

Travel, Subsistence and Expenses Policy

Policy Statement

Members of the SPRITE+ community may sometimes be reimbursed reasonable expenses for attending meetings, workshops and events. Expense claims are met from our UKRI grant (EP/W020408/1) and come from public funds. They are thus subject to [some restrictions](#), summarised below. If you wish to claim expenses from SPRITE+ we ask you to follow this guidance and to make claims only in respect of costs properly incurred.

This document incorporates the policy for travel on SPRITE+ business, including related aspects such as overnight accommodation. The purpose is help meet your requirements in the most convenient and cost-effective manner. Our policy follows the [UKRI Travel, Subsistence and Expenses Policy](#) (from which some of the following text is derived).

1. Travel bookings

1.1 Travel approval

- 1.1.1 All travel that can be booked in advance must be approved and arranged through the SPRITE+ Delivery Team. All bookings must be through KeyTravel, the official University of Manchester Travel Management Partner.
- 1.1.2 Not all travel can be pre-booked in advance e.g. local taxi services, car parking. In these circumstances, you can reclaim these expenses through the SPRITE+ Delivery Team.

1.2 Mode of travel

- 1.2.1 You can let us know your preferences for travel arrangements, subject to the overriding consideration of value for money. However, wherever possible we prefer you to use public transport.

1.3 Environmental impact of travel

- 1.3.1 Before booking travel, you should consider whether the trip is necessary. Could you use teleconferencing or video conferencing as an alternative?
- 1.3.2 We encourage you to use the mode of travel that results in the least environmental impact. However, if choosing a more environmentally friendly mode of travel is significantly more expensive, you should raise this with the SPRITE+ Delivery Team in advance of making any bookings.

1.4 Public transport - Class of travel

- 1.4.1 We expect you to travel standard class by train or economy by air.
- 1.4.2 We do not normally reimburse first class or business class travel for people travelling on SPRITE+ business, including air and rail.
- 1.4.3 Exceptions to this include where a medical condition or disability requires you to travel first class. You should seek authorisation from the SPRITE+ Director before booking.



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- 1.44 You are welcome to upgrade from standard class at your own expense. SPRITE+ can only cover the cost of the standard fare.

1.5 Privately owned vehicles

- 1.51 If you are driving (or being driven) on SPRITE+ business, you are responsible for ensuring the vehicle is in a roadworthy condition. There is no obligation or expectation that privately owned vehicles should be used.
- 1.52 If you are using your own vehicle, you must ensure that it is licensed, appropriately insured and, if required, has a valid MOT certificate. Provided the insurance and ownership requirements are satisfied, you can use privately owned motor vehicles and claim the appropriate mileage allowance rate, except when public transport is better value for money.
- 1.53 If you are using your own vehicle on SPRITE+ business, you must have insurance cover for business use of the vehicle. It is your personal responsibility to ensure that you fulfil the insurance and ownership requirements for using a private motor vehicle on official business.
- 1.54 Payment for using a privately owned vehicle(s) on SPRITE+ business will be in accordance to [The University of Manchester mileage rates](#).
- 1.55 You can claim reasonable expenses incurred on parking – please submit receipts or other documentary evidence as part of the claim.

2 Accommodation

- 2.1 When required, you should book overnight accommodation in advance through the SPRITE+ Delivery Team. All bookings must be through KeyTravel, the official University of Manchester Travel Management Partner.
- 2.12 We expect you to use hotels at which KeyTravel (or similar partners) have negotiated discount. However, we will respect your individual preferences regarding choice of hotel, subject to the overriding consideration of value for money.

3 Other subsistence

- 3.1 During SPRITE+ run meetings, workshops or events, SPRITE+ will arrange for catering (using a preferred supplier where possible). We will take account of any dietary restrictions and preferences if you let us know in advance.
- 3.2 Outside SPRITE+ meetings, workshops or events it's your responsibility to purchase meals and beverages. SPRITE+ will not cover the costs of any purchases made outside the scheduled meeting time.

4 Overseas travel

- 4.1 If you travel overseas on SPRITE+ business and need a visa, we will reimburse the cost of visa fees (on production of a receipt).



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- 4.2 If you've incurred expenditure in a foreign currency, you should use the exchange rate at the time you purchased the currency or incurred the expenditure to calculate the cost in pounds sterling. Make sure you submit supporting paperwork e.g. a receipt for changing currency, credit card statement.
- 4.3 If travelling overseas on SPRITE+ business, it is your responsibility to ensure that you are fully covered by your organisation's travel insurance scheme. SPRITE+ cannot insure you.



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