

FAQ's Travel and Expenses Policy

Travel:

- **Can I pay for train and flight travel and reclaim via expenses?**
No, university policy is that all travel should be booked via Clarity.
- **Can I claim mileage rate of £0.45/mile?**
Yes, providing your vehicle insurance includes business travel.
- **Can I claim for pre-flight lounges?**
No
- **Can I book overnight accommodation to carry out activities in my normal place of work e.g. Liverpool?**
No, as this would be viewed as a benefit in kind by HMRC.
- **Can I claim taxis to travel home when working late at night?**
*Yes, however certain conditions may apply, please check HMRC rules and regulations below:
[EIM21831 - Particular benefits: late night taxis: general overview - HMRC internal manual - GOV.UK.](#)*

Expenses:

- **Can I claim subsistence whilst away on university business without an overnight stay?**
No, this also applies to unlimited snacks/teas/coffees/soft drinks throughout the day
- **Can I claim for alcoholic drinks with a meal?**
No, not for subsistence. If it is for hospitality event, then yes, providing external guests are in attendance and assuming a ratio of 2:1 is in place (University staff: guest). Reasonable allowance of max. 2 drinks per person, and providing an agenda was completed for the hospitality event.
- **How do I claim for gratuities if not on the itemised receipt?**
Claims for gratuities will only be paid if they are itemised on a receipt, which must be submitted along with the card payment receipt as proof of payment, as per HMRC compliance. (Please ensure to redact the 16 digit card number from the card payment receipt re: PCIDSS compliance - <https://www.liverpool.ac.uk/policy-centre/financeandprocurement/pcidssfinancepolicy/>) If a service charge has been included, then no additional gratuity can be claimed.
- **What is the acceptable amount I can claim for gratuity?**
Whatever the acceptable rate is in the country you are visiting.
- **Can I claim for WIFI access whilst away on university business?**
Yes
- **Can I claim for an evening “wrap up” meal after an away day/team building event?**
No
- **If meals are included when attending a conference, and I decide to eat elsewhere can I claim for this expense?**
No
- **Can I claim for toiletries?**
No

- **Is the non-allowable expense list a complete list?**
No, this is a guide rather than exhaustive list.
- **Can staff claim subsistence on behalf of other members of staff?**
No, staff should arrange and pay for their own expenses.
- **Can staff claim for hospitality dinners/subsistence expenses from research grants?**
Yes, the policy is an institutional policy irrelevant of which cost centre/research grant the funds are being met from.
- **Can I claim for expenditure older than 2 months?**
No
- **Is there a limit to how many claims can be submitted?**
No, although it is recommended that claims are consolidated and submitted monthly, or in line with University of Liverpool payment cycles of 2 weeks, to ensure timely reimbursement of costs for all claimants.

Travel and Expenses:

- **Who do I contact should details of staff who repeatedly contravene policy come to my attention?**
Relevant member of PSLT / SLT for your area
- **As well as expense claim reimbursement, are the meal and accommodation caps applicable to T&E and purchase card activity?**
Yes
- **Can anyone have a T&E card?**
Yes, subject to approval via Tulip and if they are an employee of the University of Liverpool. No, only frequent travellers who incur substantial costs while travelling for university business, should apply for a T&E card via tulip and if they are an employee of the University of Liverpool.
- **Does the Policy apply to all individuals both staff and non-staff?**
Yes
- **What is the best way to claim for extended long trips with numerous expenditure items?** *It is recommended to split up receipts into manageable size claims. This ensures more efficient approval process and helps to avoid the claims exceeding the 2-month time limit. It also guarantees quickest way of being reimbursed for the costs incurred by claimants.*