – e.g. due to disability or health reasons, or a lack of public transport connections – staff may claim personal vehicle mileage costs in line with [HMRC guidance](#):
- 20.4** Mileage reimbursement covers fuel, maintenance, insurance, transportation, and operating costs. **These will not be reimbursed separately.**

Full details of the journey, including date, reason for journey, starting points and destinations, must be shown in the appropriate section of the claim.

HMRC Mileage Rates per mile:

- For cars and vans: 45p for the first 10,000 miles, then 25p thereafter
- Additional Passenger rate of 5p per mile - for cars only
- Motorcycles: 24p for the first 10,000 miles, then 24p thereafter
- Bicycles: 20p for the first 10,000 miles, then 20p thereafter

20.5 Parking Costs

Parking costs incurred whilst travelling on University business can be reimbursed on the submission of supporting receipts. The University will not pay the cost of any Claimant's University car parking permit.

20.6 Road Tolls

Receipts should be submitted where possible, but it is recognised that for this type of expense, receipts are not always available.

20.7 Bicycle (Privately Owned)

Business mileage cannot be claimed if the bike used for business travel is on loan through the University's Cycle to Work Scheme, or if the journey is done using the University's discounted OVO bikes membership.

It is the cyclist's responsibility to ensure the bicycle is roadworthy. The University will not accept liability for any consequences arising from failure to do so.

21 Exceptions and Reasonable Adjustments

21.1 In accordance with the Equalities Act 2010, the Policy permits for any reasonable adjustment and amendment to these policy provisions where considerations are required to facilitate the travellers' needs. This includes, but is not limited to health, disability, and childcare provisions.

21.2 Permissible exceptions to policy on allowed modes of travel are:

- For relevant disability or health reasons, or other reasonable adjustments as defined under the Equality Act 2010.
- Where childcare or other caring responsibilities dictate a certain mode of travel as the only viable option to ensure the wellbeing of travellers and those they care for.

21.3 Permissible exceptions to the policies on method of booking are:

- Where the TMC are unable to supply the required journey.
- Where the costs provided by the TMC are significantly higher (more than £50) than through another route **and** the TMC are unable to price-match the journey. This must be approved as a policy exception through the ATT form and evidenced with quotes and engagement with the TMC.
- Where the required hotel is only available directly through a conference partner, direct booking is permitted.

- Where the required accommodation is unable to accept bookings via the TMC or payment by any card, expense claims for cash payments are permitted and this reason should be noted within the ATT process.

During Travel

22 Transfers

22.1 Where possible and practicable, public transport should be used for transfers between Airports, railway stations, hotels and venues always taking into consideration cost, time, and personal safety.

22.2 Travellers should consult the TMC as to the most practical and safe options available for overseas onwards transfers. Where possible, these should be pre-booked as part of the travel itinerary.

22.3 Subsistence

Travellers on University business for more than 4 hours over a recognised mealtime are entitled to claim for subsistence.

22.4 Expenditure, supported by receipts, is allowed up to the levels shown below.

- Breakfast: £20.00 max - Following overnight stay or journey commencing before 7am
- Lunch: £20.00 max - Total cost including non-alcoholic drinks.
- Dinner: £40.00 max - Total cost including non-alcoholic drinks.

22.5 Flexibility is permitted in the split of total daily Meal Charges, recognising that local custom may vary, but total daily cost should not exceed £80. In exceptional circumstances, for example challenging exchange rate, or where security concerns allow hotel meal provision only, a higher daily allowance may be approved in advance of travel using the Approval to Travel Form.

22.6 Alcohol is not claimable on subsistence but may permitted as part of business entertainment as defined in the expenses policy.

22.7 Business travel is considered to be “at work” and any consumption of alcohol must be in accordance with the [Alcohol, Drugs and Substance Misuse Policy](#).

22.8 Subsistence costs should be charged to a Travel Card where available and receipts should be retained to allow reconciliation within the required time limit.

Tips/gratuities will be reimbursed by the University providing they are modest (considering the different cultural environments in which they can be incurred). Where possible, evidence to substantiate the value of the tip/gratuity should be obtained.

- 22.9** For Travellers choosing to stay overnight with friends, relatives, or colleagues instead of in a hotel, only costs up to standard subsistence limits will be reimbursed.
- 22.10** Failure to provide receipts may render costs ineligible for consideration as legitimate business expenditure. For travel card payments without evidence, the University may seek reimbursement for the ineligible expenditure and for personal expense claims, the claim may not be reimbursed.

23 Other Travel Fees

Medical Costs Associated with Travel

- 23.1** The University will reimburse Claimants for costs associated with vaccinations and other necessary medical requirements for overseas business travel. Receipts for vaccination/other medical charges should be submitted with any claim.
- 23.2** Over the counter medication (pain relief, cough medicines etc.) are **not** reimbursable as these are deemed to be inherently personal in nature and not uniquely associated with business travel.

23.3 Passport and Visa Fees

Claimants who incur visa fees specifically for University business travel, or by necessity of their business travel arrangements require a second passport, will be reimbursed for these costs. The purchase of second passports when applying for visas may be taxable.

24 Non-standard travel

24.1 Emergency Travel

Emergency travel may require to be arranged to allow the traveller to return to the UK or reach a place of safety, for example if the traveller's safety is compromised by the outbreak of war or occurrence of a natural disaster.

The normal policy and booking process does not apply in these circumstances and the standard booking process does not require to be followed.

24.2 Travel with Spouse/Partner/Family

Where the traveller is accompanied by a spouse/partner or other non-University connected persons, the University will not cover any costs of that companion. This applies to companions who are University of Strathclyde employees, but for whom the trip is not directly related to their University business.

The University may consider covering costs incurred on behalf of a traveller's spouse/partner or other non-University connected person if:

- the presence of a spouse/partner is essential to ensure a successful outcome to the business trip.
- a disabled traveller has a need for support staff to travel with them, the funding for travel of support staff will come under reasonable adjustments (Equality Act 2010).

If the University covers the costs of a traveller's spouse/partner or other non-University connected person this could result in a taxable benefit to the traveller but would be assessed on a case-by-case basis. Costs incurred under reasonable adjustments would not be treated as a taxable benefit by HMRC. For further information please contact finance-taxenquiries@strath.ac.uk.

24.5 Extended Travel

Extended travel refers to travel beyond the minimum days required for business purposes, which includes time spent on non-University business. Extensions to a trip required as reasonable adjustment are regarded as University business.

Extended travel will require prior approval from the traveller's Head of Department, Dean, Professional Services Director, or Senior Officer.

The University will not cover any costs associated with extended travel and the traveller will be asked to evidence (through quotes) that no additional costs will be borne by the University because of extended travel.

Extended travel, which is not a reasonable adjustment, would not be covered by the University's travel insurance policy. Staff should arrange their own travel insurance for these days.

24.6 Emergency Call Outs/Stand By

Emergency call-out travel is regarded by the University as a claimable expense where the following conditions have been met (as per HMRC guidance):

- The employee gives advice on handling the emergency on receipt of the telephone call and
- The employee accepts responsibility for those aspects appropriate to his or her duties from that time and

- The employee has a continuing responsibility for the emergency whilst travelling to their normal place of employment

25 Cancellations

- 25.1** Travellers should consider the cancellation policy on each booking prior to confirming the booking. If a cancellation is required, these must be made directly to the University's TMC.
- 25.2** For journeys booked through the TMC and paid via purchase order, the cancellation must be processed with the TMC before the PO is cancelled to allow cancellation fees to be processed.
- 25.3** All ticket refunds must be supported by returning the unused portions to the TMC with details of the original order number, if applicable, invoice number if known and full booking details. Guidance on this is available through the TMC's online booking portal.
- 25.4** Cancellation conditions vary depending on the travel supplier (i.e., airline, hotel). Travellers should ensure they familiarise themselves with the cancellation conditions for all flight/rail journey/hotel when the itinerary is received.
- 25.5** When a trip is cancelled after the air/rail ticket or hotel has been issued, the traveller should firstly inquire about using the same ticket for future travel.
- 25.6** Any traveller who does not cancel a travel booking or fails to meet the eligibility requirement (e.g., a valid passport) and does not proceed to travel, will be liable for the cost incurred.
- 25.7** All refunds received following a cancellation must be remitted to the University, whether through the traveller's Travel Card, or through cancellation/reversal of the expense claim.

26 Travelling with University Information and Equipment

- 26.1** You should avoid taking a University device or University information abroad unless there is a demonstrable business need.
- 26.2** When travelling with University information, in either physical or digital format, you should take the minimum necessary for the duration of your visit.
- 26.3** Extreme care must be taken not to breach any export restrictions or export any personal data in breach of GDPR.

- 26.4** Overseas governments might have the right to access your information and you must be prepared to show it to their representatives (such as border control) on request. This can include insistence that you unencrypt your device confiscating your device. You should comply with such requests if asked to do so.
- 26.5** When travelling to high-risk countries, do not take existing devices. IT Services will provide an alternative blank device to take.

27 Management and Monitoring of Travel

27.1 The University will monitor business travel to ensure:

- the University is complying with its sustainability commitments.
- that risks are being appropriately managed to protect University travellers and the University's assets.
- appropriate insurance arrangements are in place.
- resources are being managed effectively.
- exceptions to the policy are being appropriately recorded and authorised.