

We are very grateful to all the friends and supporters of Cambridge Judge Business School, who work with us to make our consultancy projects such a success. In order to ensure that all projects continue to run smoothly, professionally and to mutual advantage, please note the following terms, under which our projects are undertaken.

- All projects are undertaken by students of Cambridge Judge Business School as part of their course of study. As our students are not employees of the University of Cambridge, neither the University nor Cambridge Judge Business School can enter Agreements on their behalf, nor can we take any liability for their actions.
- All our MST, MPhil in Management and MPhil in Technology Policy students sign confidentiality agreements and we are not able to enter any other agreement on their behalf.
- Our projects are undertaken as part of an educational programme and are examined by supervisors and examiners appointed by the University of Cambridge. All supervisors and examiners are bound contractually and in common law to keep confidential any confidential information disclosed to them in the supervision and examination of the projects.
- Our projects are student educational projects and should be seen in this context. The work does not constitute professional advice and no warranties are made regarding the information presented. Neither the authors nor Cambridge Judge Business School and its faculty accept any liability for the consequences of any action taken as a result of the work, or any recommendations made or inferred.
- All host companies must assign a named sponsor, who will be available over the duration of the project to advise and guide the students. The sponsor is expected to attend the students' presentation and give feedback to the academic supervisor on the conduct of the work.
- Host companies must provide the necessary resources and facilities to enable the students to carry out the project effectively.
- Students are required to declare their association with Cambridge Judge Business School and with their client when collecting information from other organisations.
- No fees are charged, but all out of pocket expenses incurred in the execution of the project must be met by the host company and paid promptly to the students. Please advise the students if there are any specific procedures they must follow.

### Payment of expenses

---

We recommend that you use the standard University rates as a guide to the project's administrative costs (see below).

Please ensure that students are reimbursed their expenses within 30 days of the completion of the project.

## Intellectual property

---

- The intellectual property rights to the work undertaken and/or the deliverables produced by our MBA project teams rest with the host company.
- For information on intellectual property relating to the MST, MPhil in Management and MPhil in Technology Policy FGP, please contact the relevant Projects Office.

We look forward to working with you.

## Project administrative costs

---

All expenses incurred by students in the execution of the project must be met by the client; these should be agreed in advance, charged at cost and paid promptly. If your company has specific procedures for the payment of expenses, you should make these clear to your student team at your initial briefing meeting. This document shows the standard terms currently applied by the University of Cambridge, which you might like to use as a guide.

University guidelines on expenses

---

### Telephone calls, research reports, other purchases

Telephone calls made by students on behalf of the client should be charged at actual cost. Students should seek client approval prior to purchasing marketing reports, information or any other purchases deemed necessary for the project.

### Travel

The client company should meet expenses actually incurred by the student team. The students should use the most cost-effective method for business travel, bearing in mind the numbers travelling and time considerations. The University of Cambridge applies the following rates:

#### 1. Travel by car, etc. (irrespective of size)

- 45p a mile up to 10,000 miles
- 25p a mile thereafter

Motorcycles (or three wheeled vehicles) are charged at 24p a mile. The mileage claimed should be the lower of either:

- the mileage actually incurred or
- the mileage which would have been incurred if the journey had started and finished at the normal place of work (Cambridge Judge Business School).

In some cases car hire may be a cheaper method of travel than claiming mileage allowance.

#### 2. Other Travel (taxi fares, air fares, rail fares)

Travel should be second-class. The claim should be the lower of either second-class rail fare or mileage allowance for any journey where there is a direct rail service, if rail would not entail an overnight stay. Use of taxis and planes must be approved by the client company in advance. If your company has secured preferential rates with given suppliers, you may prefer to book any travel yourself.

## Accommodation & subsistence

We do not expect our students to claim subsistence for projects in and around Cambridge. Where they are working long days away from home, we recommend you agree either a subsistence rate, or to meet expenses actually incurred, supported by receipts. For information, the following table shows the subsistence rate applied by the University (sums over these amounts must be justified in writing):

<b>For part of a day including lunch (away for over five hours)</b>	£10.00 or the amount actually spent, whichever is less
<b>For part of a day including dinner (away for over five hours during evening period)</b>	£25.00 or the amount actually spent, whichever is less
<b>For part of a day including lunch and dinner (away for more than 10 hours but not overnight)</b>	£35.00 or the amount actually spent, whichever is less
<b>For bed and breakfast</b>	£120.00 or the amount actually spent, whichever is less
<b>For bed and breakfast (London rate)</b>	£150.00 or the amount actually spent, whichever is less
<b>Allowance for staying with friends or family</b>	£25 or the amount actually spent, whichever is less

The University allowance for a complete period of 24 hours is £155.00 outside London (£185.00 in London). The reasonable cost of meals on trains may be reimbursed in full. Supporting documents must be attached when submitting claims.

It is recognised that on occasions students may choose to stay with friends or relatives when travelling on client business, and in these cases a payment of £25 per night may be claimed, subject to the claimant substantiating the payment. Your company may have your own accommodation or a preferred hotel, in which case we recommend that you book this on behalf of the student team. If students are booking their own accommodation they must have your agreement in writing before any costs are incurred.

These rates apply to costs in the UK but should be used as a guide only; for travel and accommodation overseas they may be considered too little, or too excessive. As a general guide, 3\* hotels are recommended overseas, unless located in an area of high deprivation or security risk, in which case 4\* accommodation is preferred. Similarly for meals, students should expect to be reimbursed for the kind of meal that would fall within the given rates if taken in the UK.