



Business Expenses, Travel and Subsistence Policy

Document title:	Business Expense, Travel and Subsistence Policy
Audience:	All staff and Governors
Version:	3
Approved by:	Finance & General Purposes Committee
Date approved:	14th October 2021
Date of next review:	July 2023
Document Owner:	Director of Finance and Procurement
Equality and Impact Assessment:	Yes
Student friendly version:	No

Revision history

Version	Type (new, replacement, revision)	Date	History (reason for changes)
1	New	April 2019	
2	Revision V1.1	April 2021	Updated to new style and review
3	Revision	June 2021	<ol style="list-style-type: none"> 1. Summary and Scope & Responsibilities merged into “The Purpose of the Policy” 2. Linked Policies added 3. Linked Procedures added

Monitoring and review

This policy will be reviewed by the Finance & General Purposes Committee at least every two years.

Business Expenses Travel and Subsistence Policy

Purpose of the Policy

The purpose of the policy is to:

- Apply to all employees of the College
- Connect to operations of this policy to the following procedures: Business Expenses, Travel policy and Subsistence
- Ensure that business expenses are paid in accordance with the extant HMRC guidance and will be revised in line with changes to this as and when published.
- Ensure that business expenses are incurred **wholly, exclusively and necessarily** in the performance of the duties of employment. Employees are expected to minimise costs without impairing the efficiency of the college.
- Ensure that expenses are not used for the purchase of goods and services that would ordinarily be purchased through the purchase ledger.
- Ensure that expenses will usually be reimbursed to an employee through electronic bank transfer.
- Ensure that expenses are claimed using the Bradford College expenses form available to all staff via the Intranet and must be accompanied with an original receipt.
- Be applicable to the Governors, all staff and any third parties employed by or used by the College.
- Ensure that all expense claims submitted must be signed and dated, signed by the claimant and their manager.
- Expenses submitted outside of normal submission timescales (see procedures) will require the approval of the Director of Finance and Procurement before being paid and may be rejected.
- Employees must retain their own records for tax purposes.

Linked Policies

Gifts and Hospitality Policy

Financial Regulations

Anti-Bribery Policy

Anti-Fraud Policy

Linked Procedures

Business Expenses Travel and Subsistence Procedure