

# Additional supporting policies & documents

- Purchasing Card Policy
- Scheme of Delegation
- Anti-Fraud Policy and Response Plan
- Limits, Rates and Signatories Appendix

All the above documents can be found in the **Finance Section** on the **Intranet**.

There you will also find the new process for **Train Ticket Requests** which replaces previous Train Travel Warrants form.

## Update: Procurement of Goods & Services

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Unauthorised purchases are defined as a commitment for goods and services made by anyone other than an approved employee of the University, for that category of spend, whether or not a confirming purchase order is issued. Did you know that:

*University employees who make unauthorised purchases are personally responsible for payments of any costs incurred?*

To find out more about this and other guidance on the procurement of goods and services, please refer to Chapter 1 of the Financial Regulations.

## Update: Quotation & Tender Limits

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All purchases should be evaluated in the most economically advantageous terms, this includes price, quality, and whole life costing including terms and conditions.

*All procurement activity above the value of £30,000 should be discussed with the Procurement Manager before entering into discussions with suppliers.*

Please refer to Chapter 1 of the Financial Regulations for further purchasing limits.

# Updated Policy Launched: Financial Framework & Regulations

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The Financial Framework & Regulations have been updated to support the University's strategic aims and daily operations.



## Update: Courses & Conferences

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Provided there is a sound research, pedagogic or business reason, the University may agree to meet the cost of a course or conference attendance and may **pay all or part of the fees**.

Please refer to Chapter 4 of the Financial Regulations for further guidance

## Update: Non-Allowable expenditure

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Non-allowable expenditure **may not** be claimed, charged to the University or reimbursed to employees in any circumstances or by any method.

A **full list** of what is classed as non-allowable expenditure can be found in Chapter 6 of the Financial Regulations.

## Update: Meeting Refreshments Costs

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Refreshments may only be ordered where there is a clear business need and it is to the benefit of the University that the meeting takes place without interruption for breaks or across normal meal times.

*Refreshments and catering can be completed online via the AUB hospitality booking system.*

Please refer to Chapter 3 of the Financial Regulations for further guidance.

## Update: Business Hospitality

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Business hospitality must be for the furtherance of the business of the University and in accordance with the aims and objectives of the University's Strategic Plan.

*The level of hospitality provided should be commensurate with the need for the entertainment of the individuals or the organisations they represent.*

More on business hospitality in Chapter 5.

## Update: Air Travel

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Air travel must be booked on a purchase order by the University, taking advantage of any cheap or reduced fares. Details of the centrally **nominated travel agents** are available from the Procurement Manager.

Please refer to Chapter 2 for guidance on all types of business travel available.



## Update: Expenses Rates for Subsistence

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Employees who are expected to travel in the course of their work are entitled to claim the actual, reasonable cost of food. The University will reimburse **up to** £35 per day for subsistence.

*This is explicitly not a daily per diem rate and must be supported by receipts.*

More on Subsistence in Chapter 2.

## Reminder: VAT and the impact on your budget

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When evaluating **purchases from overseas suppliers**, that at the time of the transaction, appear to exclude VAT, beware this will be charged to your budget at a later date when the VAT return is submitted. Any queries should be directed via your representative management accountant in the first instance.

Policy can be found on the intranet under

From the Finance menu – select the Finance Regulations option

Contact Us

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