Purchases of Travel, Accommodation, Hospitality and Events
(Purchase Orders, Internal Trade Orders, Purchasing Cards, Expenses Claims)

ADDITIONAL INFORMATION REQUIRED FOR THESE PURCHASES

The University is required (by HMRC) to record specific information every time we make certain types of purchases.

WHAT DOES THIS COVER?

TRAVEL, ACCOMMODATION AND HOSPITALITY INFORMATION

- PURCHASE ORDERS
- INTERNAL TRADE
- PURCHASING CARDS
- EXPENSES CLAIMS

TRAVEL AND ACCOMMODATION (T & A)

- UK
- OVERSEAS
- ALL TYPES OF T & A

EVENTS AND HOSPITALITY

- CATERED EVENTS OR MEETINGS
- CONFERENCE, COURSE AND MEETING ATTENDANCE
- WORKING LUNCHES AND DINNERS

WHAT ADDITIONAL INFORMATION MUST BE INCLUDED?

- Who?
  - Names of attendees
  - Staff, Student or Visitor

- When?
  - Date(s)

- Where?
  - Location

- Why?
  - Explain the business purpose

EXAMPLES:

Bob Rabone (staff) to attend the quarterly BUFDG meeting (British Universities Finance Directors’ Group) on 30.03.12 in Edinburgh

Travel to Edinburgh to attend a meeting