



**Director  
Travel and  
Subsistence  
Policy**

## Version Control

Version	Reason for update	Publication Date
V1 – 2020	Produced by Head of Finance	December 2020

## Introduction

As a publicly funded body, Coast to Capital has a responsibility to ensure that expenditure incurred in carrying out Coast to Capital business is reasonable and justifiable. Coast to Capital must also balance the needs of individuals who are required to travel with our commitment to sustainability.

Board Directors are able to claim reasonable expenses, in line with the Coast to Capital Expenses Policy detailed below, when carrying out work on behalf of Coast to Capital.

This policy aims to ensure that we:

- **safeguard** the wellbeing, comfort, safety and security of Board Directors while engaging in work on behalf of Coast to Capital
- **communicate** our commitment to sustainability issues
- **consolidate** expenditure to obtain discounted rates

## Sustainable Travel

In line with Coast to Capital's commitment to sustainability, public transport should be used for all business travel wherever it is practical and cost-effective.

## Use of video/teleconferencing

Before booking any travel, it is essential that you consider video/teleconferencing options as a means of reducing costs and carbon emissions. Coast to Capital has videoconferencing & teleconference options.

## Car Sharing

Coast to Capital strongly endorse the practice of car sharing wherever possible to attend meetings and events which is incentivised as detailed in the mileage rate table below.

## Private Car

Use of private cars is permitted:

- Where public transport is not available, practical or cost-effective.

- Where other methods, such as video conferencing, are unavailable or unsuitable
- Where more effective use can be made of your time
- Where it is less expensive than renting a car, taking a taxi or alternate transport
- Where the cost of the journey is significantly reduced by car sharing
- When a Board Director has a medical condition that affects their ability to use alternative transport

Board Directors are reminded that it their responsibility to inform insurers that business travel is being incurred and failure to notify could result in non-payment of any claim or making the insurance void.

## **Taxis**

The company operates a fair use policy in regard to taxis.

Taxis should be used where there is no suitable public or private transport.

Taxis should not be taken for journeys within walking distance or within Central London where there are multiple transport options available.

Coast to Capital is committed to ensuring the wellbeing of its Board Directors, therefore in the interests of safety, taxis may be used in place of walking or public transport, if a Director is travelling alone in unfamiliar surroundings or travel is required late in the evening.

## **Health and safety when travelling**

Under the Health & Safety at Work Act 1974, Section 7, you must take reasonable care for your health and safety. You should ensure you are fit to undertake the journey in question and consult a doctor first if there is any doubt.

## **Travel and Subsistence Claims**

### **Rail**

All travellers must travel by Standard Class.

Bookings for train travel should be made in advance, where possible, to obtain the best price available.

### **Other public transport**

Buses and underground trains do not require prior booking.

## Private car

You can claim Motor Mileage Allowance (MMA) for travel to and from business meetings.

Subject to the conditions above being met, reimbursement of motor mileage is as set out in the below table:

## Mileage rates

Coast to Capital rates for mileage will remain in line with HMRC rates.

Type of Vehicle	Mileage	Rate
Cars and Vans	First 10,000 miles	45p
Cars and Vans	Each mile over 10,000 miles	25p
Motorcycle	All	24p
Bicycle	All	20p
Car/Van Passenger*	Each passenger	5p

\* Passenger must be a Coast to Capital employee or working on behalf of Coast to Capital.

## UK Travel by Air

Air travel should be agreed in advance by the Chief Executive & should only be considered where practical and cost-effective. The cost can be claimed via an expense claim, once authorised or paid in advance direct by Coast to Capital.

## Overseas Travel

Overseas travel should be agreed in advance with the Chief Executive. Coast to Capital will book & pay, once authorised air flights, rail or boat bookings. Coast to Capital adhere to HMRC guide lines in regard to scale rate expenses payments for Board Directors travelling outside the UK (per diem).

For details of the scale rates please see the following website:

<https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk>

## Overnight Stays

Overnight stays should be agreed in advance with the Chief Executive and should only be considered where practical and cost-effective.

## **Breakfast**

Overnight accommodation should include breakfast. Subsistence for breakfast will be paid up to £5 where Board Director leaves home earlier than usual and before 6am to travel to a meeting.

## **Lunch**

Subsistence for lunch will not be paid if lunch was provided as part of the business activity.

Subsistence for lunch of up to £5 will be reimbursed where:

- A Board Member attends an external event where lunch has not been provided, or travelling to an external event on business
- Special dietary requirements are not met at external events

## **Evening Meal**

Subsistence for an evening meal will only be reimbursed where:

- A business activity involves an overnight stay and dinner has not been provided
- An Board Member returns home late from an external business-related activity and it is reasonable to expect the Board Member to have had an evening meal

Evening meals to include drinks will be reimbursed up to the value of £15. Subsistence payments do not cover alcoholic drinks.

## **Subsistence**

The Company will reimburse reasonable subsistence expenditure for refreshments when part of a business trip or meeting.

## **Third Party Subsistence**

When meeting third parties at external locations that require the purchase of refreshments, a reasonable level of expenses will be reimbursed for this. Alcoholic drinks will not be reimbursed.

## **Expenses Approval**

The Head of Finance will review expense claims and will challenge you should they feel you have not adhered to this policy. Should they decide that you have not, your claim will not be paid.

Expense claims are paid on a fortnightly basis.

## **Tax and National Insurance**

Coast to Capital holds a dispensation (this is an exemption for expenses not being subject to tax and NI contributions) for allowable business expenses supported by a receipt. It is imperative that you adhere to this policy.

If you incur an expense not covered by this policy, the expense may not be paid, or you might be liable for tax and national insurance.

You can also find helpful information on the HMRC website [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

Non-compliance with this policy may result in your being denied reimbursement.

**Date Approved:** December 2020

**Approved by:** Head of Finance - Accountable Body

**Next review date:** March 2022