



Travel & Expenses Policy F.A.Q.s

Introduction

These FAQ's have been drafted to assist in answering frequently asked questions relating to the reimbursement of expenses in the University Travel & Expenses Policy.

Queries relating to the [Policy](#) (under Working Practices section), should be directed to humanresources@napier.ac.uk

Please note that Travel and Accommodation should be purchased in advance through the travel partner (currently Key Travel) via your Travel Booker.

Staff undertaking frequent overseas trips should contact L.Smith@napier.ac.uk for information on a University corporate credit card.

Who will be processing my claim, if I have a query?

Expenses claims are processed by the Accounts Payable Team who are located in Room 6.B.32, Sighthill Campus.

E-mail contact details: accountspayable@napier.ac.uk

Or telephone:

Agnes Drew	ext. 6525
Evelyn Hall	ext. 6345
Carolyn Wilson	ext. 6455

1) Who is my Travel Booker?

Please refer to the Travel Bookers list on the [Finance A to Z](#) document for details.

2) When will my claim be paid?

Claims are normally paid at the end of the month in which they are submitted. If you wish to check the progress of a claim, please contact a member of the Accounts Payable Team (6.B.32, Sighthill)

Agnes Drew	ext. 6525
Evelyn Hall	ext. 6345
Carolyn Wilson	ext. 6455

3) Which claim form should I complete?

a) Claiming expenses at the end of my trip/course/conference

A [FIN3](#) form should be completed to claim any "out-of-pocket" subsistence and/or incidental expenses.



Where the Policy requires receipts to be provided, these must be original receipts, i.e. VAT/till receipts, as evidence of expenditure and must be attached to the FIN3 form to back up any expenditure claimed.

Please note that Credit Card receipts are not acceptable, as per H M Revenue & Customs.

b) Mileage claims

Claims which are for mileage only are processed by the Payroll Team (who are part of HR) and paid to you monthly along with your salary.

Claims should be made on the [Mileage Claim Form](#).

For further information, please contact a member of the [payroll team](#).

5) Can I request a cash advance?

There should be little requirement for an advance for business trips as your travel booker should have booked and paid for both your travel and accommodation element of the trip.

Course fees can be booked and paid for by the University.

The Policy provides for advances to be made available, only in exceptional circumstances, and at the discretion of the budget holder.

6) If, in exceptional circumstances, I have a cash advance, how do I refund any unspent/unused money?

If this is GBP, you can repay by using either your debit or credit card. To do this please contact Cash Services on ext. 6240 or 6343. You will be asked to provide the Trip Number to which the repayment relates.

You will also be required to complete a [Finance A to Z](#) form detailing your expenditure with accompanying receipts. You must also note your repayment reference number on the FIN3. (This will have been given to you by Cash Services when they processed your credit/debit card transaction).

Alternatively, you can repay by attaching a cheque payable to Edinburgh Napier University when submitting your FIN3.

7) What is a Trip Number?

When you undertake a trip on behalf of the University, each trip is allocated a Trip Number, generated from a Trip Number Allocator spreadsheet normally held by your departmental Travel Booker.

The allocated Trip number assigned to your travel must be entered on relevant claim forms you submit.

Your claim cannot be processed or passed for payment without the Trip Number on your claim.



8) Why do I need to provide original receipts?

This is an H M Revenue & Customs dispensation requirement, which enables the University to reimburse expenses to employees without the need to declare these reimbursements as taxable benefits.

9) What if I haven't retained original receipts?

It is a requirement of HMRC that all expense claims for travel in the UK must be supported by original receipts.

If there is no receipt or other supporting evidence e.g. train ticket then that particular expense cannot be claimed.

If you have paid an item by credit card but do not have a VAT/till receipt, we advise that you try and obtain a replacement VAT/till receipt if possible.

10) What should I do if an external body for example the E.U. and the University both require me to provide original receipts as proof of expenditure?

In order to comply with H M Revenue & Customs requirements, the University is required to retain the originals. However, we can provide "true and certified" copies, signed off by Accounts Payable and the Treasury & Transactions Manager, which are normally acceptable to the other party concerned.

**Accounts Payable
Finance
February 2016**

Document Control Information			
Version	Author	Status	Date
1.0	Mhairi Chambers Senior Finance Assistant - Payables	Documented created	24/02/2016
Document Review			
Version	By	Action	Date
1.1	Erik Hind Finance Systems & Assurance	Document formatted, PDF created, Version control added	25/02/2016
1.2	Erik Hind Finance Systems & Assurance	Broken link to HR Fees Policy document fixed	04/05/2016
1.3	Erik Hind Corporate Systems / Information Services	Contact details updated, link to Key Travel contacts added	16/11/2016
1.4	Linda Donnelly Transaction Services and Finance Manager	Contact details and links updated.	08/05/2018