



# Expense Card Policy

April 2022

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## **1. Introduction**

The University may issue expense cards to Senior Leadership Team members and staff who travel frequently or who incur high levels of non-procurement expenditure when carrying out their duties.

The purchase of flights, accommodation and train fares should be pre-booked using

The expense cards have a limit of £5,000 per reporting transaction period. In the unlikely event where the card would need the limit increasing, please contact the Payroll Services team who can provide you with the relevant form.

### **3. Temporary Use**

In the event a member of staff is required to undertake business travel where it would not normally occur as part of their normal duties, there is the option to request a temporary expenses card, which would be issued for the duration of that trip.

The above application process must be followed and approved for an expense card to be issued. The card must be returned to the Payroll Services team following each trip. This card will be valid under the name for a period of six months. The card could then be used again if the use of an expense card was once again appropriate.

If a card is required following the passing of the six-month activation period, then a new application process should be completed.

### **4. Card Renewal**

In the event of your card expiring, the Payroll Services team will receive a new card in from Barclaycard and you will be advised when the University expense card is available for collection from Human Resources. Cards must be collected in person and be signed for. Identification will be required. During Covid-19, expense cards will be sent via Special Delivery to the individuals home address. Please ensure that you check and update your address on MyView where required. An email will be sent to you to confirm the date you are due to receive the card, please confirm by email that you have received the card.

### **5. Use of Cards**

University expense cards are to be used by the named card holder only and are not for shared use. In the instance the card is used by multiple individuals, the card holder will be responsible for any transactions that are not in line with University policy and will repay any monies through the payroll and the card will be suspended.

Expense card transactions are for business use only and must not be used for private transactions. It is accepted that under rare circumstances it may be unavoidable to have a private aspect of a transaction included as part of a business transaction. For example, alcoholic beverages purchased for subsistence but included as part of an overall charge. If this occurs, then the item should be flagged

The deduction will be automatically taken from the next available payroll run.

Misuse of the card may lead to disciplinary action.

University expense cards are to be used only for expenses wholly incurred on University business; (subsistence, taxis, parking etc.). Refer to the University of Lincoln Expenses policy for further guidance.

In exceptional circumstances, expense cards can also be used to pay for travel fares and conferences where it was not possible to pre-book prior to travel.

Every expense paid via a card must be supported by a valid VAT receipt and the relevant External Entertaining form (if entertaining on behalf of the University).

Failure to provide receipts for transactions or satisfactory business reasoning for expenditure may result in temporary or full suspension of the card.

## 6. Making Business Travel Arrangements

### Travel Notification Form

The University has a duty of care for its staff and students under the Health and Safety at Work Regulations, which extends to travelling in connection with the business of the University of Lincoln.

It is mandatory that all travellers must complete the Travel Notification form for any overseas travel **at least two weeks prior** to travel. This is to ensure that there is budget available and to inform the Insurance team in Finance of the destination you are traveling to, should you need any additional insurance cover, assistance or guidance.

The Travel Notification form is located on the front of the portal page or can be found on the Human Resources portal page under the Expenses section.

Travellers must also comply with any local arrangements issued by their own department regarding pre-trip approval. The departmental budget holder may reserve the right to refuse reimbursement of travel and subsistence claims if

### Travel Insurance and Risk Management

The University has a Duty of Care to its travellers under the Health and Safety at Work Act and must ensure that it has appropriate processes in place to manage any reasonably foreseeable risks and you must be able to assess these risks prior to travel by completing a Risk assessment form and to be in a position to make a judgement about whether there may be a need to change your plans. You may also wish to consider familiarising yourself with the offsite working policy. For any further guidance, please visit the Health and Safety portal page.

Completing the Travel Notification form ensures that:

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policy

There are no charges to your department for this insurance

The policy provides medical cover and a 24-hour helpline should any assistance be required

Information relating to business travel is gathered to enable accurate carbon reporting for business travel

If the University knows about your travel plans and the level of risk unexpectedly increases before your departure date, the approved travel supplier may notify you so that you can make a judgement about whether you still wish to travel.

If an unforeseeable event occurs whilst you are overseas and you have booked via the approved travel provider, the University will have a better chance of locating you

approved travel supplier.

When assessing the risks, travellers are advised to consult the Foreign and Commonwealth Office (FCO) website, which gives specific travel advice on all countries of the world, including advice on crime, health, terrorism and natural disasters. The FCO is also a useful source of information and advice on practical tips on staying safe, secure and healthy and avoiding problem situations.

Staff and students may also find it useful to check the Global Security Centre (Country Risk Forecast and Travel Security Online) web site which provides comprehensive information on worldwide travel. As the web site provides a specific risk rating for each country it can provide useful information to assist in carrying out a risk assessment. You should always be guided by the advice given by GSC.

When booking travel, please ensure the travel provider is made aware of any special requirements in which they may be able to make suitable arrangements.

Before undertaking any travel on University business, please ensure you are fit and healthy to travel. The approved travel supplier can be contacted to make alternative travel arrangements should flights be cancelled etc.

In the event of illness, the emergency assistance provider, available through the travel insurance provider, should be contacted in emergency scenarios such as when payment for emergency medical treatment is required etc.

## 7.

Global business travel expertise

Passport & Visa services

Duty of care

Business Traveller Safety guidance and support

24/7 out of hours emergency service

Value for money

Management Information and Reporting - including the ability to report on the total travel data for carbon reporting to support the environmental projects and sustainability.

### **Travel Supplier Data Protection Notice**

The University will share your personal and special category data with its approved travel supplier (supplier details can be found on the Finance portal page under Proc

shared in the following instances:

You enter such data into your traveller profile within the travel booking system, or provide such data to the approved travel supplier over the tel5 gAn

## 9. Reconciliation of University Expense Card Statements

University expense card statements are uploaded to OneUni on the last working day of each month, posting transactions that have occurred during the calendar month.

Statements should be reconciled in order to allow the approving manager and payroll team to have sight of the full trip (where reasonably possible) or grouped into categories (for example subsistence). This will ensure claims are processed quickly and any items in query will be returned as a single item to the card holder.

Should you wish to submit a full statement, this should not exceed 15 lines and should be split out in to separate reconciliations, with the relevant receipts attached to the individual line.

Transactions should be reconciled with project codes, narratives and supporting information entered. Wherever possible a copy of the invoice / receipt and any supplementary entertaining forms should be attached to the relevant entry.

**All** transactions from the statement should be completed within one month of receiving the statement on OneUni. The only exception to this would be where the item is in dispute. The cardholder should contact Barclaycard direct to query the transaction rather than Accounts Payable. These transactions should also be processed in the normal way, as the payment has already been made to Barclaycard. In the narrative a comment can be added to show that the transaction has been disputed, then once any refund has been issued this can be coded back to the same account and project codes.

In the event transactions are not reconciled in a timely manner, the cardholder will be notified,





## 11. Appendix

I can confirm I have read and understood the University of Lincoln Expense card terms and conditions as outlined above.

Signed:	
Print name:	
Date:	

A copy of this is to be forwarded and retained by the Payroll Services team for the duration of the card allocation.

# Expense Card Policy

Owner	Last Reviewed	Next Review
Payroll Services	April 2022	April 2023

