
Where a situation falls outside of the detailed circumstances listed here the prior authorisation of the Director of Finance is required before any expenditure is committed.

The general principles which apply to all expenditure should be adhered to at all times:

There must be a valid business purpose for all expenditure which is only acceptable when wholly, exclusively and necessarily incurred in order to perform University business or further University objectives.

		without creating the need for savings elsewhere in a project o the cheapest available class does not allow for the specific requirements of the member of staff concerned (e.g. for accessibility).			of School or Director of Professional Service).
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2.

Lounge costs and similar costs are allowable where there are extended periods between connecting services or because of specific requirements of the member of staff concerned (e.g. for accessibility).

Use of lounges and similar facilities in any other circumstances

		o where this is more cost effective e.g. given the number of travellers In this case the University will meet the cost of car rental, insurance, fuel, tolls and parking.			
7.		Public transport should be used by staff who are travelling on University business This includes the use of relevant bicycle share arrangements open to the public e.g. 'Santander Cycles' in London where this is suitable for the journey and the member of staff concerned A personal cycle may be used where public transport is not practical because of the locations, time of day, or journey time involved. Costs of safe cycle storage at stations etc are allowable in this case	Maintenance of personal cycles or any other related cost (deemed to be included in HMRC mileage rate) Home to work travel for campus-based staff (including those with 'hybrid' arrangements) Travel between campus and their remote workplace for staff classed as remote workers	Requirement: Mileage allowance for personal cycles is calculated using the mileage rates approved by HM Revenue and Customs Requirement : The mileage allowance is for the shorter of the distance travelled between the normal place of work and the business destination or the actual travel distance (e.g. if campus based workers are travelling from home)	General principles apply The member of staff is responsible for ensuring cycle condition and valid insurance, including cover for business use
8.		Public transport should be used by staff who are travelling on University business. A taxi may be used where - o public transport is not practical because of the locations, time of day, or journey time involved, - o as a reasonable adjustment to meet the relevant needs of staff or - o where this is more cost effective e.g. given the number of travellers.	A taxi between the normal place of work and home unless - o the member of staff is required to work later than their normal working hours - o it is after 9.00pm at night and - o public transport has ceased or it is unreasonable to use public transport Journeys between home and work outside of the approved circumstances. Tips	Requirement: The mileage allowance is for the shorter of the distance travelled between the normal place of work and the business destination or the actual travel distance (e.g. if campus-based workers are travelling from home)	General principles apply

It is acceptable to organise an overnight stay to avoid excessive or 'out of hours' travel between home and a temporary work location e.g. if attending multiple events in the same location over a two-day period where this supports staff wellbeing and productive

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21. Hospitality and associated costs for University-wide events which have a clear business purpose and

28.	(eg instead of a leaving event or long service recognition)	In no circumstances can the University make donations to a political party.	Any donation to a political party, in any circumstances.	Not applicable	payment themselves using their own funds and without seeking reimbursement from the University in any form. Not allowable in any circumstances Staff requesting a payment on their behalf must be advised to make the payment themselves using their own funds and without seeking reimbursement from the University in any form. In limited circumstances non financial gifts may be made to politicians or
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