The Bader International Study Centre

Guideline

Travel and Expense Reimbursement Guidelines for Experiential Learning Related Activities

Date created: 01/10/2016.
Date revised: 04/11/2019.
**Travel and Expenses Reimbursement Guidelines for Experiential Learning Related Activities**

**Contact:** Experiential Learning Manager

**Purpose:** To provide guidance to staff and faculty on allowable business-related expenses related to Experiential Learning Opportunities and overnight Experiential Learning trips

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**During a one-day Experiential Learning Opportunity (ELO)**

Transport is provided from and to the BISC. Faculty wishing to travel with their students are welcome to do so. Expenses incurred in respect of alternative travel arrangements will not be reimbursed. In cases where transport is not provided by the BISC, the cost of travel will be reimbursed on presentation of itemised receipts in line with the Travel and Expenses Reimbursement Policy.

Transport costs will also be reimbursed in the following cases:

- When there is no space available in the transport provided by BISC
- When the distance between the faculty member’s residence and the place of the ELO makes travelling to and from the BISC more impractical than travelling directly to the ELO (e.g. faculty living in Cambridge and having an ELO in London.) Note that this exception will not be applied when the place of residence and the ELO are in the same area/town/city.
- When accommodations or medical conditions prevent the staff/faculty member from travelling with the group.

Staff and faculty may claim for legitimate business expenses incurred, in line with the Travel and Expenses Reimbursement Policy

**During an EL Overnight Trip**

Transport is provided from the BISC and the EL destination including a return to BISC at the end of the EL trip. Faculty wishing to travel with their students on the transport provided are welcome to do so. Where space is available on the BISC provided transport, the cost of alternative travel arrangements made by a faculty or staff member will not be reimbursed.

In cases where transport is not provided by the BISC, the cost of travel will be reimbursed on presentation of itemised receipts, in line with the Travel and Expenses Reimbursement Policy.

Additionally, transport costs will be reimbursed in the following cases:

- When the distance between the faculty member’s residence and the place of the ELO makes travelling to and from the BISC more impractical than travelling directly to the ELO (e.g. faculty living in London and having an ELO in Oxford) Note that this exception will not be applied when the place of private residence is Sussex.
- When accommodations or medical conditions prevent the staff/faculty member from travelling with the group.
Costs will not be reimbursed where:
• Transport or accommodation costs incurred relate to a different destination from that of the overnight trip

**Allowable Business Expenses:**

1. **Transport:** the cost of your air, train and bus travel at standard class/economy rates.
   - This does not include the cost of home to workplace travel or normal commuting.
   - This includes the public transport fee from the airport/bus or train station to your temporary accommodation while on an overnight trip.

2. **Accommodation:** up to £100 (or other currency equivalent) per night
   - In a scheduled overnight academic trip organised by the Experiential Learning office (i.e. midterm trip), faculty can claim a maximum of 2 nights’ accommodation per ELO, the night before and the night of the day in which the ELO takes place, provided these happen within the first and last days of the Midterm trip, and that these are taken in the same area/town/city of the overnight trip.

3. **Meal allowance:**
   - **One-day ELOs**
     - £5 maximum meal allowance when the ELO has a minimum duration of 5 hours.
     - £10 maximum meal allowance when the ELO has a minimum duration of 10 hours.
     - £25 maximum meal allowance when the ELO has a minimum duration of 15 hours and is ongoing at 8 p.m.
   - **Overnight trips**:
     - Up to £15 meal cost for breakfast on the day of the ELO providing the journey starts before 6 a.m.
     - Up to £15 meal allowance for breakfast following an overnight stay, where breakfast is not included within the accommodation costs
     - Up to £15 meal allowance for lunch to include a non-alcoholic beverage- costs of alcohol will not be reimbursed
     - Up to £30 meal allowance for dinner to include a non-alcoholic beverage - costs of alcohol will not be reimbursed

Please note that rolling over of meal allowance amounts to future days is not permitted.

**Other Allowable Business Expenses incurred in advance of an ELO:**
- The total of your train or bus travel fees at standard class/economy rates when visiting a venue/exhibition in preparation for an ELO.
  - This does not include the cost of home to workplace travel or normal commuting.
  - This includes the public transport fee between the venue and the accommodation.
- The entrance fee to the visited venue/exhibition in preparation for an ELO.

**Disallowable Expenses:**
BISC will not reimburse the following types of expenses:
- Toilet fees, cloakroom fees, tips except where it is custom and practice to tip in that country, gifts for guest speakers and alcoholic beverages.
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<td>Experiential Learning Manager; Academic Director.</td>
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<td><strong>Amendment Dates:</strong></td>
<td>List the dates that this policy has been amended <em>(DD/MM/YYYY)</em></td>
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<td>Travel and Expense Reimbursement Policy; Travel and Expense Reimbursement Procedure for Experiential Learning Related Activities.</td>
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