



RETAS LEEDS

Travel and Subsistence Policy – September 2018

1. INTRODUCTION

This Policy is based on the following principles:

- No member of staff should be out of pocket as a result of their work with RETAS
- Reimbursement will only be made for costs necessarily incurred whilst carrying out RETAS duties
- All expenses must be claimed on the appropriate form and supported by receipts
- All expense claims must be submitted within one month of the expense being incurred
- Travel, subsistence and any accommodation costs should be at a level appropriate for a Charitable organisation
- Any person who makes a false claim under this Policy are liable to face disciplinary action

The following rules apply to expenses in the UK and overseas.

2. TRAVEL AND SUBSISTENCE

Travel

- Costs of travel between an employee's home address and their permanent place of work are not allowed to be reclaimed
- Where staff are required to travel to another location as part of their work then they are able to claim the actual costs of that travel over and above the costs usually incurred when attending the permanent place of work
- No claims will be paid for journeys which staff have a valid season ticket
- All travel should be made by the cheapest and most reasonable form of transport

Private transport may be used where:

- public transport is not available
- it is cheaper than public transport
- it provides personal safety
- it isn't possible to carry any luggage and equipment required
- other operational issues

The reason for using private transport should be recorded on the expenses claim form.

Use of private transport will be paid at the mileage rate determined by HMRC, currently:

Up to 10,000 miles – 45p per mile (motorcycle 24p)

Over 10,000 miles – 25p per mile (motorcycle 24p, bicycle 20p)

- Where private transport is used, the details of the journey should be filled in on the form, including actual mileage travelled. The journey should be based on the



shortest route between the locations. Where this has not been possible this should be noted on the expenses claim form.

- Private Cars or motorcycles are only to be used on RETAS business on the understanding that they hold Business Insurance and is the responsibility of the staff member concerned and they will be liable for any claims arising.
- Parking, tolls and congestion charges will be met
- Fines for any motoring offences, including parking tickets and penalties will not be met
- Claims for taxi fares will only be considered in exceptional cases. Any claims should state the reason for the use of a taxi rather than public transport

Accommodation

- Staff who have to spend a night or more away from home as a result of their work can claim the actual cost of accommodation. Staff are expected to use their discretion in selecting accommodation appropriate to a Charitable organisation. Any excessive claims will be referred to the Director for approval before payment is made.

Subsistence

- Where staff are working away from their normal office or area of work, or need to travel very early or very late, subsistence expenses may be claimed up to the following maximum limits:

Breakfast = £

Lunch = £

Dinner = £

Receipts should be provided to support any claim.

- Staff may also claim for a drink, tea or coffee when they are working out of the office
- RETAS will also pay for any reasonable costs when staying away from home e.g. phone calls but not alcohol or leisure activities

Fraudulent Claims

- Staff should be aware that it is a disciplinary offence to make a fraudulent claim i.e. knowingly making a false claim with the intention of defrauding RETAS for their own financial gain
- Making a fraudulent claim, regardless of the sum of money involved, will be viewed as gross misconduct and may result in dismissal.

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually by the Board of Trustees under the direct supervision of the RETAS Chief of Executive.

Review Date: September 2019