

# Student Ambassador Expense Claims & Transport Arrangements

Version 2 – August 2018

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## Introduction

When working as an ambassador, certain events may require you to travel within/outside of Bristol and on occasion stay overnight at the event location.

Travel arrangements will be stated in your invitation/confirmation work emails and will explain whether:

- You need to organise your own transport
- If University staff are arranging your transport
- If you are able to claim travel expenses
- If you are required to stay overnight at the event location (*rare*)

Your ability to claim/not claim travel expenses will be detailed in each work email you receive.

### General Rule of Expenses:

- You cannot claim travel expenses if you're supporting an event on a UWE campus or city centre location, even if you've specifically travelled to that campus/location for the event.
  - UWE campuses (including the Watershed/Arncliffe/Cathedral etc.) are considered your place of work therefore travelling to and from your home to any UWE campus or central location is considered commuting and is unpaid.
- You may be entitled to claim travel expenses for off-site events such as school/college visits and HE fairs.
- When claiming travel expenses – your start location is your nearest UWE campus. You'll then claim from this campus - to the location - and back again.
- You must keep all original receipts.
- The event organiser will confirm what you can claim for in your work confirmation email.
- Ambassadors travelling to the same location should car share whenever practical.
- Expenses are paid by BACS separately from your timesheets.

## Contact

If you have any queries once you have submitted your expense form e.g. when payment will be made – please contact the Income Office via [cash.office@uwe.ac.uk](mailto:cash.office@uwe.ac.uk)

# Transport & Expense Arrangements

The transport and expenses arrangements for each event will be different. Your work invite and confirmation emails will detail transport and expenses arrangements.

## Transport Arrangements

To indicate what the event transport arrangements will be, you will see one of the following options:

**ONSITE – NO EXPENSES – NO TRANSPORT ARRANGED:**

Ambassadors are working ONSITE at UWE campus or affiliated venue IN Bristol or Gloucester - they must organise their OWN transport to the event location. NO TRAVEL EXPENSES: travel is at the ambassadors OWN cost

**OFFSITE – NO EXPENSES - NO TRANSPORT ARRANGED:**

Ambassadors are working OFFSITE - Ambassadors need to organise their OWN transport to the event location. NO TRAVEL EXPENSES: travel is at the ambassadors OWN cost

**OFFSITE – NO EXPENSES – TRANSPORT ARRANGED:**

Ambassadors are working OFFSITE - Staff can provide a lift from Frenchay Campus to the event location. NO TRAVEL EXPENSES

**OFFSITE – EXPENSES ALLOWED OR TRANSPORT ARRANGED:**

Ambassadors are working OFFSITE - Transport arrangements (e.g. train ticket) to be organised by requesting staff (NO TRAVEL EXPENSES), OR , ambassadors can drive to event (TRAVEL EXPENSES ALLOWED)

**OFFSITE – EXPENSES ALLOWED – CAR DRIVER REQUIRED:**

Ambassadors are working OFFSITE - 1 Ambassador MUST have a car in order to drive themselves and/or material, other ambassadors, to the event location. Non-car driving ambassadors CAN apply to work. TRAVEL EXPENSES ALLOWED: this CAN be claimed back as travel expenses

**OFFSITE – EXPENSES ALLOWED - NO TRANSPORT ARRANGED:**

Ambassadors are working OFFSITE - Ambassadors need to organise their OWN transport to the event location (e.g. booking train tickets). TRAVEL EXPENSES ALLOWED: this CAN be claimed back as travel expenses

## Food Expenses

On occasion you may be able to claim food expenses. This will be outlined in the job email. The University does not have a fixed daily subsistence rate but have set a **maximum limit of £35 per day**, to cover breakfast, lunch and dinner.

Meal	Maximum reimbursement
Breakfast	£8
Lunch	£10
Dinner	£30

## Overnight Accommodation

If overnight accommodation is required for the event you are working, all accommodation arrangements will be made by staff for you prior to the event. You will also be entitled to claim for food expenses.

## Driving to Events

Your ability to claim/not claim travel time will be detailed in each work email you receive. Certain events require an ambassador to drive themselves/another ambassador(s)/materials to the event.

### Willing to Drive?

When you respond to inform us you are interested in working via the formstack link, you will see a message:

**'If required in the job transport arrangements, I am able to drive myself, other ambassadors and material to this event'.**

- If you **tick** this option, you are confirming you are able to drive to this event if required and take other ambassadors as passengers and event materials.
- If you do **NOT tick** this option, you can still apply to work these jobs.

This information allows us to plan for events by knowing who, if any ambassador is able to drive to an event if necessary.

### It is the car drivers responsibility to:

- Possess a current & valid driving license
- have car insurance which covers business use
- ensure their car is roadworthy
- ensure their vehicle is taxed and has a current MOT certificate (if applicable)

### The car driver can:

Claim mileage and additional travel expenses (e.g. Bridge tolls, parking etc.).

## Driver Required

Generally, there always needs to be one ambassador able to drive to an event when the job information states:

**'Ambassadors are working OFFSITE – 1 Ambassador MUST have a car in order to drive themselves and/or material, other ambassadors, to the event location. Non-car driving ambassadors CAN apply to work. - EXPENSES ALLOWED: this CAN be claimed back as travel expenses'**

If no ambassadors are able to drive to the event, staff will look into other transport arrangements for ambassadors where possible.

## Mileage

If you are driving, you must use your start location as your nearest UWE Campus. You are also required to plan your route using the AA route planner, to plan the shortest route. The expense office will then use the AA route planner to check your mileage claimed.

[http://www.theaa.com/route-planner/classic/planner\\_main.jsp](http://www.theaa.com/route-planner/classic/planner_main.jsp)

## Travel Time

If you are attending an event **outside of Bristol**, your travel time is normally included in the event time stated on your invitation/confirmation of work email. This allows you to be paid your travel time as well as the time spent at the event.

Check the job description for details of the actual event start time.

## How to Claim Expenses

To claim expenses you must complete the '**expense form**'.

There are **two pages** to this form which need to be completed, they appear as two tabs in the excel workbook. There are formulas in-built in the expense form to help you, so please complete on your computer before printing.

Please see **Appendix 1** for guidance on how to complete the expense form.

## Receipts

Along with the form, if you are claiming for anything other than mileage, you **MUST** submit original receipts. You cannot claim for expenses (other than mileage) without receipts.

## Submitting Expense Forms

Once you have completed your expense form on your computer, you will need to:

- Print BOTH pages of your expense form
- Sign and date (*signature is required*)
- Attached original receipts (*if applicable*)
- Take a copy for your own records

You must submit this to the **Student Ambassador Scheme, Recruitment & Outreach, 2NAH007 Northavon House, Frenchay Campus.**

You can hand this into any UWE Info Point who will forward it onto the scheme.

Upon receipt we then forward it to the event organiser who will need to have the expense form authorised before sending onto the income office for payment.

# Appendix 1 – Example of Expense Form



## EXTERNAL VISITOR EXPENSES CLAIM FORM (not for use by University Staff or Interview Candidates)

Please staple all receipts overleaf

### EXAMPLE

Please note all fields marked \* are compulsory.  
Pages 1 and 2 must be completed to avoid your claim being returned.  
Please send the completed form to the University Faculty/Service concerned.

Please use text in red

\*Faculty, Dept/Service: R&O \*UWE Contact: SA Scheme \*Tel No: 0117 32 82698  
\*Role at UWE: Examiner  Governor  Secondee  Other Student Ambassador

#### PERSONAL DETAILS

\*Surname: e.g. Smith \*First Name: e.g. Janet \*Title: Miss UWE email address  
\*Telephone Number: e.g. 0717 1234567 \*Email Address: e.g. janet.smith@uwe.ac.uk  
\*Home Address: e.g. 123 My Road, Hotwells, Bristol  
\*Postcode/Country: BS1 1HT

Term time address

\*Bank Details: Account Name: Miss J Smith These details are on the front of your bank card  
Sort Code: 

1	2	3	4	5	6
---	---	---	---	---	---

  
Account Number: 

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

Please state 8 digit number  
If payment is to be made to a non-UK bank account, please supply additional details below:  
Name of Bank and Country: e.g. Natwest  
SWIFT/BIC Code: \_\_\_\_\_  
IBAN/Account Number: \_\_\_\_\_

#### SUMMARY OF EXPENSES (please enter individual details overleaf)

Journeys without Passengers:	p	£	p	Account	Cost Centre
(Motor Car) No.of miles	<u>80</u>	0.45	<u>36.00</u>	<u>4241 UK Travel</u>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Please leave blank</span>
(Motor cycle) No.of miles		0.24			
(Bicycle) No.of miles		0.20			

Journeys with Passengers:					
1 Passenger - No.of miles		0.50			
2 Passengers - No.of miles		0.55			
3 Passengers - No.of miles		0.60			

#### Names of Passengers and Date of Travel (please do not include driver):

		(If codes not known, this must be completed by UWE contact)
Meals (Detailed overleaf):	<u>25.60</u>	<u>4221 UK Subsist</u> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Please leave blank</span>
Accommodation (Detailed overleaf):		
Other Transport (Detailed overleaf):	<u>5.00</u>	<u>4241 UK Travel</u> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Please leave blank</span>
Other Expenses (Detailed overleaf):		

\*TOTAL AMOUNT CLAIMED (GBP): 66.60 State currency to be paid if not GBP: \_\_\_\_\_

#### CERTIFICATION

I certify that these journeys occurred wholly on University of the West of England business.  
This claim is made using \_\_\_\_\_ allowances.  
In the case of a private vehicle it is confirmed that business use insurance cover is in force, has a valid MOT and is in a road worthy condition.

Please sign with a pen

\*Claimant's Signature: J Smith Date: 23/07/2018

\*Faculty/Service Authorisation Signature: Please leave blank Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Office use only:	Finance use only:
Checked by: _____ Date: _____	Ref No: _____ Processed by: _____ Date: _____

## EXAMPLE

Date	Journey Details	Reason for Travel	Number of Miles	Number of Passengers	Foreign Currency		Meals		Accommodation		Other Expenses		Other Transport/ Expenses Description
					Amount	Rate	Amount	Description	Amount	Trans Amount	Amount	Amount	
	See Note A		See Note A	See Note B	e.g. \$	£1 = .....	GBP	See Note C	GBP	GBP	GBP	e.g. Parking	
18/07/2018	BS16 1QY (UWE as the start point) to Cardiff CF11 1XX	HE Fair Cardiff	40	0			7.60	L		5.00		Parking	
							18.00	D					
18/07/2018	Cardiff CF11 1XX to BS16 1QY	HE Fair Cardiff	40	0									
<b>Totals (carried overleaf)</b>			<b>80</b>				<b>25.60</b>			<b>5.00</b>			

Reason e.g. He Fair, Schools visit

Enter all dates of the expense

If claiming mileage – enter start and end postcodes

Total miles per journey

Enter all meal receipts individually

Please staple all receipts here  
Additional transport cost e.g parking,

**Please read carefully:**

- Note A** When a journey does not start and/or finish at the normal place of work, only the shorter of these distances may be claimed: (a) between the actual starting/finishing point and the destination, or b) between the normal place of work and the destination. Postcodes must be provided for start and end of journeys. Where starting/ending from home, please mark the postcode with "H".
- Note B** Claims for passengers may be made only in respect of members of University staff who are travelling on University business. When completing the summary overleaf, please ensure that you use the appropriate "rate per mile" it should be inclusive of the passenger(s) allowance.
- Note C** When claiming for meals please indicate: B = Breakfast, L = Lunch, T = Tea, D = Dinner.
- Note D** Actual expenditure on meals/accommodation may be claimed up to the current maximum limit as outlined in Annexe C on the Finance website: [Bristol UWE - Financial Procedure 15 \(Staff Travel Expenses & Hospitality\)](#)  
Claims for sums above these limits must be supported by an explanatory note from the authorising signatory. All claims must be supported by receipts.
- Note E** Where currency has been purchased by the claimant, then the receipt for the transaction (showing actual exchange rate) must be attached to the claim along with all other receipts, otherwise the rate will be estimated based on the date of the claim. Where the transaction has been made using the claimant's personal debit/credit card, then a copy of the statement can be submitted in place of a receipt. Please obscure/delete all other non-relevant, personal details/transactions.