|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *(For Finance Use Only)* | | | | | | | | |
| I.D.No. |  |  |  |  |  |  |  |  |



**TRAV B**

**TRAVEL EXPENSE ADVANCE**

**Please complete the following information (CAPS)**

**Deanery/Office:**

**Name of Traveller:**

**Payroll No.:**

**Destination:**

…. / …. / ….

…. / …. / ….

**Planned Dates** to

**Reason for Requesting Advance:**

|  |  |
| --- | --- |
| **Detailed Information:** | **Approx. Cost £** |
|  |  |
|  |  |
|  |  |

**Declaration**

Travelling Expenses incurred and claimed are wholly, necessary and exclusively incurred in the course of the performance of my duties. Journeys made by private vehicle are covered by my insurance policy and I hold a valid driving licence, & MOT certificate. I confirm that I have read the [*Staff Travel and Expenses Policy*](https://www.hope.ac.uk/media/gateway/staffgateway/financedocuments/Staff%20Travel%20and%20Expenses%20Policy%20-%20V4%20(March%2023).pdf)*.*

Signature of Claimant:

\*Approved By / Not Approved By: Position:

(Please print) \*delete as appropriate

Please state reason for Non-Approval:

Date:

|  |  |  |
| --- | --- | --- |
| **Nominal Code** | **Cost Centre** | **Project** |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *(For Finance Use Only)* | | | | | | | | |
| Transaction. No. |  |  |  |  |  |  |  |  |



**TRAV B**

**TRAVEL EXPENSE ADVANCE**

Travelling Expenses incurred and claimed are wholly, necessary and exclusively incurred in the course of the performance of duties.

**Use of private Vehicle on Official Business**

Staff making a visit on the way to or from home should only claim the mileage difference in their daily travel. Each journey should be itemised on the form

**Insurance**

Claimants should ensure that they have the appropriate licence, MOT test certificate, and insurance that includes business use, and must only carry passengers if the policy permits.

Liverpool Hope University accept no responsibility for claims made against claimants who fail to have the appropriate insurance.

**Maximum Mileage Rates**

|  |  |  |
| --- | --- | --- |
| **Private Vehicle** | **Mileage** | **Rate per Mile** |
| Car/Van (Petrol / Diesel / Hybrid)  One or more passengers (staff) | Up to 10,000 miles p.a. | 45p  50p |
| Car/Van (Electric) |  | 45p |
| Motor cycle | Any distance | 24p. |
| Bicycle | Any distance | 20p. |

**Subsistence**

Payment of subsistence allowance is based on the principle that the expenditure for which the allowance is claimed has been incurred. The following allowances to staff that are travelling in the performance of their official duties and are thereby prevented from taking meals at home or at their normal place of work, or from sleeping at home

**Maximum Subsistence Rates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time away from home** | **Place** (away from normal workplace or home) | **Allowable** | **Rate per Day (max)** |
| Up to 3 hours | All places | Light refreshment | £3 |
| Up to 7 hours | All places | Food and Beverages | £15 |
| Over 7 hours | All places | Food and Beverages | £35 |
| Overnight Accommodation | Staying with friends/relatives | Accommodation | £25 |
| Overnight, up to 24 hours | London | B & B | £125 |
| Elsewhere in UK | B & B | £95 |
| Overseas | See guidance [*here*](https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk) | |

**Maximum allowances per meal:**

|  |  |  |
| --- | --- | --- |
| Breakfast £5.00 | Lunch £10.00 | Dinner £20.00 |