

Brasenose College
Policy on Travel Expenses

Approved by Governing Body 30 April 2014

1. Brasenose travel expenses will follow the University policy, except where specified in this policy. The University policy can be found in sections 7 and 8 of the payments manual online at:
<https://finance.admin.ox.ac.uk/travel-expenses-claimants-guide>

2. Approvals

Where the University policy specifies approval from or reference to Administrator, Head of Department Head Of Accounting or similar roles, this function will be performed for College travel expenses by the Bursar. The Bursar's expenses will be approved by the Principal.

3. Air travel

Travel at business rate (Club Class / First Class) may be approved if the following conditions are met:

- The Bursar deems it appropriate; and
- The flight is scheduled to take longer than 4 hours; and
 - The person travelling is required to teach or meet on College business or represent the College within 4 hours of arrival, and it is not possible or more economical to arrive earlier;
 - Or the person is required to travel on a schedule that allows limited time for adequate recovery from long-distance travel. This will usually be the case for the Principal (or the College's alternative representative on the rare occasions the Principal does not travel);
 - Or Premium economy is not available.

Travel at premium economy rates may be approved if the following conditions are met:

- The Bursar deems it appropriate; and
- The flight is scheduled to take longer than 4 hours; or
- The person travelling is required to teach or meet on College business or represent the College within 4 hours of arrival, and it is not possible or more economical to arrive earlier.

The Bursar will provide a report on premium and business rate air travel to the relevant Governance Committee including the Estates & Finance Committee at least once a year.

4. Overseas subsistence.

At the time of writing the University policy refers to HMRC rates to set limits for subsistence costs in each country.

<http://www.hmrc.gov.uk/employers/emp-income-scale-rates.htm>

Separate rates are provided for room rates and each meal. These are also combined into 5 hour 10 hour and 24 hour + room rates.

Brasenose will pay up to the relevant combined hourly rate for subsistence and up to the relevant room rate. Meals may be combined, but rooms and meals may not. If either the relevant subsistence rate or the room rate might be exceeded, approval must be sought in advance from the Bursar, otherwise only the HMRC rate will be reimbursed.