

The North of England Refugee Service Ltd

TRAVEL AND SUBSISTENCE EXPENSES POLICY

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The North of England Refugee Service Ltd

Travel & Subsistence Expenses Policy

1.0 Introduction

1.1 The general principles will be:

- No member of staff should be out of pocket as a result of his/her work with the North of England Refugee Service Ltd;
- Expenses and travel claim is not straight forward. It has to be authorised in advance by the line manager and the CEO.
- Similarly, expenses are not 'perks' and no member of staff should benefit financially;
- Reimbursement will only be made for costs actually and necessarily incurred;
- Travel, subsistence and accommodation costs should be at a level appropriate for a charitable organisation partially dependent on voluntary donations.

1.2 The following rules apply to expenses both in UK and overseas.

2.0 Meals

2.1 Staff who are required to incur meal costs in excess of their normal expenditure, either through an authorised work away from base (i.e. outside the North East) or for other work-related reason, may claim for the additional costs incurred.

2.2 The amount claimed for any meal should not normally exceed £5 for a midday meal and £10 for an evening. The cost of the meal may include service and non-alcoholic drinks.

2.3 If, because of work related travel, a staff member incurs higher costs, a claim may be made for the meal costs.

2.4 Staff members may need to lunch in a restaurant or accompany non-NERS colleagues in continuation of a meeting. S/he may therefore have lunch costs in excess of his/her normal expenditure.

2.5 Evening meals may only be claimed when a staff member must either attend late/after hours meeting or spend a night away from base.

3.0 Accommodation and travel

3.1 Bed & Breakfast

Where staff must spend a night away from base, the North of England Refugee Service will reimburse actual costs incurred for bed and breakfast.

Staff are expected to use their discretion in selecting accommodation appropriate for an organisation dependent on charitable funds. If staff has difficulty in finding modest accommodation they should consult their line managers.

3.2 Use of Private Accommodation

Staff may from time to time be invited to stay in private accommodation which is cheaper than B&B or hotel accommodation. In such cases staff may claim reasonable costs incurred for meals expenses.

3.3 Other Overnight Stay Costs

It is accepted that when a staff member must spend a night away from home s/he will have some additional expenditure, e.g. an evening snack, tea, coffee, a telephone call, etc. Reasonable expenditure will be reimbursed, but not the cost of entertainment or leisure activities (but see below).

3.4 Travel

Travel should be by the cheapest reasonable form of public transport. This usually means bus, air travel, underground and standard rail fares. Staff should make every effort to take advantage of cheap-rate tickets and using day saver tickets where appropriate.

Air travel within Britain should only be used when economically viable and necessitated by pressures of time and/or where the costs are lower than the alternative rail and accommodation costs.

3.5 Use of Private Transport

Staff members may use private instead of public transport for their own convenience or safety provided that they have the prior approval of their line manager who will take relevant factors into account e.g. - the concerns of women staff travelling at night and the possible effect on work performance.

Staff should submit claims to their line manager who will authorise payment. The mileage rate and radius is approved by NERS' policies.

Private cars or motorcycles are to be used on the North of England Refugee Service business only on the understanding that insurance will be the

responsibility of the staff members concerned and they will be liable for any claims arising. Staff should therefore check that they will be covered for business use. Car parking fines cannot be claimed. It is the staff responsibility to observe parking rules. Travel using private transport should be agreed/authorised in advance by the appropriate line manager.

Claims cannot be made for travel to and from the normal place of work.

3.6 Taxis

Claims for taxi fares will only be considered in emergency cases. Claims must clearly state the reason for a taxi being used rather than public transport (eg. the number of passengers, an urgent time constraint, no alternative means of travel, a woman staff member arriving late at night, etc). Claims must be approved by the CEO.

3.7 Season Tickets

No claims will be entertained for journeys for which a staff member already has a valid season ticket paid for or contribution was made by NERS.

3.8 Entertainment

3.8.1 The North of England Refugee Service does not normally reimburse the costs of entertainment except on an exceptional basis since this would be inconsistent with our charitable nature. Staff should consult their line manager before any expenditure or commitment is made in respect of entertainment for this reason.

4.0 Claims for expenses

4.1 All claims for expenditure must be supported by:-

- receipts wherever possible (hotel bills, restaurant receipts, rail tickets, etc.)
- a brief explanation of why the expenditure was incurred (e.g. travel to a meeting of ...)
- a statement certifying that the expenditure was necessarily and actually incurred in carrying out the work of the North of England Refugee Service.

4.2 All claims must be countersigned by the staff member's line manager and countersigned or authorised by the CEO or delegated member of the SMT.

4.3 If exceptional situations arise in which the above guidance does not seem adequate, staff should consult their line managers or in case of any doubt before booking their journeys staff should consult their line managers.

5.0 Fraudulent claims

- 5.1 Staff should be aware that it is a serious disciplinary offence to make a fraudulent claim, i.e. where an individual knowingly makes a false claim with the intention of defrauding the North of England Refugee Service for their own financial benefit.
- 5.2 Making a fraudulent claim, whatever the sum of money involved, is usually viewed as gross misconduct which could lead to disciplinary action.

Approved by the Executive Committee: Signature.....

Position.....

Date:.....