

## Travel and subsistence policy

### General information

#### *Introduction*

1. The CC's business travel expenditure should be incurred in accordance with business needs. Inquiry Directors and line managers have authority to approve travel arrangements within approved budgets. This policy offers guidance on official travelling and subsistence. The efficient discharge of duties should be organized to minimize public expenditure.
2. Claims shall be for the actual cost, not up to the limit of allowance. Members follow the same rules as staff. Claims must only be made for costs incurred by staff and members in the course of conducting CC business. The Chief Executive has full authority and will make final decisions on claims.

#### *Claims*

3. In making claims for reimbursement under these provisions, you should note the following points:
  - (a) Unless flat rate allowances are claimed (eg mileage allowances), all claims should refer to actual expenses necessarily incurred and should be supported by receipts, except for very small sums for which receipts are not normally issued.
  - (b) Where reimbursement of actual expenses is appropriate, it follows that you will be eligible only for reimbursement of the actual amount charged.
  - (c) Claims for unusual items of expenditure must be supported by a special note justifying the claim and signed by the line manager.
  - (d) Unnecessary queries will be avoided if claims are supported by full details of expenses incurred giving all relevant information.
  - (e) Claims submitted late may be difficult to check; claims should be submitted within a period of one month. Those submitted later may be disallowed.

### What you can claim for

#### *Private car usage*

4. If you travel by car, you can claim reimbursement for mileage. You can also claim for toll and reasonable parking charges and if appropriate the congestion charge. You can use your car where there is:
  - (a) no suitable public transport option;
  - (b) a saving of official time, but bear in mind that you will be unable to work en route;
  - (c) a cost saving by using a car instead of public transport; or

(d) a need to carry office equipment or other items.

5. As with other travel proposals, you will consider whether travel by private car is consistent with business needs and can be met from the appropriate travel and subsistence budget.
6. If you are using your car on official business, you will be expected to use it at the request of the CC and to carry official passengers.
7. When using your car on official business, you must hold a valid driving licence; and have insurance cover for using your car on official business—you will not be able to recover any money from the CC because of any excess clause in your policy. The CC will accept no liability in event of any accident, damage, injury or death.

### ***Mileage rates***

8. The mileage rates are set by the Inland Revenue and are currently:

Car and vans:	
First 10,000 miles a year	40p per mile
Any mileage over 10,000 a year	25p per mile
Motorcycles	24p per mile
Bicycles	20p per mile
Passenger rate (per passenger)	5p per mile

### ***Parking fines and congestion charges***

9. You are responsible for ensuring that your car is parked legally at all times whilst on official business. The CC will not accept any liability for the payment of parking fines and fines due to non-payment of the congestion charge.

### ***Public transport***

10. The CC will meet the travel costs you incur on official business. You are responsible for the cost of daily travel between your home and permanent place of work. You are also responsible for the cost of travel between your home and other places of work where the journey undertaken is, for practical purposes, substantially the same as your normal commuting journey. 'Home' means where you normally reside when based at your permanent place of work.
11. Travel costs are claimed at actual incurred. The cheapest method should be sought at all times, subject to other factors affecting the overall work deliverables and your personal circumstances. For example, rail could be used as a more expensive option than car but you will be able to do CC work on the train and this factor could be deemed more important than the additional cost.
12. If travelling by rail, members and staff are usually expected to travel by standard class.
13. However, there may be a number of circumstances where this may not be appropriate, for example:
  - where the journey is made during peak travel times on a key or exceptionally busy commuter route;

- where working in standard class accommodation is difficult;
- it has not been possible to book a reserved seat and/or there are no available seats in standard class; or
- the travel time (one way) is over 2 hours.

It would be unusual for first class travel to be booked for any journey of less than an hour.

### **Car hire**

14. Where it is necessary for you to be provided with a short-term hire car for a particular official journey or journeys, the CC may, at its discretion, meet all hiring and running costs incurred by you on using the vehicle on that journey. Hiring in these circumstances must be subject to the prior approval from your line manager.
15. In an emergency (eg where your private vehicle breaks down while on official business), any expenses necessarily incurred by you in hiring a vehicle to complete the official business may be met, at the CC's discretion, even where you were unable to obtain prior approval. The insurance on the vehicle must, however, specifically cover the use of the vehicle by you on the business of the CC.
16. Breakdowns at, or near, your home address (or which occur while not driving on official business) are not classed as emergencies and you must in all such circumstances seek the permission of the CC before hiring a car.
17. Actual costs for petrol should be claimed rather than mileage rates, which should be supported with receipts.

### **Hotels**

18. Where possible, the ISU should book all accommodation for staff and members. Either email your requirements to [ISU@cc.gsi.gov.uk](mailto:ISU@cc.gsi.gov.uk) or call 020 7271 0000.
19. If it is necessary to book your own accommodation, then the guideline for UK hotels is £130 per night (B&B). If it is not possible to come within this limit, then the booking can still proceed in exceptional circumstances and the claim made for a higher amount, but an explanation must be provided in advance to your line manager on why it was not possible to come within the £130.
20. Members should discuss their accommodation requirements with their Inquiry Director, in the first instance, if they have a problem finding suitable accommodation.

### **Meals**

21. The limit for lunch claims is £15 and for dinner £30 but the actual cost incurred should be claimed and supported with receipts. The limit for lunch and dinner includes gratuities and drinks. Claims for moderate amounts of alcohol are allowed within drinks. Any claims over this limit may be approved with a written explanation of the circumstances.
22. Gratuities are allowed at the standard acceptable UK rate of 10 to 12.5 per cent, but within the overall limit for lunch and dinner.

## **Taxis**

23. The CC will reimburse your taxi fares where there is no alternative method of public transport and for the following:
  - where there is a saving in official time;
  - you have to transport heavy luggage or equipment; and
  - you have to leave home very early and public transport is not operating.
24. All claims for taxi fares must be supported by receipts.
25. The CC has a taxi account which can be used if taking a taxi from the office or within London. To book, you will need to contact the ISU (see [paragraph 18](#)). Please note that, although the CC has a taxi account, it is cheaper to just hail a taxi on the street and then reclaim the cost.

## **International travel**

26. The budget and allowance for international travel, including the amount of travel, hotel and subsistence, must be presented and agreed with the Chief Executive before booking takes place. Claims are then made against the authorized budget.
27. If air travel is required and the journey is of less than two hours members and staff should ensure that they use the most cost-effective means of air travel (for example, using a budget airline where flights are available).
28. If the journey is more than two hours then club class (or the equivalent) can be used.
29. Subsistence rates vary from country to country and start from the point you arrive at your destination. Subsistence during flights will not be paid if drinks and meals are served free of charge. Where this is not the case, receipts should be obtained.
30. When calculating your claim, you should also ensure that you provide proof of your currency conversion when submitting your travel claim. (The common website to use is [www.oanda.com](http://www.oanda.com).)
31. To arrange your travel and accommodation requirements, contact the ISU (see [paragraph 18](#)).

## **Insurance**

### **Overseas insurance**

32. If travelling abroad you will need an EH1C form. The EH1C is the replacement for form E111. Eligible travellers (persons who are normally resident in the UK) are entitled to receive free or reduced cost medical care in many European countries on production of a completed EH1C form. This free form is available from post offices or travel agents. Visit the [Department of Health](#) website for more information. Only state-provided emergency treatment is covered, and you will receive treatment on the same terms as nationals of the country you are visiting. Private treatment is generally not covered, and state-provided treatment may not cover all the things that you would expect to receive free of charge from the NHS.

33. An EH1C does not cover you for all the medical costs that you can incur or for repatriation—it is not an alternative to travel insurance. You will still need appropriate insurance to ensure that you are fully covered for all eventualities. As personal information is required it is advised that you arrange your own business travel insurance and then reclaim the cost. The following link will take you to an organization offering single or multi-trip insurance: [www.insureandgo.com/Travel-Insurance/Business-Travel-Insurance.htm](http://www.insureandgo.com/Travel-Insurance/Business-Travel-Insurance.htm). If you need further advice then please contact the ISU (see [paragraph 18](#)).
34. Before travelling, you are strongly advised to log on to the [FCO website](#), which provides extensive advice on what to do if you get into difficulties while overseas, and to register on its [online consular form](#), as this allows for the British Consulate to keep in touch with British nationals when they are overseas and provide consular assistance in the event of an emergency.

### **Training/seminars/conferences**

35. You can claim the excess travelling expenses you incur for attending external training courses, seminars and conferences that form part of your role at the CC.

### **Responsibilities**

#### **Staff**

36. All staff are responsible for the effective use of resources on business travel and for ensuring that their claims are only for valid for business purposes.
37. As claimant you should:
  - get your line manager's approval for all proposed travel on CC business before you go;
  - be aware of the relevant rules before incurring the costs and submitting your claim;
  - make sure the costs are actually and necessarily incurred on CC business;
  - contact the ISU to book all your travel and accommodation requirements (see [paragraph 18](#)); and
  - use FocalPoint to submit your claim online.

#### **Members**

38. Members can claim all costs associated with travel from home to the CC for hearings and seminars and for any site visits. Claims will be approved by the Inquiry Director and then submitted to Finance for payment. Members should follow the same rules that apply to staff and be aware of the relevant rules before incurring the costs and submitting your claim for travel expenses which should be supported by valid receipts.
39. The ISU should be contacted to arrange any travel and hotel accommodation requirements (see [paragraph 18](#)).

40. Claims should be submitted via FocalPoint and the relevant paperwork and receipts sent to Finance who will arrange for approval by the Inquiry Director before payment is made.

### ***Line managers***

41. Line managers are responsible for approving travel plans in advance in response to business needs and for confirming that subsequent claims represent a valid business expense.
42. Prior to authorizing travel expenditure, line managers should make sure that staff are aware that they have a responsibility to keep costs as low as possible.
43. When approving claims for payment, line managers should check that the costs are actually and necessarily incurred on CC business and are within the sum approved. Claims should then be approved on Focalpoint by the line manager.
44. Finance will arrange payment of claims to be made by BACS within 5 working days of receiving the relevant authorized paperwork and the completion of the online approval from line managers on FocalPoint.

### ***Health and safety***

45. You must familiarize yourself with the CC health and safety guidance and should not use mobile phones while driving. You must not under any circumstances drive on official business while under the influence of alcohol, or drugs (illegal or otherwise), which could adversely affect your driving.

### **Travel bookings**

46. All bookings for travel and accommodation should be made via the ISU (see [paragraph 18](#)).