

Reimbursable Expenses Policy

1. Introduction

The University has a number of policies and schemes relating to the reimbursement of expenses. This Policy looks at reimbursement expenses relating to:

- relocation expenses (internal and external appointments)
- office moves
- travel and subsistence
- childminding expenses
- rail and bus season ticket loans.

2. Relocation Expenses Policy – Internal Staff

This policy applies to internal members of University staff who are offered a new appointment which involves a change of work location and, as a result, they incur additional expense associated with removal, rent or extra travelling. The policy covers:

- Permanent relocation resulting from a new appointment lasting for at least 2 years
- Arrangements relating to secondments of up to 2 years.

3. Relocation Expenses Policy – External Appointments

This policy applies to individuals external to the Open University who incur additional expense due to relocating, as a result of taking up their first appointment with the University. It covers:

- Permanent relocation within the UK resulting from a new appointment lasting for at least 2 years
- Permanent relocation from overseas resulting from a new appointment lasting for at least 2 years
- Special Home to Office Travel and Subsistence Scheme relating to temporary external appointments of up to 2 years.

4. Office Moves Policy

This policy applies to internal members of University staff whose place of work is moved to a new location resulting in additional expenditure.

5. Travel and Subsistence Policy

This policy sets out the basis on which employees may claim reimbursement of travel and subsistence expenses incurred when travelling on approved University business.

6. Childminding Expenses Scheme

This scheme outlines the circumstances in which childminding expenses may be claimed.

7. Rail and Bus Season Ticket Loan Scheme

This scheme outlines the rules and conditions relating to interest free loans for the purchase of annual rail and bus season tickets.

8. Exclusions

The University does not pay for any personal professional subscription fees and the cost of these must be met by the individual concerned.

9. Equality, diversity and inclusion

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.

10. Useful references

Relocation Expenses Policy – Internal Staff
Relocation Expenses Policy – External Appointments
Office Moves Policy
Travel and Subsistence Policy
Childminding Expenses Scheme
Rail, Bus and Tram Season Ticket Loan Scheme