



**Updated travel and expenses policy**

<b>Outcome requested:</b>	Council is invited to <b>approve</b> the updated QMUL Expenses Policy, and <b>note</b> the process that has been undertaken to review this.
<b>Executive Summary:</b>	<p>University staff are required to be compliant with QMUL policy and procedures in undertaking their duties as employees of QMUL. The expenses policy was last updated in November 2018, and requires an update to reflect inflationary changes since then. The policy has also been reviewed to ensure it remains reflective of current working requirements, and a range of feedback has been sought in this update.</p> <p>Going forwards it is also proposed to delegate to the Chief Finance Officer the authority to review the monetary limits within the policy on an annual basis to reflect inflationary or regulatory changes.</p> <p>This update will apply from the date of the last formal body to approve this: i.e. Council, and will only apply to expenses incurred post this date, there will be no retrospectivity applied.</p>
<b>QMUL Strategy: strategic aim reference and sub-strategies [e.g., SA1.1]</b>	Financial sustainability
<b>Internal/External regulatory/statutory reference points:</b>	Statutory requirements, risk management, HMRC regulations
<b>Strategic Risks:</b>	12 – Cash generation
<b>Equality Impact Assessment:</b>	The expenses policy provides a universal set of rules for all staff of the university to ensure consistency and fairness. As part of this policy review equality impact considerations were reviewed and incorporated into the revised policy.
<b>Subject to prior and onward consideration by:</b>	Finance and Investment Committee (07/03/2023) and Audit and Risk Committee (13/03/2023) reviewed the policy and endorsed the revised delegated authority to the Chief Financial Officer to review the financial limits annually.
<b>Confidential paper under FOIA/DPA</b>	No
<b>Timing:</b>	Presented to SET, FIC, ARC and Council on the below dates
<b>Author:</b>	Janice Trounson, Deputy Director of Finance, Financial Control and Systems Thomas Skeen, Director of Finance
<b>Date:</b>	SET 21st February 2023 FIC 7 <sup>th</sup> March 2023 ARC 13 <sup>th</sup> March 2023 Council 23 <sup>rd</sup> March 2023

<b>Senior Management/External Sponsor</b>	Karen Kröger, Chief Financial Officer
---	---------------------------------------

## Expenses Policy Review and Update

### 1. Introduction

- 1.1. This policy sets out the rules for claiming and incurring travel, accommodation, subsistence and other expenses, for all staff of the university. The policy is a publicly available document published on the university website. The University is a charity, receives public funds and must demonstrate probity and value for money in all its activities, as well as clearly set out rules and processes and effective controls to demonstrate transparency and accountability. The purpose of this policy is to assist staff to comply with the University's requirements, to understand what can and cannot be claimed for and what is considered reasonable. Compliance with the policy affords staff protection in carrying out their duties, as well as providing a framework within which the University is able to demonstrate to stakeholders and the public that it operates appropriately and efficiently.
- 1.2. In recent years with low levels of inflation, monetary limits as prescribed within the policy have not required annual review or update, however given recent levels of change in prices for various goods and services, this has meant some of the limits as prescribed by the policy require review to ensure university policy remains current and comparable to competitor institutions.
- 1.3. Besides the monetary limits within the policy, the efficacy of the policy has been tested and reviewed by conducting a consultation exercise with a wide range of stakeholders from across the institution. Where feedback was given this has been considered and incorporated in the updated document.
- 1.4. A tracked changes version of the policy is appended to this report to show clearly where changes are proposed to the policy.

### 2. Monetary Limits

- 2.1. Since the last update of the policy in November 2018, consolidated RPI inflation is in the region of 20%. Monetary limits within the policy have therefore been guided by this level of price increase, but also taking into account feedback from various stakeholders provided. Monetary limits are rounded to the nearest whole pound. Exceptions to this are limits prescribed by HMRC regulation.
- 2.2. Monetary limits within the policy will require annual review moving forwards, as best practice, and reflecting the current economic environment with more volatile changes in pricing for goods and services. It is proposed that authority is delegated to the Chief Financial Officer to review the monetary limits within the policy annually to consider whether to update these in light of inflationary pressures for the relevant expense type. The Chief Financial Officer, considering the wider financial position of the university, will not necessarily make changes to the policy annually to increase the limits as prescribed in the policy.