



IPSA Implementation Programme Interim Expense Claim Guide – IPSA staff

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1. INTRODUCTION

This policy sets out the arrangements for meeting the extra expenses incurred by members of staff undertaking IPSA business. The aim is to provide for the reimbursement of extra expenses incurred actually and necessarily during the course of business. The scheme has been developed in line with IPSA's core values of openness, transparency and value for money which is at the heart of what it has set out to do.

These arrangements apply to all staff who are employed by IPSA, including all administrative staff and the Interim Chief Executive. Expense claims will be regularly published for all staff above director level. Until IPSA is formally constituted, the Chair will also operate under the rules of this policy.

Claims must not in any circumstances contain charges not occasioned by official duties. IPSA may refuse to meet in whole or in part claims in respect of unreasonable expenses, or those expenses which could have been avoided had a journey been better planned. If in any doubt staff should seek guidance from their line manager before claiming any expenses.

This policy primarily covers travel within the United Kingdom. If it is possible, foreign travel expenses must be claimed in accordance with these rules, although there will be occasions when this is not possible and these will be dealt with on a case-by-case basis.

2. DEFINITIONS

The main definitions used within this guide are:

2.1 Official Travel

This means travel for the purpose of official business, including:

1. Attendance at another office
2. Attendance at training courses
3. Recall to duty from annual leave

But does not normally include:

1. Travel between home and permanent office except in certain exceptional circumstances. For example:
 - When a member of staff who uses public transport is required to stay exceptionally late at the office until public transport has ceased to run

2.2 Period of Absence

This is when the journey starts and ends at the employee's place of work (i.e. the actual time of the absence), or when the journey is made directly from and/or to home whichever is the shorter of the actual time of absence or the time the employee would have been absent had the journey begun and/or ended at their place of work.

2.3 Home

This means the place an employee normally lives when working at their permanent office; or where their vehicle is normally garaged or parked overnight when working there.

2.4 Continuous Duty

This is a term which means a spell of duty of two or more consecutive working days at a station other than the permanent office.

2.5 'Lesser of' Rule

This principle governs claims for official travel expenses. It applies when an employee travels somewhere other than the normal place of work on official business. Reimbursement is then limited to the lesser of either the actual travel costs or the expenses, which would have been incurred if the journey had begun from the permanent office by the shortest practicable route. If journeys start and end at the permanent office the lesser of rule need not be applied - full travel costs may be claimed.

3. PROCEDURE FOR SUBMITTING CLAIMS

A procedure for submitting and authorising claims is being developed as part of the work being undertaken to design the organisation. A form, process for publication and expenses log is also currently being developed.

Each member of staff is responsible for the correctness and completeness of the claim they submit. Claims will usually be authorised by your line manager but in some cases maybe referred to the assigned budget holder. A senior manager will also review claims on a random basis.

4. OFFICIAL TRAVEL

Travel should be by the most economical method available, with regard to official time. Individuals may use their private motor vehicles, but this option should be restricted to journeys that cannot be readily made by public transport, or if justified by other reasons. When using public transport, any cheap travel facilities available, e.g. day returns, season tickets or railcards, should be taken advantage of - where this is consistent with the efficient use of official time.

Frequent travellers are encouraged to sign up for any relevant loyalty card schemes they become aware of. All points accrued from travel and accommodation incurred on IPSA business should be used for further travel and accommodation for the IPSA.

Prior to meetings being held at other UK offices, consideration should be given to the need and whether alternative methods such as telephone or video conferencing would be more appropriate. It is acknowledged that this may not always be possible, and it is also acknowledged that if regular telephone or video conferencing conferences are held it will be beneficial to meet in person on occasion.

4.1 Travel by Taxi

Taxi fares are admissible only for journeys when:

- it is not feasible to use public transport,
- where heavy luggage has to be transported,
- where the cost of the taxi fare is outweighed by the time saving it achieves, for example reducing overtime,
- a member of staff is working in the office very late,
- a member of staff is concerned about their personal security, i.e. early mornings/late night travelling alone.

In the event of a taxi being used for a journey, justification for the use of the taxi must be noted on the expense claim form.

4.2 Travel by Air

Air travel should not normally be used unless there is a cost advantage because of savings in subsistence and official time, or if some other reason justifies any additional cost.

Air fares are often cheaper the earlier they are purchased, if booking at less than 20 days prices can rise significantly, so where possible advance bookings should be made as early as possible to take advantage of potential lower prices. However, as ever this must be weighed against the risks of meetings being re-scheduled or cancelled, and the potential costs that may arise from non-flexibility of tickets. The traveller is clearly the person with the experience and knowledge to make such judgements.

All members of staff should fly in *economy class* unless any additional expense can be justified as necessary in the circumstances.

4.3 Travel by Rail

All members of staff will normally travel Standard Class. This applies to all staff, regardless of grade.

If there are exceptional circumstances staff may travel First Class. Exceptional circumstances include the necessity to conduct official work on a laptop for a long period of time (over 2 hours) or need for privacy. The cost of First Class Travel must be justified and pre-approved.

Managers are responsible for ensuring that all travel is undertaken on the most cost-effective basis.

Where a rail ticket includes a meal/food of any standard the member of staff travelling is not eligible to claim for subsistence.

4.4 Travel by Private Vehicle

4.4.1 Definition of a Private Vehicle

Mileage allowances are payable when an employee's private vehicle is used. This is defined as a vehicle:

- owned or being bought on hire purchase and registered in the employee's name;
- being hired by the employee;
- registered in the name of the employee's spouse/partner, provided the appropriate insurance requirements are fulfilled and the vehicle is available for use on official business at any time, and to carry official passengers.

4.4.2 Factors which should be taken into account when considering the acceptability of a journey made by private motor vehicle are:

- the nature of the journey;
- any saving in official time;
- the effect on overall efficiency;
- the adequacy of public transport facilities;
- the cost, including additional subsistence costs, of alternative modes of travel

Employees may use their private motor vehicles for official journeys. However, reimbursement depends on whether the Budget Manager accepts that use of the private vehicle was justified.

4.4.3 The 'Standard Rate'

Types of journey which are not regarded as justifying payment of standard rate are where:

- adequate public transport facilities exist and there is no benefit to IPSA in the use of a private car;
- public transport would be cheaper and there is no benefit to IPSA from the use of a private car;
- the journey could be made as a passenger in the vehicle of another officer covering substantially the same route.

The standard rate for cars, motorcycles and bicycles:

- Cars & motorcycles – All Engine Sizes = 25p per mile
- Bicycles = 20p per mile

5. SUBSISTENCE

5.1 Day Subsistence

Day Subsistence is payable when an employee is away from their office on official business, spends more on meals than normal and receipts of expenditure are provided. The rates for day subsistence are maximum actual rates and members of staff should only claim for **costs actually incurred**. It covers a period of absence from your permanent office on official business of at least 5 hours, within a 24 hour period. Separate maximum rates apply for absences of:

- at least 5 hours but less than 10;
- over 10 hours.

It is not payable:

- if an employee takes meals at home, or if the place visited is 5 miles or less by the most direct route from their usual office;
- when an employee is provided with all appropriate meals at public expense during a visit.

5.1.1 The rates

Length of Absence	Rate (up to)
Up to 5 hours (no lunch provided)	£7
More than 5 hours a day but less than 10 hours	£15
Over 10 hours (within a 24 hour period)	£25

5.1.2 Long Absences

An employee away for less than 10 hours, but has to leave so early in the morning that it is unreasonable for them to have breakfast at home before travelling, may claim up to the over 10 hours allowance rate.

5.1.3 Lunch Provided/Working Lunch

If lunch has been provided and an employee is away from their office for more than 10 hours then only the 'more than 5 hours a day but less than 10 hours' rate may be claimed. If the period away from the office is 5 to 10 hours then claims for the 'up to 5 hours' rate can only be made. If the period away from the office is less than 5 hours no claims should be made.

5.1.4 Main Meals on Trains

If a main meal is taken on a train gratuities of up to 10% of the cost of the meal (without VAT) may also be paid.

5.2 Night Subsistence

Night Subsistence is payable to assist employees with accommodation costs when they are necessarily absent overnight from home on official business. It is intended to meet the costs of short absences from the normal office.

5.2.1 Night subsistence is not payable when:

- Attending a residential training course and the cost of all the boarding expenses is met;

- Given bed and board at public expense or on official premises free of charge

5.2.2 Night Subsistence Rate

Bed and breakfast costs may be claimed up to the following ceilings:

Location	Rate
London	£85
Other major cities: Belfast, Birmingham, Bristol, Cardiff, Chester, Edinburgh, Glasgow, Leeds, Manchester, Middlesbrough and Newcastle.	£72
Elsewhere (not overseas)	£55

If accommodation cannot be found at this price, the post-holder must pay the additional cost. Any other additional cost incurred must also be met by the post-holder. International Travel and Subsistence will be considered on a case by case basis.