

## Travel & expense guidance for Non University personnel (visitors)

This guide covers common areas of expenses for visitors. The full University Travel and Expense Policies can be provided upon request.

### Method of travel

#### Own Vehicle

The claim must show the reason for the journey, the starting point and the destination.

The mileage rates are based on a single round trip i.e. a trip to the University for business and return. The trip may involve stopping in a number of locations on the way or be over a number of days – this all counts as a single round trip.

The first 50 miles of the round trip will be paid at the higher rate and the remaining mileage will be paid at the lower rate. If you break the same round journey into separate legs on your claim then your claim will be reduced to reflect the correct rates.

Type of vehicle	First 50 miles of round trip	Above 50 miles
Cars and vans	40p	23p
Motorcycles	15p	15p
Bicycles	10p	10p

Travelling between UK University of Southampton campuses will be reimbursed as per the following mileage rates. The mileage is shown for the round trip between Highfield and the campus shown:

Avenue Campus	2 miles	Southampton General Hospital (SGH)	5 miles
Chilworth Science Park	7 miles	Royal South Hants Hospital (RSH)	5 miles
NOCS	8 miles	Winchester School of Art (WSA)	23 miles

#### Insurance when using private vehicles

If you intend to claim for reimbursement of mileage costs when using your own vehicle, you must check with your own insurance provider to ensure the correct motor insurance is in place to cover the purpose of the journey, including cover for any passengers and / or goods being carried.

A standard personal motor policy wording will only cover social, domestic and pleasure use and sometimes commuting between home and your usual place of work or study. Any other journeys may require “business use” to be added.

#### Rail (including Eurostar) / Tube in the UK

The lowest cost option for travelling by rail should be the default option. First class travel is not permitted under any circumstances.

#### Other public transport

Travel should be standard class and the most economical method of travel should be investigated considering cost and time.

## Accommodation

Accommodation may be booked where your University contact has agreed that it is not practical for you to return home from a business trip, or to enable you to attend a business event early the next day where travel on the day is impractical.

Please ask the University to book the accommodation for you through the travel management company, or alternatively if you book your own then the standard of accommodation should be modest and should not exceed 4\* or equivalent.

Reimbursement will only be made against actual receipted expenditure up to the approved maximum limits set out in the table below. The rates below are for room rates only.

Location	Maximum daily room rate supported by actual receipted expenditure
All UK locations except London	£130
London (inside M25)	£180


Where accommodation includes meals, any subsistence claims must be reduced to reflect this.

## Food & drink (subsistence) in the UK

The University may cover the additional cost of meals and drinks whilst working away from your normal place of work. Please check with your University contact to see if subsistence is available.

Where agreed, only the actual cost of meals and drinks, up to the maximum subsistence limits (listed below), and supported by itemised receipts will be met by the University.

Minimum journey time	Travelling time for journey continues after 8pm?	Maximum daily allowance supported by actual receipted expenditure
5 hours	No	£5
5 hours	Yes	£15
10 hours	No	£10
10 hours	Yes	£20
15 hours	Yes	£25

 If travelling abroad, please speak to your University contact for international subsistence rates before incurring any expenditure.

## Other expenditure

If you want to make a claim for anything else, please speak to your University contact before incurring any expenditure.

## Making a claim

Your university contact will provide a copy of the appropriate form. Original itemised receipts and other supporting documentation must be submitted with each claim to evidence proof of spend.