

FROM BASE

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possible value for money. This will help to increase certainty around travel plans, ensuring that

those with a total flight time of over five hours may be business class. The five-hour flight time guide is a total journey duration, which may involve more than one flight. Travellers will be expected to demonstrate value for money, and use premium economy or similar fares if available

- it is essential to the journey to accompany and work with someone from another institution who is travelling business class or equivalent
- the funding sponsor for the trip specifically allows business class travel and refunds the full cost, without creating the need for cuts elsewhere in a ec

In all cases when using a private vehicle or hire car the driver is responsible for ensuring:

- the vehicle is in good working condition and maintained in accordance with the manufacturer's instructions with a valid MOT certificate if necessary
- valid car insurance is in place for the vehicle, specifically including cover for business use where necessary, which must be obtained at the personal cost of the individual.

The driver must be medically fit as described by the DVLA medical rules on driving and must hold a valid driver's licence for the class of vehicle used.

University funds will meet the cost of private car travel on University business, calculated using the mileage rates approved by HM Revenue and Customs (http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/340010/r14-001-02-00-2-1a-813-7e-3d-0-2-918)

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Where the use of this accommodation is unavoidable, it is the responsibility of the individual to assess the suitability of the accommodation. Guidance on how to do this is available on the University of Sussex Health & Safety webpage under 'Travel'.

A4.6 Subsistence

It is an appropriate use of University funding to meet the cost of meals eaten while travelling away from the normal place of work on University business. As a guide to Budget approvers, trips of around 4 hours and more would be a reasonable basis for this. The following table details the maximum level of expenditure for meals considered an appropriate use of University funds. Actual costs incurred should be reasonable for the location.

A4.8 Internet and phones for personal use

It is not an appropriate use of University funds to meet the cost of internet access at the home address of members of staff or students, or the use of personal telephones (landline or mobile) when not away on University business unless approved in advance by the Director of Finance.

A4.9 Extensions to business trips

Members of staff may extend their business trips, for non-business reasons - e.g. holiday, personal research. The Budget approver and the line manager must approve the extension in advance. Clear evidence to support the cost of business trips must be retained (e.g. web print out demonstrating the cost of travel with and without the extension for a non-business reason).

Costs that are wholly and necessarily incurred in respect of the business element of a trip are an appropriate use of University funds. If the arrangement results in higher travelling costs, University funds will meet the equivalent cost had the traveller's journey been purely for business. If the arrangements result in the cost being less than would otherwise have been incurred, University funds will meet the actual cost incurred and no more.

A4.10 Alcohol

The consumption of alcohol at University organised events and business events attended by University staff should be appropriate and modest. It is only considered an appropriate use of University funds in specific circumstances expressly identified in this policy and set out in 7r-2i (een) 1.3 (en) 5.3 / P 4M Ce-3 (r.059 0.2afu) 2.2 (I) 0.6 -3