

Approval of Club Travel Invoices

The controls surrounding the approval of Club Travel Invoices have recently been strengthened. This is to bring the approval of travel invoices in line with the expenses policy, where a member of staff cannot approve their own travel costs.

As previously, if the Club Travel invoice relates to travel incurred by a member of staff, the invoice will workflow for approval as per the table below.

Travel Charge Code	Approver
Travel is charged to a Cost Centre	Cost Centre Manager
Travel is charged to a Project	The Authorised Signatory (AS) or the PI if no AS on the project

However, if the costs relate to travel undertaken by the Cost Centre Manager, or the Authorised Signatory/PI on the project, then the invoice will firstly go for approval to the Cost Centre Manager / Authorised Signatory/PI who has undertaken the travel and will then escalate for approval one step up the hierarchy as per the table below.

If you have any query in relation to the travel or the cost, they should be addressed to the person who undertook the travel.

If the person incurring the travel is:-	The approval escalates to:
The authorised signatory on the project	The PI on the Project
The PI on the Project	Cost Centre Manager
The Cost Centre Manager	The Discipline Manager
The Discipline Manager *	The School Manager
The School Manager *	The College Manager
The College Manager *	The Vice President
The Vice President *	The President
The President *	The Bursar

* This escalation will only apply if charging to a Cost Centre that the person also manages. If charging to a Cost Centre or Project that is managed by another member of staff, then no escalation will occur.

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