



University Supplier and Contractor Expense Policy

Introduction

This statement sets out the University's policy where the University has agreed in its purchase of services to reimburse expenses claimable by Suppliers and Contractors.

Reimbursement of reasonable and necessary travel expenses shall be paid at the following rates, unless otherwise agreed in advance in the contract.

Reimbursement will be made after deducting any taxation if required by HMRC regulations.

Car – mileage and fuel

Reimbursement in accordance with the HMRC Authorised Composite Mileage rate currently £0.45 pence per mile.

Train

Train journeys must be performed in the most economical manner, such as off-peak and super off-peak.

Flights

The Train journeys must be performed in the most economical manner, such as economy class travel on scheduled or chartered flights only. The university will not reimburse business or first class travel.

Accommodation – Hotel and Subsistence

With prior agreement we will reimburse whatever you have paid for an acceptable standard of hotel. "Acceptable Standard," means cleanliness, privacy, personal security and the availability of breakfast, a dining option and Wi-Fi.

If you are working at the University, subject to availability, we provide preferential rates for you to stay at either Mitchell Hall or our Conference Centre. Please ask your University contact to arrange this on your behalf.

With prior agreement subsistence allowance up to £15.00 a day, if twelve hours or more a maximum £25.00 a day.

Other Travel Expenses incurred

Except in an emergency these are not allowable without prior agreement.

Cancellation or re-arrangement fees

Not chargeable except in the event of cancellation due to circumstances beyond the control of the Supplier.

Supporting documents

When submitting your invoice Supplier shall provide the University with receipts and other documentation as may be required for the substantiation of such expenditure.

Cranfield University
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