

Expense Policy: UK Space Agency International Partnership Programme

The International Partnership Programme (IPP) is funded from the Global Challenges Research Fund and as such all expenses will be subject to close scrutiny and formal auditing. It is your responsibility to abide by this policy at all times – if in doubt exercise caution and seek guidance from the UK Space Agency IPP team.

1. This policy applies to all Grant funded expenses.
2. All programme members must abide by this policy and for grant funded expenses it supersedes your own company policies.
3. UK Space Agency expects Project Managers to pre-approve all travel and ensure that:
 - the travel described actually happened
 - the costs are reasonable, and are additional to normal daily expenditure.
 - the expenses incurred are genuine e.g. staff should not claim for any meal if a meal was provided or the meal was not purchased.
 - Costs are within budget
4. Note that only the actual expenditure incurred can be claimed and the claim must be supported by receipts. There are no per diems allowed.
5. All expenses should be kept to a minimum in line with these guidelines. This means taking advantage of cheap fare deals such as early booking, special offers, etc whenever possible.
6. You should not receive personal benefit in either money or in kind as a result of traveling on official programme business.
7. You should keep photocopies of all receipts for expenses in case of audit.
8. If audited, the Project Manager should be able to:
 - support all claims with the relevant itemised receipts
 - include an explanatory note for any unusual expenditure
9. Note that the UK Space Agency reserves the right to refuse unreasonable claims and expenses that could have been avoided.

Travel

All air travel, whatever the duration, should be in economy class only, not premium economy or higher (unless a medical reason requires it).

Any other travel, e.g. rail should also be in the basic/standard class (not 1st class).

Overnight Absence

If you are away overnight you can claim for the actual cost of bed and breakfast. You can also claim for one light meal, one full evening meal plus an incidental allowance during a 24 hour period.

Rates are in accordance with the UK Government's 2014 Worldwide Subsistence Rates (relevant extracts attached).

For the UK they are:

- Bed and breakfast – Hotels costs limited to London <£125, outside London < £85.
- One light meal and/or non alcoholic beverages (up to the guideline limit of £5) and one full evening meal (up to the guideline limit of £15) can be claimed in each 24 hour period.

Your claims should refer to actual expenses incurred and be accompanied by itemised receipts (except for small amounts for which receipts haven't been issued) and the hotel booking confirmation. You will need to convert your claim into GBP/Pounds Sterling. You need to obtain a print out of this rate and the print out must accompany your claim.

Tips, Alcohol and Tobacco

Tips and gratuities are given at your discretion and will not be reimbursed. However, reasonable porter charges will be covered if you are carrying heavy or bulky luggage.

Alcoholic drinks or tobacco cannot be claimed.

Miscellaneous

All other expenses occurred, e.g. Visas, etc must be accompanied by receipts.

Extract from UK Government's 2014 Worldwide Subsistence Rates

Link is here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/359797/2014_Worldwide_subsistence_rates.pdf

Sub-contractors

We expect these expense rules to be applied to all sub-contractors.