



TRAVEL AND SUBSISTENCE POLICY

It is the Institute's policy to minimise the expenditure on Travel and Subsistence wherever possible and use the most economic means of achieving our objectives.

Accounting for Expenditure

1. The Institute will reimburse reasonable travel and subsistence expenses incurred by members of the Executive Office (staff), the Board of Directors, Board sub-committees, volunteers and, where appropriate and agreed with event organising committees, event speakers and presenters in accordance with the guidelines in this Policy. With the exception of staff and speakers these should be members of the NI.
2. Original VAT receipts must be provided to support all claims. Credit card vouchers and copies of credit card statements are not valid receipts for these purposes.
3. The Policy aims to cover most travel and subsistence claims. If however expenses are claimed for items or activities outwith the parameters of this Policy, they will be considered within the parameters of the Scheme of Delegation on a case-by-case basis by the Chief Executive or the Honorary Treasurer.
4. Once the claim is submitted, it will normally be processed and paid via BACS within 14 days.

Expenditure that will normally be reimbursed

5. Travel and subsistence while performing the duties of the post or volunteer activity.
6. Accommodation when travelling away from home in the performance of the duties of the post.
7. Purchase of goods and services on behalf of the Institute as agreed by the Chief Executive and/or the Board of Directors and in accordance with the Institute's Financial Regulations.
8. Other necessary expenditure incurred in the furtherance of duties as agreed by the Chief Executive and/or the Board of Directors.
9. Reasonable expenditure incurred entertaining persons whilst on Institute business may be claimed in exceptional circumstances and only as agreed in advance by the Chief Executive and/or President and/or Honorary Treasurer.

Expenditure that will not be reimbursed

10. Personal expenditure.

11. Fines and related charges such as parking (fixed penalty) and speeding fines.
12. Unreasonable travel and subsistence costs.
13. Unreceipted expenditure.
14. Cost of annual travel insurance policies.

Expense Claim Forms

15. All expenses claims should be recorded and clearly itemised on the Institute's official expense claim.
16. Incomplete forms will be returned to the claimant for completion before any reimbursement is made.

Travel

17. Colleagues should make every effort to use public transport (train, bus or coach), cycle or walk to attend Institute meetings or events. To facilitate such activity, the Institute will choose host venues that are near transport hubs. If this is not possible, for example due to the need to transport heavy loads, transport disruption or unavoidable time restrictions, car mileage will be paid.
18. It is the claimant's responsibility to ensure they have appropriate business travel (car) insurance.

Train Travel

19. Travel for scheduled events, such as Board meetings or official events may be booked via the Executive Office using the Institute's credit facilities with the relevant travel companies.
20. The class of ticket purchased should be standard class but to encourage train travel, a first-class ticket may be purchased if the cost is less than the cost of the standard fare (evidence of this should be submitted with the claim form).
21. If purchasing the ticket through the Institute is not possible, claimants should endeavour to book travel in advance to take advantage of lower priced fares.
22. If travelling on the Tube or London Bus using an Oyster card, you should submit a printout of your journey history, which can be printed at any Underground station.

Car Mileage

23. Car mileage will only be paid when travel by public transport is not possible, for example due to the need to transport heavy loads, transport disruption or unavoidable time restrictions.
24. 25p per mile.
25. The Institute will not cover costs of car insurance. It is the claimant's responsibility to ensure their car insurance covers business travel.

Car Sharing

26. The Institute recommends colleagues sign-up to national car share schemes such as www.liftshare.com to minimise travel-related carbon emissions but also to share the costs of petrol and parking.
27. To encourage car sharing, the Institute will pay 45p per mile for the first 50 miles of each journey and 25p per mile thereafter if the claimant provides colleagues with transportation to an Institute event or meeting that they are also attending. When claiming this mileage, claimants should specify the name(s) of the colleagues benefiting from the car share.

Bicycle Mileage

28. 20p per mile.

Motorcycle Mileage

29. We do not encourage the use of motorcycles and therefore we do not reimburse travel costs associated with motorcycle use.

Bus and Coach Travel

30. The Institute will reimburse the full cost of a bus or coach ticket.

Domestic Air Travel

31. Air travel should be the last option for travel within the UK and should only be considered when all other travel options are exhausted.
32. The class of ticket purchased should be economy class.
33. The Institute will reimburse the full cost of an economy class ticket.

Overseas Travel

34. The class of an air ticket purchased should be economy class.
35. The Institute will reimburse the full cost of an economy class air ticket.
36. Whilst overseas on Institute business, the Institute will reimburse reasonable travel and subsistence costs for the duration for the trip, in line with this Policy, assuming the entire length of the trip is due to Institute business. The Institute will not pay personal expenses for extended journeys.

Taxi Travel

37. Taxis should normally only be used for short, local journeys, for example transport to or from a railway station, where no public transport is available or where the use of public transport would be difficult, for example the transportation of heavy luggage. Claimants will be reimbursed the actual receipted cost of taxis. The use of taxis to travel to and from airports, particularly when returning home from overseas on a long-haul flight is considered acceptable expenditure.

Subsistence

38. Individuals who are required to travel in the course of Institute business are entitled to claim the additional cost of accommodation and meals.

Accommodation

- 39. Overnight accommodation for scheduled events, such as Board meetings or official events should be booked via the Executive Office using the Institute's credit facilities with the relevant hotels.
- 40. If accommodation is arranged directly by the claimant, the Institute will reimburse costs up to £120 (including VAT) per night outside London or £150 (including VAT) per night within London.
- 41. The claimant should only arrange accommodation if it is unfeasible to travel to and from a meeting or event in one day.
- 42. Every effort should be made to book accommodation in advance to take advantage of lower rates.
- 43. Wi-Fi access can be claimed, up to the value of £10 in any 24-hour period.
- 44. The claimant when checking out should pay any personal expenditure against the accommodation invoice separately. If this is not possible, a copy of the invoice should be submitted and personal expense highlighted and deducted from the claim.
- 45. If the claimant stays with family or friends whilst away on Institute business, the Institute will pay the claimant £25 per night.
- 46. Third party expenses are not payable by the Institute.

Meal Allowances

- 47. Breakfast: up to £10 if you are leaving home before 7am or away from home the night before.
- 48. Lunch: up to £12.
- 49. Dinner: up to £20 (£25 in Central London). Note that the Institute will not pay for alcohol consumption, which must be treated as a personal expense.

Telephone/Internet

- 50. The Institute will reimburse the cost of business-related calls made on home or mobile phones. The cheapest means available should be used for such calls. Line or monthly rental charges are generally not reimbursed, unless the line is dedicated exclusively to Institute activities and has the prior approval of the Chief Executive. Accounts for these services should be in the name of the Institute.
- 51. The Institute will reimburse the cost of internet usage for business purposes on the same basis as outlined above. An itemised bill from the claimant’s telecom provider is required to claim for telephone calls and data usage. Some staff may be provided with mobile telephones by the Institute due to the nature of their work. Individuals should only use them for personal calls in exceptional circumstances. The cost of personal calls made on a mobile phone issued by the Institute must be repaid by the individual by deducting the relevant amount from an expense claim.

Personal Professional Subscriptions

- 52. Professional subscriptions are the personal responsibility of staff and/or Directors. No reimbursement shall be provided for such costs, although individual staff members may be able to claim tax relief for such costs either through their tax code or on their own tax self-assessment returns. However, if there are benefits to the Institute as a whole of staff being a member of an organisation, payment may be allowable but this must be agreed, prior to the expense being incurred, by the relevant authoriser.

Verification

- 53. All expense claims will be payable subject to verification by the Institute’s Financial Controller. Where claims appear unreasonable or are not correctly authorised or completed, they will be returned, with an explanation, unpaid.
- 54. All expenses must be authorised and no claimant may authorise their own claim. By authorising transactions, the authoriser is confirming that:
 - a. the costs have been incurred solely for the purposes of the Institute;
 - b. there is sufficient budget to cover the expense; and
 - c. supporting documentation, such as a receipt, is presented.

55. **Acceptable authorisers and their alternates in case of unavailability are as follows:**

Claimant	Authoriser	Alternate Authoriser
CEO	Treasurer	President
HQ staff	CEO	Financial Controller (except his/her own expenses)
President	CEO	Treasurer/Deputy Treasurer
Treasurer/Deputy Treasurer	CEO	President
Other Directors	CEO	Treasurer/Deputy Treasurer
Directors	CEO	Treasurer/Deputy Treasurer

Branch Chairs	CEO	Financial Controller
Other Volunteers	Branch chairs/Branch Treasurer/ Committee Chair	CEO

Representing the Institute at events/meetings

56. If a claimant is travelling to represent the Institute at an event or meeting and they can claim the associated expenses from the invitee, the Institute will expect the claimant to claim these from the invitee’s organisation. If this is not an option, then travel and subsistence can be claimed from the Institute in the usual way. The claimant must have permission to represent the Institute in advance of the meeting/event.


[END]

This Travel & Subsistence Policy has been approved and authorised by:

Name: John Clarke

Position: President

Signature:



Date of Review: November 2019

Next Review: September 2021

Review Date	Amendments
mm/yy	
mm/yy	