

CLF and ISIS User Claims, Travel and Subsistence Policy

Contents

Contents.....	1
1. Policy Statement.....	2
2. CLF and ISIS Management Statement	2
3. Purpose	2
4. Principles	2
5. Submitting Expense Claims	3
6. Travel and Subsistence claims	3
7. Information Governance	3
Annex A: definitions	4
Annex B: expense rates	5

1. Policy Statement

- 1.1. This policy covers claims for travel to and from CLF and ISIS approved experiments and other business reasons.
- 1.2. Users and visitors should be aware that from time-to-time UKRI may be required to disclose information on travel bookings, subsistence costs and expense claims via Freedom of Information Requests.

2. CLF and ISIS Management Statement

- 2.1 This policy is based on the [UKRI Business Expense Claims, Business Travel and Subsistence Policy](#) for UKRI employees, and follows this as closely as possible. It has been made relevant to users and visitors of the CLF and ISIS Facilities, and is in line with UKRI principles.

3. Purpose

- 3.1 This policy will allow users and visitors to claim reimbursement of reasonable expenses necessarily incurred when attending CLF and ISIS experiments and performing other business at the facilities and sets the expectations for such claims.

4. Principles

- 4.1 Users and visitors should neither profit nor suffer a financial loss whilst undertaking their business.
- 4.2 Reasonable (sensible and proportionate) travel and subsistence costs necessarily incurred will be reimbursed by UKRI - receipts should be provided, and a reason given for not having a receipt if it is not possible to obtain one.
- 4.3 The typical rates applicable in the UK are included in [Annex B](#), or, in the case of expenses when travelling outside of the UK, this is within the maximum limits set by the [HMRC's scale rate expenses payments](#).
- 4.4 Users and visitors with additional requirements, for example where there is a disability, wellbeing, safety or security consideration, should request and agree reasonable adjustments with their facility contact where necessary to ensure they feel safe and able to perform their duties.
- 4.5 Claims made outside of the policy and guidance may be investigated. UKRI may decline to pay such claims. Payments are made at the discretion of the CLF and ISIS Facilities.

5. Submitting Expense Claims

- 5.1 Users and visitors should submit expenses claims via the User Office (CLF: clf@stfc.ac.uk; ISIS: isisuo@stfc.ac.uk) with the relevant supporting documentation within 60 days of the date incurred. ISIS and CLF may decline to pay claims submitted beyond 60 days of when they were incurred.

6. Travel and Subsistence claims

- 6.1 Users and visitors may claim for reasonable incidental costs incurred in the course of their business.
- 6.2 Examples include non-alcoholic drinks such as tea and coffee when not taken alongside a meal, or for paying for toilet use in stations. Users and visitors must claim for actual spend on a receipted basis. UKRI will not pay for any alcohol costs.

7. Information Governance

- 7.1 As a public sector organisation UKRI may be required to publish information relating to expenses claimed. This information will normally be in an aggregate or summary level; however, where individuals may be identified from the data, UKRI will where possible give claimants the opportunity to comment prior to disclosure. This will not prevent the disclosure of factual information. Receipts and supporting documentation may be disclosed as part of the publication request.
- 7.2 Information including receipts and supporting documentation will be retained on the system in line with the UKRI data retention schedules.

Annex A: definitions

CLF	UKRI-STFC Central Laser Facility
ISIS	UKRI-STFC ISIS Neutron and Muon Source Facility
User	Anybody registered on, and attending, a facility approved experiment
Visitor	Anybody invited by the facility to attend a facility on a business matter

Annex B: expense rates

N.B. Claim rates for users attending overseas facilities, e.g. users funded for Vulcan shutdown support activities, can be found in the section highlighted yellow at the end of this table.

Expense	Criteria	Amount/policy
Cars and vans	Each business mile within the first 10,000 business miles in tax year	45p
	Each business mile over 10,000 in the tax year	25p
	Per passenger per business mile for carrying fellow users in a car or van on journeys which are also work journeys for them	5p
Motorcycles	Each business mile	24p
Bicycles	Each business mile	20p
Flights	Only an economy ticket is permitted unless there are additional requirements as part of a reasonable adjustment or welfare consideration, which will be dealt with on a case-by-case basis and at the discretion of the facilities.	
Underground/ Metro fares	When claiming for fares directly such as using a contactless card (including Oyster Card) the actual travel cost per journey will be reimbursed on a receipted basis only	
Visa Fees	No payments will be made	
Vehicle hire	Actual cost reimbursed on a receipted basis	
Taxis	Actual cost reimbursed on a receipted basis	
Ferries	Actual cost reimbursed on a receipted basis for journeys which qualify for mileage allowances	

Expense	Criteria	Amount/policy
Fines or costs relating to traffic offences (for example speeding, parking, clamping, congestion charge fine etc.)		No payments will be made under any conditions
Meals in the UK (no alcohol)	Breakfast meal limit (where not included in accommodation)	£7.50 inc. VAT
	Lunch meal limit	£15 inc. VAT
	Main meal limit	£25 inc. VAT
Subsistence outside of meals		Reasonable costs on a receipted basis, alcohol costs excluded Personal items, e.g. toothpaste, tissues, shampoo, etc. will not be reimbursed
Accommodation rates in the UK	London and Edinburgh (including breakfast)	Maximum £170 inc. VAT per night
	Elsewhere in the UK (including breakfast)	Maximum £120 inc. VAT per night
Overseas expenses (attending non-UK facilities as a user)	Scale rate expenses payments	Actuals up to the limits set in the HMRC scale rate expenses payments for the relevant country. Eatery tips shown on establishment bill receipts can be claimed and reimbursed. Claims for alcohol are not permitted and will not be reimbursed. Personal items, e.g. toothpaste, tissues, shampoo, etc. will not be reimbursed. A justification must be provided in writing with the associated receipt if claims are made above the HMRC scale rates, e.g. Facility on-site / near-site hotel cost is above the claimable threshold, and it is essential to be based at / near the facility during the experiment.

Version 1.0 05 December 2024
Approved by Cristina Hernandez-Gomez
Philip King

CLF Head of the High Power Lasers Division
ISIS Neutron and Muon Source Associate Director
for Partnerships and Programmes