



## **UK Dermatology Clinical Trials Network**

### **Expenses Policy**

#### **Scope:**

The UK DCTN will reimburse all staff\*, Trustees, volunteers and others requested to undertake business on behalf of the Charity for appropriate expenses. In such cases the UK DCTN will, on the production of valid receipts, reimburse all reasonable expenses which are exclusively and necessarily incurred while engaged in UK DCTN business.

\*As UK DCTN staff are employed by the University of Nottingham, staff should always aim to use University of Nottingham processes to book travel and claim expenses in the first instance.

The purpose of this policy is to ensure that all individuals entitled to be reimbursed for appropriate expenses and the people within the Network responsible for monitoring payment are aware of the correct measures to apply for the payment and reimbursement of travel and subsistence. This policy does not apply to expenses paid from University of Nottingham grant codes (University policies apply in this case).

#### **Policy:**

##### **1. Subsistence and out of pocket expenses**

- On production of valid receipts, all reasonable expenses incurred whilst carrying out UK DCTN business such as travel, meals, refreshments and accommodation will be reimbursed. (See Appendix A for allowances). Should the accommodation cost exceed the overnight allowance, the excess will only be reimbursed if prior approval has been granted from the Network Manager.
- The overnight allowance includes accommodation, breakfast and evening meal. The overnight allowance does not include extra items such as newspapers, alcoholic drinks, and items from mini bars. Any such items must be settled by the individual and will not be reimbursed by the UK DCTN.
- There may be circumstances when the maximum rates in Appendix A can be exceeded for genuine business reasons. For example, the choice of hotel was not within the individual's control (e.g. for matters of personal security or where cheaper hotels were fully booked). In such instances, approval must be obtained in advance by Network Manager.

##### **2. Mileage and travel**

- It is the responsibility of all claimants to ensure that the most efficient and economical means of travel is used. If there is any doubt, then they should liaise with the Network Manager.
- If driving your own vehicle, mileage will be re-imbursed at a standard rate as outlined in appendix.
- Reimbursement will be made for necessary parking and toll charges incurred whilst on UK DCTN business. Wherever possible, charges incurred should be supported by vouchers or receipts.
- Shared usage of vehicles is encouraged at all times, therefore wherever possible individuals should convey others who are attending the same place of business (including attendance at courses and/or

conferences) in the same vehicle. The additional mileage incurred in picking up and dropping off others will be reimbursed.

- Individuals who use their own cars whilst travelling on UK DCTN business must ensure that they and their cars comply with the current legislation contained in the Road Traffic Act i.e. the vehicle is covered by MOT (if necessary), Road Tax License and appropriate business insurance.
- Fines incurred for illegal parking, speeding, using a mobile phone while driving will not be paid.
- Travel by train will be reimbursed at the second-class travel fare. If first class travel is chosen, only the cost of second class will be reimbursed. All effort should be made to pre-book tickets as this may achieve fare discounts if available.
- Travel by air will be reimbursed at the standard class fare. Travel by air will be approved if it is the most cost-effective method of travel or, operational requirements dictate.
- There may be occasions where public transport is not available or appropriate. For example, when travelling late in the evening, where personal security is an important factor, where there are mobility considerations or carrying heavy papers or equipment is required. In such circumstances, reimbursement of reasonable taxi fares will be authorised. Every effort should be made to ensure that taxi journeys are co-ordinated. Receipts for taxi journeys must be provided to support all taxi fare expense claims.
- Travelling by taxi is also permitted where this is the most cost-effective method, i.e. when several people are travelling to the same destination.

### **3. Carer expenses**

- Carer expenses, including childcare, caring for an ill or disabled person, or engaging a carer or personal assistant specifically to enable the disabled individual to attend meetings may be paid, if the individual would not be able to attend otherwise. Receipted and reasonable expenses shall be reimbursed up to a maximum of £20 per hour or £120 per day.
- Where a carer or personal assistant accompanies a disabled individual to a meeting the individual may claim for reimbursement of the carer's travel and subsistence expenses, in line with the rates in Appendix 1. This is in addition to claiming for the cost of hiring the carer or personal assistant where applicable.

### **4. Other chargeable expenses**

- Individuals may claim for postage, photocopying, telephone usage and other incidental business expenditure incurred while engaged on UK DCTN business for which itemised receipts should be provided.
- Where individuals are engaged by a third party to attend or carry out an activity on behalf of the UK DCTN for which the third party has agreed to reimburse their expenses (for example presenting at a conference) then the individual should:
  - arrange for the third party to pay for travel and accommodation in advance, or
  - pay directly and claim back any expenses from the third party.

### **5. General rules**

- Claims for reimbursement of expenses must be submitted on the UK DCTN's Expense Claim Form (obtained from [ukdctn@nottingham.ac.uk](mailto:ukdctn@nottingham.ac.uk)) with claims supported by a VAT receipt where applicable.

- All claims for travel and/or subsistence must be submitted for reimbursement within three months. Those that are submitted outside the three-month deadline will not be reimbursed unless there are exceptional circumstances for the delay.
- A full refreshment allowance is not permitted when lunch is already provided.
- It is the duty of all individuals to bear in mind at all times the need for value for money.
- Reimbursement of expenses will, where possible, be paid by bank transfer as soon as is practicable.

## **6. Authorisation**

- Expense claims under £500 can be authorised by the delegated staff member (UK DCTN Network Co-ordinator) with the exception of staff expenses, which must be authorised by the Chair (or their deputy). Expense claims of £500-£1,000 must be authorised by the UK DCTN Network Manager. Claims over £1,000 will be referred to the UK DCTN Executive Committee for approval.
- It is the responsibility of each authoriser to ensure that the claim form is completed correctly. Incomplete forms will be returned to the individual for correction which may result in a delay in payment.
- All foreign travel must have prior approval of the Chair (or their deputy).

Date Approved: 14<sup>th</sup> November 2023

Date for review: 14<sup>th</sup> November 2024

## **APPENDIX A – 2023/2024**

### **1. Mileage rates**

Own Car User	Up to and including 10,000 miles	£0.45 per mile
	Over 10,000 miles	£0.25 per mile
Own Motorcycle User		£0.24 per mile

### **3. Overnight allowances**

Hotel Per Night	Up to £175.00
Breakfast	Up to £15.00
Evening Meal	Up to £35.00

The above rates are given as guidance only and it should be noted that the Chair (or their deputy) are responsible for making the overall decision if these costs are exceeded.

Submission of receipts is required before payment.