

## **Expenses Policy**

### **1. Policy Statement**

Diamond is committed to setting out clear, fair and transparent principles governing the management and processing of expense claims and their reimbursement.

### **2. Who does this policy apply to?**

This policy applies to:

- Diamond Employees;
- Peer Reviewed Users; and
- Third parties whose expense claims have been pre-authorised by Diamond, including applicants for employment, seconded workers, students, volunteers, interns, members of Diamond's committees/panels or other third party representatives, agents or external consultants and business partners. It does not apply to contractors or agency workers who we do not expect to submit expense claims to Diamond.

Although this policy applies to all Diamond Employees, it does not form part of a Diamond Employee's contract of employment or part of any other contract that you (or your establishment) may have with Diamond and we may amend it from time to time.

### **3. Who is responsible for this policy?**

Diamond's Directors have overall responsibility for this policy. Any queries or suggestions relating to this policy should be sent to [policies@diamond.ac.uk](mailto:policies@diamond.ac.uk).

Only Diamond's Chief Executive Officer or the Director of Finance and Corporate Services shall be authorised to grant exceptions to this policy.

### **4. Who is eligible for reimbursement of expenses?**

#### **Diamond Employees & Pre-Authorised Third Parties**

We will reimburse actual and necessary expenses incurred by Diamond Employees and third parties whose expense claims have been pre-authorised by us, provided such expenses are reasonable and wholly, exclusively and necessarily incurred in the course of your Diamond business and comply with this policy and the [Expenses Procedure for Diamond Employees and Pre-authorised Third Parties](#).

#### **Peer Reviewed Users**

We will reimburse actual and necessary expenses incurred by certain Peer Reviewed Users for Instrument Time at Diamond to the extent that they are reasonable and wholly, exclusively and necessarily incurred in the course of your Instrument Time and comply with this policy and the [Financial Support & Expenses Procedure for Diamond Users](#).

A Peer Reviewed User based at their UK home establishment at the point of their Instrument Time will be eligible for reimbursement of expenses and/or financial support from Diamond. A Peer Reviewed User based at their home establishment outside the UK, but in the European Union (or in another country that is eligible for European Union funds), at the point of their Instrument Time, is encouraged to seek funding from European projects, but should contact Diamond's User Office to check if we can financially support the experiment.

Proprietary Users and Peer Reviewed Users based at their home establishment outside the European Union at the point of their Instrument Time are not eligible for reimbursement of expenses or financial support from Diamond.

## 5. Reimbursement of Expenses

We will only reimburse expense claims if they are:

- Reasonable and incurred and claimed in accordance with this policy and the relevant procedure;
- In the course of your travel or subsistence for Diamond business or Instrument Time at Diamond or as specifically allowed under this policy and the relevant procedure document;
- Submitted via Diamond's appropriate expense claims system;
- Submitted within 90 days of being incurred;
- Properly identified and supported by relevant documents (for example: receipts or tickets);
- Authorised in advance where required.

Claims for Diamond Employees can be submitted [here](#). Claims for Peer Reviewed Users can be submitted [here](#). Claims for third parties (including candidates and speakers) can be submitted via a link that will be provided upon request by contacting [Diamond Finance](#).

In advance of incurring an expense, any questions about the reimbursement of that expense should be directed to [useroffice@diamond.ac.uk](mailto:useroffice@diamond.ac.uk) (in the case of Peer Reviewed Users) and in all other cases to [expenses@diamond.ac.uk](mailto:expenses@diamond.ac.uk).

## 6. Hospitality

For genuine business reasons and with prior permission from the Divisional Director, Diamond employees may claim expenses for hosting third parties in line with our [Corporate Hospitality and Gifts Policy](#) (this policy is only available on Diamond's intranet. If you need any assistance please contact [policies@diamond.ac.uk](mailto:policies@diamond.ac.uk)).

## 7. Breach of this Policy

If you are suspected of committing a breach of this policy, you will be required to cooperate with our investigation. We reserve the right to suspend access to Diamond and our IT resources during such investigation.

Any attempt to falsify an expense claim may be considered gross misconduct and appropriate action will be taken against the claimant, and where appropriate, the authorising signatory. Diamond reserves its legal rights to redress and compensation for any loss suffered as a result of breach of this policy.

Breach of this policy or any attempt to claim expenses fraudulently may:

- In the case of Diamond Employees, result in disciplinary action up to and including dismissal;
- In the case of individuals who are not Diamond employees, result in termination of any contract that you (or your establishment) may have in place with us and/or termination of your Diamond access.

## 8. Compliance with related policies, procedures and guidelines

This policy should be read in conjunction with the following:

- Corporate Hospitality and Gifts Policy;
- Expenses Procedure for Diamond Employees and Pre-authorised Third Parties;
- Financial Support & Expenses Procedure for Diamond Users; and
- Safety when Travelling on Company Business. (please note that this document is only available on Diamond's intranet. If you need any assistance please contact [policies@diamond.ac.uk](mailto:policies@diamond.ac.uk)).

## 9. Amendments to this Policy

This policy may be amended by us from time-to-time and it shall be your responsibility to comply with the terms of the amended policy from the date of publication on our [website](#).

This policy was last revised on 20 May 2019.

### **Definitions**

*For the purposes of this policy, the following definitions shall apply:*

**Diamond:** *Diamond Light Source Ltd, a company incorporated and registered in England and Wales, with company number 4375679 and with registered office at Diamond House, Harwell Science & Innovation Campus, Didcot, Oxfordshire, OX11 ODE, United Kingdom.*

**Diamond Facilities:** *All research facilities made available by Diamond.*

**Diamond Users:** *Diamond Users shall include Peer Reviewed Users, Proprietary Users and the following persons making use of Diamond Facilities: scientists and engineers from academia, research councils and charitable institutions, researchers from commercial and non-commercial organisations and Diamond Employees.*

**Diamond Employee:** *Any person working for Diamond under a contract of employment and any Diamond director or office holder.*

**Instrument Time:** *Time awarded to a Diamond User on a beamline or electron microscope at Diamond.*

**Peer Reviewed User:** *A researcher conducting research using Diamond Facilities that has been evaluated by others working in the same field, is conducted under an Experimental Proposal and for which there is an obligation to publish publishable results.*

**Proprietary User:** *A researcher conducting research using Diamond Facilities and for which there is no obligation to publish the results as a result of an agreement which Diamond has entered into with a third party or where the research is not Peer Reviewed Research.*

*Use of “we”, “us” or “our” shall refer to Diamond Light Source Ltd.*

*Use of “you” or “your” shall, as appropriate, refer to Peer Reviewed Users and persons working for us or on our behalf in any capacity, including Diamond Employees, seconded workers, students, volunteers, interns, members of Diamond’s committees/panels or other third party representatives, agents or external consultants, business partners and applicants for employment. It does not apply to contractors or agency workers who we do not expect to submit expense claims to Diamond.*