



I work-related travel and off-site visits carried out by staff and students of the University and provides guidance on when staff and students will be reimbursed for costs incurred on University activity.

**Overview**

The overarching aim of the policy is to consider the health and safety and insurance implications of work-related travel, whether such travel is domestic or overseas, and to ensure that the University is able to

(not exclusively): recruitment visits, attendance at conferences, business meetings, research in overseas countries and teaching overseas and relate to all forms of transport, accommodation and subsistence (with the exception of local hotel bookings for Worcester and Premier Inn bookings, where separate contracts exist).

### 1. Responsibilities

This policy follows the principles of responsibility outlined in the University Health and Safety Policy: <https://www.worcester.ac.uk/facilities-staff/health-and-safety-policy.html>

However, the following detail applies

statement when strategic decisions are made in relation to work off-site.

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Taxi to airport (and return) – to be booked by departments using the University's contracted suppliers.

Hire Car (one way) to the airport – to be booked via departments using the University's nominated car hire company.

Own car + Airport Parking – to be booked by departments.

### **Hire Cars**

Individuals can choose to use a hire car where public transport is not suitable for the visit.

When hiring a car the most appropriate and economical size of car should be requested to suit the number of people travelling and the length and type of journey. The individual should consider the additional charges for the location of car delivery (home or work) and delivery time to minimise excess charges. Individuals who hire vehicles are also responsible for refueling the vehicle prior to pick-up. Staff will be reimbursed for this through the expenses system, supported by a valid itemised receipt. Failure to do this incurs excessive charges from the hire company and may result in reimbursement of the difference being recovered from the driver who failed to adhere to this procedure.

<O:\All Staff Documents\Finance\FORMS\Car Hire booking form 2017.xlsm>

### **Taxis**

Taxis should be pre-booked by the users







### **Receipts**

The University's web expenses system, aCloud, requires scanned images of all valid itemised receipts for electronic submission.

Exceptions to this must be agreed with the Head of Department.

### **Road Tolls**

Where staff use toll roads as part of their business travel route, claims will be paid on the relevant rate provided there is a valid itemised receipt.

### **Room Service**

This is permissible providing that the total cost remains in the subsistence rates.

### **Spa**

Treatments are not authorised expenditure and are not business requirements, therefore claims will not be reimbursed.

### **Wi-Fi / Internet**

This will be reimbursed if not included in the hotel rate.

### **Other expenditure**

The University will reimburse or pay for other costs which are directly related to travel. It is not possible to produce an exhaustive list, but examples include vaccinations, visas, taxi fares and sundry costs such as bottled water, when employees are abroad.

## **4. Planning visits**

Prior to any planned activity, permission should be sought from the Head of Department or equivalent. For routine, low risk, off-site UK visits authorisation may be given (including for a series of off- site visits) without the need for separate approval each time or the need to complete a risk assessment. Departments will need to develop suitable approval protocols to meet their needs, without creating unnecessary

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Commonwealth Office (telephone: 0870 6060290, website address: [www.fco.gov.uk](http://www.fco.gov.uk)), which is updated on a regular basis. Travel is NOT permitted to areas where the FCO advise against travel.

The University also subscribes to 'Red24' Crisis Management, a provider of detailed travel information. This website should also be consulted as part of the risk assessment process (website address: <http://www.red24.com/affiliates/aviva> Login: [a.marshall@worc.ac.uk](mailto:a.marshall@worc.ac.uk), Password: worcester) Please note travel is NOT permitted to areas which RED24 classifies as extreme risk.

When travelling to higher risk destinations it will be necessary for the employee to keep the risk assessment under review until the point of departure, to ensure that the most current information is used.

The Red24 website provides more detailed security information than may be as ~~Red24~~ 15c59 (v)T(b)Tili214e3 0gsev(n5

including

- Inability to communicate
- Inability to summon help in an emergency

and periods of rest.

- It should be standard practice for the risk assessment to identify how many employees are required to attend an event for reasons of safety.
- Standards of accommodation may vary from country to country. It is expected that employees or students will stay in accommodation which does not present any health and safety concerns. The risk assessment should detail e

## 10. Good Practice for Overseas Travel

- When travelling abroad within the EU, travellers should have an EHIC Card. (Please note that there is a student version of this. Further information can be found at [Studying abroad - Healthcare abroad - NHS Choices](#).)
- Non-British citizens travelling abroad on behalf of the University must complete risk



staff who bring back 'soft' or 'obscure' currencies, we recommend that the cash is cashed back in via Travelex at the airport and details of all valid itemised receipts are provided to support the cash advance. If in any doubt, please contact the Finance Department prior to travel.

#### **14. Impact of the Bribery Act and the University Gifts and Hospitality Policy**

The Bribery Act came into force on 1 July 2011. This Act makes the "receiving or requesting a bribe" an offence which can lead to severe consequences for individuals and the University such as unlimited fines and up to 10 years in jail.

Bribery is defined as "offering, promising or giving of financial or other advantage with the intention of inducing a person to carry out their business improperly in breach of what a reasonable person would expect" i.e. a payment or similar which induces an individual or organisation to act improperly.

It is therefore particularly important that all employees and students read the University's Gifts and Hospitality Policy which sets out the procedures the University has put in place to ensure that it has appropriate and adequate arrangements to prevent bribery. This is particularly important for employees travelling overseas given that travel may take place to countries where it is culturally insensitive to refuse a gift or hospitality.

There are occasions where employees will take gifts to foreign hosts. It should be borne in mind that these should be of insignificant value and therefore could not be seen as a bribe.

Tips should not be made and are not reimbursable under normal circumstances. This avoids accusation of falling foul of the Bribery Act.

Full details about the University's policy on hospitality and gifts can be found in the financial regulations and a specific link to the Bribery Act 2010 which is inserted below:



bribery and  
corruption policy.doc

#### **15. Policy Review**

This policy will be reviewed on a tri-annual basis or at an earlier date if changes are requi

## APPENDIX 1

### Mileage Claims

The following table sets out whether a member of staff can make a mileage claim for a particular journey. The following pages contain examples to illustrate these rules.

Start of journey	Destination	Eligible to claim (Y/N)	Comments
Any University campus	Another University campus	N	
Home	Any University of Worcester Campus	N	HMRC regard this as a non-business journey and part of your ordinary commute
Any University of Worcester Campus	Home	N	HMRC regard this as a non-business journey and part of your ordinary commute
Any University of Worcester Campus	Destination that you are visiting on University business	Y	HMRC regard this as a business trip, fully eligible for refund
Destination that you are visiting on University business	Any University of Worcester Campus	Y	HMRC regard this as a business trip, fully eligible for refund
Home	Destination that you are visiting on University business	Y	Claim the <u>lesser</u> of home to destination versus University to destination
Destination that you are visiting on University business	Home	Y	Claim the <u>lesser</u> of destination to home versus destination to University



Example 1: Member of Staff travels from Home in Worcester to a School visit in Worcester, to the University of Worcester and then home

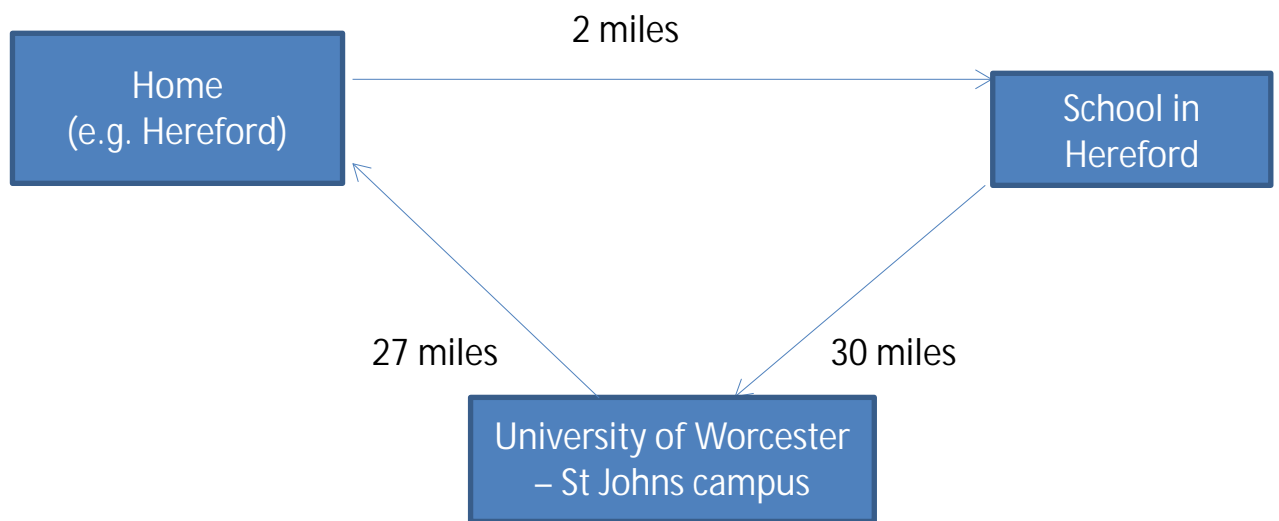
Result:

**Example 2: Member of Staff travels from Home in Worcester to a School visit in Hereford, to the University of Worcester and then home**

**Example 3: Member of Staff travels from Home in Hereford to a School visit in Worcester, to the University of Worcester and then home**

Result: claim 2 miles for the journey from home to the school in Worcester (capped by the number of

Example 4: Member of Staff travels from Home in Hereford to a School visit in Hereford, to the University of Worcester and then home



Result: claim for the journey from Home to the school in Hereford (2 miles) plus for the journey from the school in Hereford to the University (30 miles).

Comment: the trip from the University to home is normal commute and not eligible for refund.

## APPENDIX 2

### Safety Tips for individuals travelling overseas

#### Before you go:

Consider the culture of the country you are travelling to. Your actions may have repercussions for both yourself and your colleagues. Take advice from those w



## APPENDIX 4

### Overseas trips including business and private elements – insurance cover

The University's Travel insurance Policy provides cover for trips abroad where the University element of the trip is more than 50% of the time away from the UK, provided that the person is fit to travel at the point they leave the UK and any "private" travel is incidental (see definition below).

Where the personal element is **more than 50%** of the trip or the "private" element is **not "incidental"** then the University will only provide travel insurance cover for the time spent on University business.

"Incidental" means travel in the same country. For example, if a person travels to Australia for a conference and tours Australia privately, then the private element of the trip will be insured if it is less than 50% of the total time away from the UK.

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Day 98 – semester ends  
Day 99 – 6 month tour (181 day) tour of Australia commences  
Day 280/part of day 281 – fly back to UK

Day 1 to 98 and days 280 and 281 (total 100 days) will be covered under the University's insurance policy. The student will have to take out their own insurance policy to cover days 99 to 279. Please note that the student will have to take out their own insurance for any extreme sports activities.

**Example 4 – student flies to Australia for an Erasmus exchange and adds on a 6 week tour of Thailand and Indonesia**

Their itinerary is as follows:

Day 1/part of day 2 - fly to Australia  
Day 3 to 7 – acclimatising  
Day 8 – first day of semester at Australian University  
Day 98 – semester ends  
Day 99 – 142 day tour of Thailand and Indonesia commences  
Day 141/part of day 142 – fly back to UK from Thailand

Day 1 to 98 will be covered under the University's insurance policy. The individual will have to take out their own insurance policy to cover days 98 to 142. Even though the private travel is less than 50% of the time away from the UK, it is not "incidental". Please note that the student will have to take out their own insurance for any extreme sports activities.



<b>Date Approved</b>	<i>April 2018</i>
<b>Approval Authority</b>	<b>Director of Finance</b>
<b>Date of Commencement</b>	<i>Month Year</i>
<b>Amendment Dates</b>	<i>N/A</i>
<b>Date for Next Review</b>	<i>April 2019</i>
<b>Related Policies, Procedures, Guidance, Forms or Templates</b>	<i>Risk Management Policy Gifts and Hospitality Policy Bribery and Corruption Policy</i>
<b>Policy/Policies Superseded by this document</b>	