

TRAVEL & SUBSISTENCE POLICY

Introduction

This policy covers all Crohns & Colitis UK staff and volunteers who may be required to undertake travel on Charity business. The purpose of the policy is to ensure that:

- i) Staff and volunteers have a clear understanding of their responsibilities and entitlements.
- ii) Staff and volunteers are properly safeguarded and reimbursed when travelling in the course of their work.
- iii) Expenditure is appropriately managed, and Crohn's & Colitis UK obtains value for money.

Transportation

The default is that wherever practical, staff and volunteers make use of public transport. Where this principle is not applied, an explanation should be given to the manager authorising the expenditure, and noted on the expense claim form.

Trains

We will reimburse 2nd class rail travel. Travel should be booked as far in advance as possible, and avoiding peak times in order to take full advantage of discounted fares.

1st class travel will not be reimbursed. If, in exceptional circumstances, it is possible to secure and produce clear evidence of an apparent cost advantage by travelling first class then this should be discussed in advance with the relevant Director who will discuss it with the Chief Executive before making any decision.

Private cars

Where public transport is not practical or accessible, for example where equipment needs to be transported, or there are limited public transport options, or it is more practically beneficial, the use of private vehicles may be reimbursed at the current HMRC allowance of £0.45 per mile.

As part of its duty of care towards staff who are required to use their car for business purposes, we will require those staff to ensure that their car is roadworthy, and adequately insured, and to provide copies of MOT and Insurance certificates on an annual basis. Crohn's & Colitis UK makes clear to volunteers that they have a similar obligation, and this is included in the Volunteer Handbook.

Staff and volunteers are encouraged to share cars wherever possible, and if a passenger travelling on business is included, the rate is increased by 2p/mile per passenger. Our corporate travel insurance cover does not extend to journeys in private cars, and staff and volunteers planning to make use of their private car for travel should ensure that they have appropriate insurance cover in place for "occasional business use".

Where a journey has to be made by car and involves a daily round trip of more than 250 miles, the use of a hire car is encouraged, subject to line manager's approval. In these circumstances, we will normally reimburse the hire cost and cost of fuel.

Air travel

Low cost carriers should be used where possible for trips within the UK and Europe.

Taxis

Taxi fares will be reimbursed in exceptional circumstances, where no suitable alternatives are available, or where there is a potential health and safety issue and/or heavy or bulky equipment has to be carried.

Accommodation

Crohn's & Colitis UK has a corporate account with Premier Inn and Travelodge, and wherever possible, accommodation should be booked using this facility. Where this is not possible, we will normally reimburse the cost of accommodation in a standard 3 star hotel, within the following guidelines:

- We will reimburse the cost of Bed and breakfast up to £110 per person per night for London (within the M25), and in other UK Cities which attract London rate tariffs.
- We will reimburse the cost of Bed and breakfast up to £85 per person per night hotels outside of London.

Other charges, such as personal telephone calls, newspapers, minibar consumption will not be reimbursed.

Subsistence

While travelling on overnight business, staff and volunteers may be reimbursed for the cost of an evening meal to a maximum of £25/head. This is not an allowance, and matching receipts **MUST** be provided.

In addition, the following subsistence costs may be claimed:

- Breakfast to a maximum of £10 if the journey starts before 6.30am
- Lunch to a maximum of £10 if journey duration more than 5 hours

The cost of an alcoholic drink with an evening meal is acceptable if it falls within the maximum allowance of £25 per head. Where hospitality is being offered, reasonable costs may be claimed subject to prior approval of the appropriate Director or the Chief Executive.

Where staff or volunteers are entertaining on behalf of Crohn's & Colitis UK, the name of the individual/organisation and the purpose should be recorded on the expense form.

Claiming of expenses

Separate forms for staff and volunteers are available. Sample forms are attached, and can be found in the Staff Shared drive.

Expenses must be claimed as soon as possible, and in any event within 90 days of the expenditure being incurred. Claims submitted beyond that time may be rejected and not reimbursed.

Receipts must always be attached, and where possible references to the claim form. Claims without receipts or appropriate authorisation will not be reimbursed. Note - credit card slips are NOT an acceptable substitute.

Claim forms must be signed by the appropriate line manager or the budget holder responsible for an event and returned to Finance

Claims will normally be settled within 10 working days of the authorised claim being received by Finance.

Barclaycard

Crohn's & Colitis UK may provide employees with a corporate credit card issued in the individual's name, and which may only be used for Travel and Subsistence expenditure incurred on business. Inappropriate use of a corporate credit card may result in disciplinary action.

Staff will be asked to confirm that they accept the conditions of use on receipt of the card.