# Staff Expenses

**Reimbursement of Expenses**

If you have to travel on official business, you will be reimbursed for the cost of any travel and expenses which you actually and necessarily incur. You will also be reimbursed for any necessary expenditure incurred by you if you have to stay away from home overnight, up to the limit set out below.

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| **EXPENSES TYPE** | **AMOUNT** |
| **Overnight (London, Strasbourg, Brussels)** | **Up to £175 per night** |
| **Overnight (Elsewhere in UK)** | **Up to £150 per night** |
| **Motor Mileage** | **£0.45p per mile for first 10,100 miles and 25p per mile thereafter**  |
| **Motor Cycle** | **£0.24p per mile** |
| **Pedal Cycle** | **£0.20p per mile** |

Any claims for reimbursement of travelling expenses **must** be accompanied by a receipt and submitted to the Finance Assistant.

**Travel**

For staff members who need to travel between Glasgow and Edinburgh for work purposes (not including regular commuting) we have a booklet of single train tickets.  Please ask the Executive Assistant for tickets as and when required. You will need to complete the date you are travelling and also input the company name, along with the reason for travel.  The ticket must be presented to a member of staff at the barrier door in Glasgow Queen Street and Edinburgh Haymarket and Waverley stations.

**Foreign Travel**

For any travel or accommodation requirements, please contact the Executive Assistant who will book on your behalf. Under no circumstances should staff book their own travel or accommodation. Please provide details as appropriate and with due advance notice. All bookings must be in line with relevant budgetary requirements at the time of booking and you must tell the Executive Assistant which budget the travel is to be allocated to.

If you are required to travel abroad on official business, you should contact the Business Manager to find out what you will be entitled to claim.

**Claiming**

To claim for expenses you must submit a claim form accompanied by valid receipts. This must be completed and signed by your line manage then submitted to the Finance Assistant. Expenses will be reimbursed via payroll, thus expenses will be reimbursed in your monthly pay which is the last working day of the month. Expense claim forms must be received 10 working days before this date. The exception to this is the December payroll when Commission staff will be paid on Friday prior to Christmas Day.

If you have any enquiries about the reimbursement of expenses, you should contact the Business Manager. This policy forms part of your contract of employment.