

Following the revision of the Travel and Hospitality Policies a summary of the changes are listed below for quick reference however all staff should familiarise themselves with the actual policy documents:

<b>Travel Policy Changes</b>	
Scope and Application	In addition to staff, it now applies also to University Council members, contractors, consultants, external examiners and non-employee service providers engaged by the University
Safety	Increased emphasis on safety.
Value for Money	Increased emphasis on Value for Money
Insurance	Caution regarding personal insurance for hazardous sports for trips extended for private purposes. Caution regarding commuting to or from work either privately or by taxi not covered by the University insurance.
Taxis	Taxi fares should not normally exceed £20. Taxi travel between University locations allowed by exception with claims capped at £10.
<b>Hospitality and Gift Policy Changes</b>	
Scope:	Now includes hospitality provided to the University. This is a material change.
Application:	In addition to Staff, it now applies also to University Council members, contractors, consultants, external examiners, agents and overseas agents and non-employee service providers engaged by the University
Safety	Increased emphasis on safety
Applicable Legislation	Be aware of the Prevention of Corruption Acts 1906 and 1916 and their application in the Public Sector and which presumes guilt until innocence is proved. New: The Bribery Act 2010
Hospitality and Gifts acceptance	Increased restriction
Internal hospitality for meetings	May not be arranged for meetings of a duration of two hours or less. When arranged, it should be used sparingly and approved by the Head of Department.
Occasions which may merit University hospitality	Festive Celebration Value of £40.00 unchanged Team Events/Summer Party allowance has been discontinued. <b><i>The below rates shall replace existing rates and shall be effective from 1<sup>st</sup> August 2011:</i></b> Leaving drinks for staff with greater than 3 years service reduced from £500 to £200. See policy for max per confirmed employee. Hospitality for retirement of staff between 3 and 10 years service reduction from £500 to £200. Hospitality for retirement of staff with greater than 10 years service reduced from £1000 to £500. New: Long service hospitality allowance for staff reaching 10 years service of £200. New: Long service hospitality allowance for staff reaching 20 years service of £500. Events to aid the forming of new team/morale boosting must have a learning dimension.