

General Expenses Policy

Brief Description & Purpose:	<i>This policy outlines how the university and its employees will manage general (non-travel) expenses.</i>		
Applicable to (list cohorts):	Staff: All staff, and governors	Students: Not applicable	Third Parties: Not applicable
Effective From:	March 2024	Approved date:	27 March 2024
Approval Authority:	Employment and Finance Committee	Last reviewed date:	February 2024
Executive Owner:	Chief Financial Officer	Next review date:	January 2027
Business Owner:	Financial Controller	Publication External Y/N	Y

1. Introduction

All colleagues must observe the [Principles of Public Life](#) throughout their work. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These principles should also be read in the context of the University's [Code of Conduct](#).

It is the responsibility of every claimant and approver of spend (whether the spend is via expenses, a direct purchase, or credit card) to ensure that University expenditure is necessary, cost effective and provides Value for Money.

This Policy will apply irrespective of the source of funding. The University may decline to pay expenses claimed which are not in accordance with this Policy and reserves the right to claim reimbursement of any expenses, however paid for or claimed, which are later found to be in breach of this Policy.

2. Policy Detail

The purpose of the General Expenses Policy is to provide a framework within which general expenses (i.e., those not related to travel) of the University (and its subsidiary companies) are managed.

Compliance with this Policy is compulsory for all colleagues (including governors and consultants) connected with the University. All colleagues are required to understand their responsibility under the Policy. If there is any uncertainty in relation to this Policy, colleagues should seek clarification on interpretation and application from Finance.

3. Internal Meetings, Development Days and Events

These should normally be held on campus. There are many rooms that can be booked for meetings and events. [Guidance](#) is available on how to book meeting rooms across campus, including [specialist space](#) such as the Great Hall, and teaching rooms can be booked through the [Room Booking Gateway](#).

If it is necessary to provide catering, then the University's internal catering services must be used. An example of where it may be necessary for catering to be provided is an all-day meeting where the timeframe doesn't allow for attendees to have a sufficient break to purchase their own lunch. The use of externally provided catering is not permitted.

The cost of external events will only be met if there is demonstrably no suitable available venue on campus and must be approved in advance by a member of the University Executive. Any spend on external venues or services remains subject to the [Financial Regulations](#).

4. Corporate Hospitality and Gifts

Information about corporate hospitality and gifts, including what is acceptable and unacceptable, is available within the [Gifts and Hospitality policy and procedure](#).

5. Celebration events

Celebration events may be organised for colleagues but must be authorised by a member of the University Executive and must be open to the whole University. Other ad hoc celebrations for colleagues must not be paid for from University funds.

6. Personal Gifts

Personal gifts such as leaving presents for staff or students may be funded by a collection of donations from individuals. Gifts to members of staff or students must not be made from University funds, other than in exceptional circumstances such as bereavement or serious illness (when sending flowers may be appropriate, and should be approved by the Principal Budget Holder).

A suitable leaving gift may be appropriate for people who have provided substantial unpaid service to the University, such as independent governors, but this should be agreed on a case-by-case basis by a member of the University Executive or the Chair of the Board of Governors.

7. Subscriptions

The University does not pay for personal subscriptions to professional organisations, membership organisations and clubs. Exceptions to this may only be permitted when attendance at an external event is at a significantly reduced cost if membership is purchased. These exceptions require approval by a member of Finance SMT on the understanding that an ongoing expectation of recurring membership is not created by such approval.

8. Purchases from staff and students

Where a purchase of goods or services is to be made from a member of staff or student, either through an expenses claim or through a direct purchase, this must always be done in line with the [Disclosure and Management of Conflicts of Interests Policy and Procedure](#) even if the purchase is of goods or services unrelated to the main purpose of the member of staff's employment.

9. Approval of exceptions

Where expenditure is approved outside of the policies above, including where exceptions are allowed by the policy, the approval of this should be recorded and maintained in a form which could be audited if required.

Related Procedures, Guidance and Other Resources

Other relevant policies and procedures linked to this policy include:

[Gifts and Hospitality policy and procedure](#)

[Financial Regulations](#)

[Travel and Expenses Code of Practice](#)

[Travel and Expenses Policy](#)

[Code of Conduct](#)

[Principles of Public Life](#)

[Disclosure and Management of Conflicts of Interests Policy and Procedure](#)