

Travel Bookings

Following a review of travel arrangements the following will apply from January 2016.

- The use of the University's travel agent (Key Travel) is changed to Recommended for all travel in excess of £250.
- To ensure value for money, if the agency service has not been used for travel over £1,000, bookers must have obtained a quote for travel from the agent and have an audit trail to demonstrate that the price obtained elsewhere is less expensive.
- Expenditure not processed via a OneSource purchase order i.e. on corporate or personal credit card, must be claimed within one month of the expenditure being incurred. In exceptional circumstances, an extension will be available for those who are away from their normal place of work for periods of longer than one month. Failure to do this may result in corporate credit cards being withdrawn or expenses not being paid.

We are reviewing our Travel Policy, to ensure that our standards are robust and assist us to protect, within reasonable limits, the health, safety and wellbeing of our staff when travelling on University business, and provide assistance when emergency situations occur. This review is being led by Naveed Qamar, Director of Health, Safety and Wellbeing. Additional guidance will be issued in due course and will include advice on travelling to areas designated as high risk by the University.

In the meantime, all staff are reminded that when travelling abroad, the insurance form **must** be completed for all trips. This can be completed online at the following web page:

[Travel Insurance Application | StaffNet | The University of Aberdeen](#)

Authorisation

Following an external audit review of expenses, the following is drawn to the attention of budget holders and line managers.

When authorising expenses, budget holders must satisfy themselves that any expenditure relates wholly to University business and has been properly incurred. Checks may include requesting evidence that expenditure is in line with the terms and conditions of a research grant as well as ensuring all expenditure adheres to the University's Expenses and Benefits Policy.

Further, if a joint expense claim has been submitted, then the budget holder cannot sign off an expense claim if any of the costs relate to that budget holder and would therefore constitute self-approval of expenses.

Receipts

You may be aware that the process for submitting expense claim receipts has changed from paper format to electronic format.

All expense receipts should now be scanned, or photographed with a smart phone, and the PDF or image file attached to the relevant line of your expense claim. Full guidance details can be found in the [Attaching Receipts to an Expenses Claim](#) User Guide.

Expense Approvers should check receipts are attached to claims and reject any claim submitted without appropriate receipts.

In addition to scanning there is still a requirement to retain paper receipts for European funded grants - this is to fulfil the funding bodies audit conditions. Receipts relating to these expense claims should be sent to Accounts Payable in a completed expenses envelope and clearly marked "European Grant Receipts". No other receipts should be sent to Accounts Payable.