



TRAVEL & ACCOMMODATION POLICY

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TRAVEL AND ACCOMMODATION POLICY

1. Policy Statement

The Organisation seeks to adopt ethical ways of working, taking account of our impact economically, socially, environmentally and in terms of human rights. We look to protect the environment, improve the sustainability of our organisation, and use our financial resources wisely.

We will look to achieve these aims by addressing Travel and transport and accommodation.

This policy deals with claims for reimbursement of travel expenses that have been made while limiting the impact made to the environment.

2. Who is covered by this policy?

This policy covers all employees, members, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

3. Who is responsible for this policy

All members have a specific responsibility to operate within the boundaries of this policy, to ensure that all understand the procedure they are required to follow and to take action when behaviour falls below its requirements.

4. Reimbursement of expenses

We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently or in breach of this policy may result in disciplinary action.

Expenses will only be reimbursed if they are:

- submitted to the steering committee on the appropriate claim form;
- submitted within 28 days of being incurred;
- supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
- authorised in advance where required.

Claims for authorised expenses submitted in accordance with this policy will be paid either by cheque OR directly into your bank/building society account.

Any questions about the reimbursement of expenses should be put to the steering committee before you incur the relevant costs.

5. Travel and Transport

To achieve our aims in this area, the Organisation avoids asking members to travel unnecessarily, utilising web conferencing and email in place of face-to-face meetings for all internal communications wherever possible, especially where the meetings are anticipated to be short.

When choosing a venue for meetings, access for people walking, cycling or using public transport is considered along with distance travelled.

6. Travel expenses

We will reimburse the reasonable cost of necessary travel in connection with our organization. The most economic means of travel should be chosen if practicable and you should use existing travelcards or season tickets wherever possible. The following are not treated as travel in connection with our business:

- travel between your home and usual place of work;
- travel which is mainly for your own purposes; and
- travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.

Furthermore, any travel where risk posed to the health of members is high will be considered with extra care. In instances where travelling abroad is essential, a review of the domestic public health orders will be completed and only if sufficient precautions can be taken for the protection of health, will the travel be authorised.

The FCA will reimburse where necessary any tests [vaccinations, PCR, Antigen etc], as well as personal protective equipment: masks, sanitiser, wipes, gloves etc.

Members are reminded that additional precautions upon return from any travel during the current covid19 pandemic such as quarantining and testing etc are expected to be adhered to.

Trains. We will reimburse the cost of standard class travel on submission of a receipt with expenses claim form.

Taxis. We do not expect you to take a taxi when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with expenses claim form.

Car. Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage. The current company mileage rate that can be claimed is 0.45 per mile. You can also claim for any necessary parking costs which must be supported by a receipt or the display ticket.

Air travel. If you are required to travel by plane in the course of your duties you should discuss travel arrangements with the steering committee in advance.

We will not reimburse penalty fares or fines for parking or driving offences, other than at our discretion in exceptional circumstances.

7. Accommodation and other overnight expenses

If you are required to stay away overnight in the course of your duties, you should discuss accommodation arrangements with the steering committee in advance.

We will reimburse your reasonable out-of-pocket expenses for overnight stays provided they are supported by receipts as follows:

- breakfast up to a maximum of £10 a day;
- lunch and an evening meal including non-alcoholic drinks up to £15 a day for lunch, £35 a day for an evening meal

7.1 Entertaining clients You may entertain actual or prospective customers only where your proposal and an appropriate budget has been agreed in writing in advance with your line manager. Receipts must be submitted in full with your expenses claim. You must also ensure that the provision of any such hospitality in the circumstances complies with our Anti-Corruption and Bribery Policy.

8. Monitoring and review of this policy

This Policy will be reviewed at least every two years. The next formal review will therefore take place in June 2025. This Policy may be reviewed earlier should there be a legislative or other significant need.