



The International Division holds the budget for the majority of overseas travel undertaken for the purpose of international student recruitment and transnational education (TNE) project development, and will produce an annual plan of overseas visits to be undertaken.

Any expenditure associated with overseas visits must be approved by the K H Group Executive Director in advance of any bookings being made.

#### Subsistence Expenses

Subsistence is defined as food and drink. Where a member of staff incurs subsistence expenses as a direct result of being away from their permanent base in connection with their duties, they may claim reimbursement subject to the conditions set out within the Expenses Procedure.

#### Accommodation Costs

Where a member of staff incurs accommodation expenses as a direct result of being away from their permanent base in connection with their duties, they may claim reimbursement subject to the conditions set out within the Expenses Procedure. Overnight accommodation will be arranged by the individual staff member where necessary. Standard rooms should be booked unless there is a clear cost advantage to booking an upgraded room package or there is a safety or security concern.

#### Flights

Where a member of staff incurs flight expenses as a direct result of being away from their permanent base in connection with their duties, they may claim reimbursement subject to the conditions set out within the Expenses Procedure. All short/medium haul flights will be booked in Economy Class. Short/medium haul is defined as flights between 30 minutes and 6 hours in duration. Long haul is defined as flights of more than 6 hours in total from point of origin to final destination.

#### Expenses incurred for using DSE Equipment

Employees who regularly use DSE equipment as a significant part of their normal work DUH HQWLWOHG YR XFKHU WR FRYHU WKH FRVW RI DQ H\H WHVW6 DQG [S HFRVWU\$ERW IRU PRUH GHWDLOV

#### Non defined Expenses

Employees may purchase, and reclaim the cost of, materials that are essential for the operation of the business. Approval must be obtained from the employee's line manager prior to any expenditure taking place.

It is the responsibility of the individual to ensure that all claims are made in a timely manner, ideally within 1 month of the expenditure date or within a maximum of 3 months from date of expenditure.

The Expenses Procedure document will provide further guidance on how to claim a reimbursement, the supporting documentation required and further details on rates which can be claimed.

#### References

This policy should be used in conjunction with the Expenses Procedure which provides more information on how this policy is applied.