

BactiVac Network: External (Non-Staff) Expense Payment Guidelines

1.0 Introduction

The following provides guidance to all individuals claiming reimbursement of reasonable expenses incurred in connection with approved Network activities. This is not an exhaustive list so any queries relating to expenses should be directed to BactiVac in the first instance. **Claimants should always ensure value for money and minimise claim costs, and BactiVac reserve the right to adjust claim values.**

- 1.1 All expenditure should be appropriate and modest in scale.
- 1.2 The expense must be justifiable and reasonable, and the claim should always be prepared honestly, legally, and responsibly. Any breach of the policy could result in non-payment.
- 1.3 Scanned copies or photos of receipts must accompany all claims. Credit card slips or credit card/bank statements will not be accepted as evidence of business expenditure. All receipts should include details of what goods or services have been purchased. Failure to provide sufficient evidence of expenditure could lead to a delay or the claim being rejected.
- 1.4 Expenses should be submitted as soon as possible after they have been incurred* and must be claimed within three months of the expenditure**. BactiVac will provide the required Expense Claim Form. If a claim is submitted after three months, the expense will not be processed.
 - ***Expenses relating to Training Awards & Travel Bursaries must only be submitted once the placement is underway or completed, in accordance with the Terms of the Award. Expenses must relate to the agreed expenditure as laid out in the approved Application.***

**** For Training Awards of 3 months or more details of submission should be discussed with BactiVac.**
- 1.5 If a claimant makes an error with an expense claim and has been reimbursed, the University will recover the amount from them.
- 1.6 Reimbursement of spouses, partners, family members or other guests is not allowable. No expenses can be claimed for personal items.
- 1.7 It is recommended that any queries relating to allowable expenses is discussed with the BactiVac Network prior to incurring costs.
- 1.8 Claims should specify the currency used at the point of purchase for each item, currency conversions will be carried out by the University of Birmingham.
- 1.9 Foreign currency claims will be subject to the exchange rate applied at the time of processing by the University of Birmingham. Transaction charges imposed by the recipients' bank will be borne by the beneficiary.
- 1.10 A minimum claim value of £50.00 GBP applies for international payment claims.
- 1.11 Vaccination costs cannot be claimed. BactiVac cannot reimburse costs of any healthcare screening requirements for travel.
- 1.12 BactiVac will not be liable for costs incurred due to quarantine requirements, healthcare costs or extended stays as a result of illness.
- 1.13 BactiVac will not be liable for cancellation charges in the event of non-attendance.



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2.0 Current Limitations on Expenditure

2.1 Travel

Expense Type	Condition	Maximum Reimbursement
Mileage – Car	Up to 10,000 Miles	45p per mile
Mileage - Car	Above 10,000 Miles	25p per mile
Mileage - Motorbike	All Miles	24p per mile
Mileage - Bicycle	All Miles	20p per mile
Air Travel	All journeys	Economy
Train Travel	All journeys	Standard/Economy class

- Taxi fares can only be claimed for journeys where:
 - alternative methods of transport are impractical due to pregnancy, disability, illness or injury, luggage, lack of alternatives or similar
 - carrying bulky equipment
- All travel should be in standard/economy class.
- If travelling by underground, if a receipt cannot be obtained, full details of the journey including the reason for travel and amount, should be provided.
- BactiVac reserves the right to not reimburse travel costs where it is deemed cheaper forms of transport were available.

2.2 Accommodation and Subsistence

The accommodation expenditure caps listed below are expected to be adhered to in all but exceptional circumstances. In circumstances where the travel is essential and it is not possible to find accommodation within the limit (within a reasonable distance of the venue) then the cheapest suitable option should be used, only with prior authorisation.

Expenses	Condition	Guidance prices per night
Hotel Accommodation	London	£250 (including VAT)
Hotel Accommodation	UK, outside London	£180 (including VAT)
Hotel Accommodation	Overseas	£200 (including VAT)

Expense Type	Condition	Maximum Reimbursement per day
Subsistence - Breakfast *	All Locations	£15 (including VAT and service)
Subsistence – Lunch <i>Lunch and snacks are not normally covered</i>	All Locations	£15 (including VAT and service)
Subsistence - Dinner *	All Locations	£50 (including VAT and service)

***Only permissible with an overnight stay**

- When staying in a hotel, all claims for breakfast, dinner and relevant necessary incidentals require supporting receipts.
- Expenditure incurred on newspapers, personal items, pay-per-view programmes and the use of health and fitness facilities, are not allowable.
- Payment of per diem's will not be accepted, all expenditure to be claimed must be receipted
- No claims for alcoholic purchases will be reimbursed
- Any claims deemed excessive by the University of Birmingham will not be paid

All queries should be sent through to bactivac@contacts.bham.ac.uk



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