



**LEE VALLEY REGIONAL PARK AUTHORITY**  
**AUTHORITY MEETING**  
**24 OCTOBER 2024 AT 14:00**

**Agenda Item No:**

**6**

**Report No:**

**A/4356/24**

## **CORPORATE TRAVEL POLICY**

Presented by the Head of Human Resources

### **SUMMARY**

The purpose of this report is to seek Member approval for the revised corporate travel policy that has been updated as it is due for review. The policy has been updated to take account of legislative changes, best practice, the Authority's business objectives and environmental considerations.

The revised policy was considered by the Executive Committee on 19 September 2024 (Paper E/863/24). Subject to some revisions to the draft policy it was approved for recommendation to Authority.

### **RECOMMENDATION**

Members Approve: (1) the Corporate Travel Policy as set out in Appendix A to Paper E/863/24 attached at Annex A to this report.

### **BACKGROUND**

- 1 The Authority has a register of policies that ensure the organisation works efficiently and consistently towards delivering its Business Strategy. These policies are regularly reviewed to ensure they are relevant and up to date with legislation and best practice.
- 2 There are a number of Human Resources policies and these are currently being updated and will be presented to Members for consideration and approval as and when they are reviewed. The next set of Human Resources policies to be reviewed are Safeguarding, Disclosure & Barring Service and Flexible Working.
- 3 It should be noted that where possible the Authority implements legislative changes from the date they are introduced and there may be a time lag between this and the relevant policies being updated.
- 4 Subject to some revisions the Executive Committee approved for recommendation to Authority a revised Corporate Travel Policy at its meeting on 19 September 2024 (Paper E/863/24) and is attached at Annex A to this report for Members' consideration and approval.

- 5 Any environmental, financial, human resource, legal and risk management implications are covered within Paper E/863/24 attached as Annex A to this report.
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Author: Victoria Yates, 07739 852 235, vyates@leevalleypark.org.uk

**PREVIOUS COMMITTEE REPORT**

Executive Committee	E/863/24	Corporate Travel Policy	19 September 2024
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**ANNEX ATTACHED**

Annex A	Paper E/863/24
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 <p><b>LEE VALLEY REGIONAL PARK AUTHORITY</b> <b>EXECUTIVE COMMITTEE</b> <b>19 SEPTEMBER 2024 AT 10:30</b></p>	<p><b><u>Agenda Item No:</u></b></p>  <p><b><u>Report No:</u></b></p> <p><b>E/863/24</b></p>
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## **UPDATED CORPORATE TRAVEL POLICY**

Presented by the Head of Human Resources

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Member approval for the revised Corporate Travel Policy that has been updated as it is due for review. The Policy has been updated to take account of legislative changes, best practice, the Authority's business objectives and environmental considerations.

### **RECOMMENDATION**

Members Recommend to Authority: (1) the Corporate Travel Policy attached at Appendix A to this report.

### **BACKGROUND**

- 1 The Authority has a register of policies that ensure the organisation works efficiently and consistently towards delivering its Business Strategy. These policies are regularly reviewed to ensure they are relevant and up to date with legislation and best practice.
- 2 It should be noted that the Authority implements legislative changes from the date they are introduced and there may be a time lag between this and the relevant policies being updated.

### **CORPORATE TRAVEL POLICY**

- 3 A draft of the Corporate Travel Policy is attached at Appendix A to this report for Members' consideration and recommendation to Authority.
- 4 The changes made to the Policy are highlighted in yellow.
- 5 Travel expenses are incurred in order to further Authority objectives. It is therefore expected that due regard is given to cost effectiveness and the proper use of public money in making travel arrangements. Travel should only be undertaken if essential for Authority business. Business Travellers are expected to be prudent in their spending and must demonstrate that they have sought to obtain either the lowest price or the most sustainable method for travelling.

- 6 The Corporate Travel Policy aims to ensure that all Business Travellers have a clear and consistent understanding of procedures for business travel and that the reimbursement of expenses is carried out in a fair and consistent manner across the Authority based on business need.
- 7 The Authority's mileage and meal rates are in line the HMRC rates.
- 8 The table below shows the travel costs claimed in 2023/24 and how much this cost.

<b>Travel Type</b>	<b>No of miles</b>	<b>Amount claimed and paid</b>
Electric Car	1,706.97	£768.22
Petrol/Diesel Car	26,605.00	£11,502.34
Subsistence		£259.62
Train/Bus/Parking		£2,255.05

- 9 It is worth noting that not all employees claim mileage, as they chose not to, so this is not a complete representation of mileage undertaken.
- 10 Due to the size of the Park and the location of many of our open spaces and venues it is not always possible to use public transport or cycle when travelling for business purposes. However, this Policy along with the Authority's Environment Policy aim to ensure that business travellers consider the best method of travel based on cost, time, sustainability, personal safety and environmental factors.
- 11 The Authority has offered both season ticket loans and a cycle to work scheme for a number of years, so these schemes are now highlighted in this Policy.
- 12 Officers are also currently looking into salary sacrifice schemes for staff to be able to buy/lease electric cars.

#### **ENVIRONMENTAL IMPLICATIONS**

- 13 The environmental implications of business travel have been considered when revising this Policy and it has been linked to the Authority's Environment Policy.

#### **FINANCIAL IMPLICATIONS**

- 14 There are no financial implications arising directly from the recommendations in this report.

#### **HUMAN RESOURCE IMPLICATIONS**

- 15 The updated Policy will be communicated to all staff and the Authority will ensure that managers are adequately trained to implement the procedures in accordance with this Policy.

#### **LEGAL IMPLICATIONS**

- 16 There are no legal implications arising directly from the recommendations in this report.

## **RISK MANAGEMENT IMPLICATIONS**

- 17 There are no risk management implications arising directly from the recommendations in this report.

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Author: Victoria Yates, 07739 852 235, vyates@leevalleypark.org.uk

## **APPENDIX ATTACHED**

Appendix A Corporate Travel Policy

## **LIST OF ABBREVIATIONS**

HR	Human Resources
HMRC	HM Revenue & Customs

# Corporate Travel Policy

July 2024

Reference: [Version 6]



This document is controlled by Lee Valley Regional Park Authority.

**Title:** Corporate Travel Policy

**Status:** Draft

**Current Version:** v6.0

<b>Author</b>	Victoria Yates Head of Human Resources ✉ <a href="mailto:vyates@leevalleypark.org.uk">vyates@leevalleypark.org.uk</a> ☎ 07739 852235
<b>Sponsor</b>	Beryl Foster Deputy Chief Executive ✉ <a href="mailto:bfoster@leevalleypark.org.uk">bfoster@leevalleypark.org.uk</a> ☎ (01992) 709836
<b>Consultation:</b>	SMT, Payroll Manager, Policy & Procedure Review Group
<b>Approved</b>	<b>Approved by:</b> Authority <b>Approval Date:</b> October 2024  <b>Review Frequency:</b> Every 5 years or earlier if there is a change in Government legislation <b>Next Review:</b> October 2029

Version History		
Version	Date	Description
1	September 2008	Approved by Members 25/09/08 (Paper A/3998/08)
1.1	June 2012	Mileage rates and job titles updated in line with Authority changes, new sections on meals/entertainment and professional bodies/trade association meetings added
1.3	August 2013	Policy & Procedure Review Group
2	September 2013	Executive Committee
2	October 2013	Authority
3	October 2019	Rates and job titles updated & clarification in areas such as home to office miles, out of hours mileage
3	October/November 2019	Policy & Procedure review Group
3	August 2019	New expenses and mileage system introduced
4	September 2020	Policy & Procedure Review Group
5	September 2020	Removed 4p per mile for electric cars and changed to 45p
5	September 2020	Reviewed at Executive Committee paper E/668/20

## Appendix A to Paper E/863/24

5	October 2020	Signed off at Authority paper A/4286/20
6	March 2024	Contact details updated
6	March 2024	Updated relevant policies and procedures
6	March 2024	Added information on season ticket loans
6	March 2024	Added information on Cycle Scheme
6	March 2024	Linked to Environment policy, strategy and action in terms of environmental considerations and sustainable travel.
6	July 2024	30 mile radius removed in 14.1 as no longer relevant
6	July 2024	Added considering sustainable options for vehicle hire
6	July 2024	Linked claiming expenses to the payroll processing procedure
6	July 2024	Updated information on tolls
6	July 2024	Meal rates updated in appendix 2
6	September 2024	Added information on bicycle use and public bicycle hire
6	September 2024	Reviewed at Executive Committee paper E/863/24
6	September 2024	Amended 3.12 to allow for rail use outside of Europe
6	September 2024	Amended 18.7 on gifts and hospitality

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## 1. Context

- 1.1 This policy establishes procedures and provides guidelines for Officers who embark on Business Travel for the benefit of the Authority, while developing the concept of travel Best Practices including environmental considerations.

## 2. Policy Aims

- 2.1 This policy aims to ensure that all Business Travellers have a clear and consistent understanding of procedures for business travel.
- 2.2 To provide Business Travellers with a reasonable level of service and comfort at the lowest possible cost.
- 2.3 To ensure that the reimbursement of expenses is carried out in a fair and consistent manner across the Authority based on business need.
- 2.4 To maximize the ability to negotiate discounted rates with Travel Operators, leading to reduced travel expenses.
- 2.5 To consider environmental issues and use sustainable travel methods where practical and possible.

## 3. Statement of General Policy

- 3.1 Travel expenses are incurred in order to further Authority objectives. Travel should only be undertaken if essential for Authority business. Business Travellers are expected to be prudent in their spending and must demonstrate that they have sought to obtain either the lowest price or the most sustainable method for travelling. Business Travellers and their managers should select the most economical route and the most economical/sustainable mode of transport and have regard to time, cost, service, environmental considerations, lone working and personal safety.
- 3.2 The Authority will reimburse Business Travellers for all reasonable and necessary expenses (listed in this policy), while travelling on authorised Authority business.
- 3.3 The Authority assumes no obligation to reimburse Business Travellers for expenses until any lack of compliance is clarified and resolved.
- 3.4 Business travellers who do not comply with this travel policy, will be subject to delay or withholding of reimbursement.

- 3.5 Business travel should always be arranged to serve the Authority's best interests and must have a legitimate business purpose.
- 3.6 In exceptional circumstances, business travel can be paid in advance by the Authority with prior approval by the business traveller's line manager and the Head of Finance or Head of Human Resources.
- 3.7 All business travel outside of the general movement between Authority-owned sites should be approved in advance by the Business Traveller's line manager whether paid in advance by the Authority or to be reclaimed at a later date by the Business Traveller.
- 3.8 In general, the quality of travel, accommodation and related expenses, should be governed by what is reasonable and appropriate to the business purpose involved and to the best endeavours of the Business Traveller.
- 3.9 Business Travellers are reimbursed for authorised transport expenses and other reasonable expenses incurred while on travel status.
- 3.10 When Business Travellers interrupt travel or deviate from the direct route for personal convenience or personal leave, they will be reimbursed only at the rate for uninterrupted travel by the most direct route.
- 3.11 Business Travellers who chose to deviate from the most direct route for personal circumstances or personal leave must provide proof of the costs of the most direct route.
- 3.12 Business Travellers must follow the regulations in the table below:

<b>Destination</b>	<b>Type</b>	<b>Travel Time</b>	<b>Transport Class</b>
Greater London and the Park's boundaries	Personal vehicle Public transport * Cycling	Any amount of time	Personal vehicle and cycling (see Section 14). Oyster Card (see Section 15)
UK	Rail **	Any amount of time	Economy Class
UK	Air**	Any amount of time	1 <sup>st</sup> choice – Budget Airlines 2 <sup>nd</sup> choice - Economy Class
UK	Sea	Any amount of time	Economy Class
Europe	Rail	Any amount of time	Economy Class
Europe	Air	Any amount of time	1 <sup>st</sup> choice – Budget Airlines 2 <sup>nd</sup> choice - Economy Class
Europe	Sea	6 hours	Economy Class
Europe	Sea	6 or more hours	Economy Class with Cabin
Worldwide	Rail	Any amount of time	Economy Class
Worldwide	Air	Outside of Europe or flights over 6 hours	Economy Class
Worldwide	Sea	No travel should be made using this type	No travel should be made using this type

**NOTES:**

\*It is important that Business Travellers consider the whole cost, such as related expenses, details, timings, methods, etc when choosing between

a personal vehicle, **cycling** or public transport; as it may prove more cost-effective to use one method over the other.

\*\* It may be more economical to share a personal vehicle if more than one person is travelling (see Section 14.2).

3.12 When travellers must use premium transportation, such as Business Class instead of Economy Class for medical reasons, this must be affirmed by the Authority's occupational health provider, indicating how long the medical condition is expected to last. There must also be an official signed declaration by the Business Traveller and the Head of Finance and Head of Human Resources.

3.13 If the condition is permanent or indefinite, the healthcare provider's certification must be renewed and revalidated each year.

## 4. Travel Status

4.1 Travel status begins when Business Travellers leave their normal working venue (as per their contract of employment) to go directly to their destination. Travel status ends when Business Travellers return directly to their normal working venue after completing the relevant business. Transportation between your home and regular place of employment is not a reimbursable expense, apart from in the case of emergency call out or Authority business that takes place outside of your (individual) working hours.

4.2 The following modes of transportation should be considered:

- **Cycling**
- Buses;
- Rail (including tube);
- Taxis (but only in exceptional circumstances – i.e. when suitable public transport is not available - and use must be reasonable and be approved by the employee's line manager);
- Hotel and airport shuttle services

## 5. Preferred Travel Operators

5.1 The Authority does not prefer one Travel Operator over another, and selection must be based on the table above and cost only. However, the Business Traveller must arrive at their destination ready to carry out the appropriate task and not over-exhausted from travelling.

## **6. Frequent Traveller & Other Benefits**

- 6.1 Any discount/frequent traveller coupons accumulated by a Business Traveller on Authority business, will remain the property of the Authority. Business Travellers shall not arrange more expensive travel in order to accumulate points or air miles.

## **7. Upgrades**

- 7.1 Upgrades at the Authority's expense are NOT permitted. However, they are permitted at the traveller's personal expense and are their sole responsibility. Upgrades must NOT be charged to the Authority.

## **8. Spouse or Companion Travel**

- 8.1 The Authority will not reimburse travel expenses incurred by a spouse or other individual accompanying a Business Traveller on business unless the spouse or companion is an Authority Officer or Member and on Authority related business.
- 8.2 All spouse or companion travel must be approved in writing in advance by the relevant officer from the Senior Management Team (SMT).

## **9. Lost or Excess Baggage**

- 9.1 The ultimate responsibility for retrieving and compensating lost baggage lies with each individual Travel Operator. The Authority will not reimburse Business Travellers for personal items lost while travelling on business. Measures that can be taken to minimise baggage losses include:
- Always carry valuables or important/confidential documents on the person;
  - Clearly label luggage with name, address and phone number (the Authority's details may be used);
  - Retain baggage claim receipts for checked-in luggage.
- 9.2 Procedures to follow for lost luggage en route:
- Obtain a lost luggage report form from the Travel Operator;
  - Itemise the contents of the luggage, including receipts wherever possible;
  - Keep a copy of the report, travel ticket, and claim stubs.
- 9.3 Business Travellers will be reimbursed for excess baggage charges in the following circumstances only:
- When travelling with heavy materials or equipment necessary for business;

- The excess baggage consists of Authority records or property.

## 10. Overnight Delays and Cancellations

- 10.1 Should a Travel Operator delay travel, the Business Traveller must first attempt to secure complimentary lodging from the Travel Operator. If unsuccessful, the Business Traveller should locate the closest and cheapest facility for the duration of the delay.
- 10.2 The Business Traveller must report delays to the Authority as soon as possible.
- 10.3 When travel is cancelled after the ticket has been issued, the Business Traveller should cancel the ticket within the cancellation period where possible or enquire about using the same ticket for future Authority travel. This cost may be reimbursed, dependant on the circumstances of each case.

## 11. Unused, Lost or Stolen Travel Tickets

- 11.1 Unused travel tickets or flight coupons must never be discarded as they may have a cash value. Unused travel tickets must be returned to the Authority's Head of Finance.
- 11.2 The Business Traveller is responsible for the value of lost travel ticket(s) including fees charged by the Travel Operator for processing a lost ticket application. In such circumstances the Business Traveller must obtain and fill out a lost ticket application form with the relevant Travel Operator and retain a copy for the Authority.

## 12. Club Memberships

- 12.1 Membership and/or initiation fees for Travel Operator clubs are not reimbursable by the Authority. However, Officers may use their own personal club memberships to secure a cheaper fare.

## 13. Vehicle Rental

- 13.1 Business Travellers should rent a vehicle at their destination if less expensive than other transportation modes such as taxis, airport coaches and airport shuttles. The most **economical/sustainable** method should be used.
- 13.2 When picking up a rental vehicle, Business Travellers should check with the Travel Operator for any promotional rates, last-minute specials, or free upgrades.

- 13.3 At the time of rental, the vehicle should be inspected and any damage found should be noted on the contract before the vehicle is accepted.
- 13.4 Business Travellers **must** opt for the highest level of insurance cover to reduce accident excess. All vehicle rentals should be fully covered for all damages.
- 13.5 Fuel purchased for a rental car should be paid for using a company credit card where possible. If this is not possible, the cost will be reimbursable with a receipt as proof of purchase.
- 13.6 The size of the rented vehicle should not be excessive and fuel consumption must always be considered. However, the Business Traveller should use a “common sense” approach to decide on the specification of the vehicle.  
For example, the Business Traveller should rent a small vehicle with a small engine if the Business is local. If the Business Traveller is expected to travel over great distance with excessive Authority equipment, then it may be appropriate to rent a larger, more powerful vehicle.
- 13.7 Every reasonable effort must be made to return the rental vehicle:
- To the original rental location unless approved for a one-way rental;
  - Intact (i.e. no bumps or scratches);
  - On time (to avoid additional hourly charges);
  - Subject to the rental Terms and Conditions (i.e. with a full tank of fuel if specified therein).

Unless the reasons are exceptional then any additional costs, due to the above not being met, will be the business traveller's responsibility to cover i.e. pay for.

## 14. Personal Vehicle Use

- 14.1 Business Travellers will be reimbursed for mileage only when using personal vehicles for business journeys. The Business Traveller's line manager has the option to agree to pay the mileage of a journey outside of the Park's boundaries if it is more than a standard class rail fare if the line manager considers the use of a car necessary for the employee's safety or practicality of travel.
- 14.2 Business Travellers should support the idea of multiple occupancy. For example, it is more economically **and environmentally** efficient for three Business Travellers to use one personal vehicle instead of using public transport or individual personal vehicles. This method should be used wherever possible.

- 14.3 Where an employee proposes to use their own car for business travel, they **must** ensure that they are covered for Full Business use by their insurance company, otherwise their Insurance may be invalidated.
- 14.4 Business Travellers will be reimbursed at the rates shown in Appendix 1.
- 14.5 Business Travellers must adhere to the **Authority's payroll processing procedure.**
- 14.6 Mileage between an employee's home and regular place of employment is not a reimbursable expense as detailed in 4.1. For example, home to normal office is 10 miles, essential business trip miles incurred 40 miles payment would be for 30 miles if starting from a location other than the normal office and within normal working hours. **If a return journey, then 20 miles would be deducted.**
- 14.7 Mileage will be paid on a postcode to postcode basis. If a postcode is not known (i.e. at an open space) the nearest dwelling postcode should be used.
- 14.8 Business travel mileage will be paid at the shortest route from postcode to postcode (according to mapping software used in the Authority's expenses system). If a journey is interrupted or deviated from the direct route as a result of traffic or roadworks etc. the claim will still be paid at the shortest route from postcode to postcode.

## **15. Oyster Cards, Contactless Cards and Mobile Phone Payments**

- 15.1 The use of Oyster Cards, contactless cards and mobile payments are supported. However Business Travellers are responsible for procuring their own Oyster Travel Cards.
- 15.2 The responsibility of the Oyster Card lies solely with the Business Traveller.
- 15.3 Business Travellers can be reimbursed for Business journeys (only) made by the use of an Oyster Card, contactless card or mobile payment by the normal method of expense claiming.

## **16. Bicycles**

- 16.1 In order to encourage environmentally friendly travel business travellers can undertake business travel by bicycle where it is appropriate to do so.
- 16.2 The Business Traveller is entitled to claim the mileage allowance set out in Appendix 1.



- 16.3 The cost of public hire schemes (e.g. Lime Bikes, Santander Bikes) can be reimbursed when evidenced with an appropriate itemised statement from the provider.
- 16.4 If you are claiming for bike hire you will not be able to claim for mileage as well.
- 16.5 It is the business travellers responsibility to ensure that any bicycle used to travel for business purposes is roadworthy and the correct health and safety equipment is worn including a correctly fitted cycle helmet that is securely fastened and conforms to current regulations.

## 17. Accommodation

- 17.1 Business Travellers should follow the guidance previously mentioned in this document and apply it to acquiring the correct accommodation.
- 17.2 Business Travellers must only use single room lodging typically occupied by other corporate business travellers. The minimum corporate rate or the lowest rate should be requested when available. Suites and other higher priced lodgings should not be used.
- 17.3 Expenses for laundry and dry cleaning are only allowed when the trip exceeds five consecutive days away from the Business Traveller's regular location or home. Receipts must be attached to the expense report.
- 17.4 Any miscellaneous expense requires a receipt and must be compliant with the Authority's Financial Regulations.

## 18. Meals and Entertainment

- 18.1 Meals are defined as expenses incurred by the Business Traveller when on an out-of-town business trip, where an employee has been undertaking qualifying travel for a period of at least 5 hours and has incurred the cost of a meal. To make a claim the Business Traveller must supply all receipts. The current rates are included in Appendix 2. All meal expenses should be approved in advance by the Business Traveller's line manager.
- 18.2 Meals will be reimbursed according to actual and reasonable cost up to the maximum allowed.
- 18.3 The Authority will reimburse Business Travellers for breakfast, lunch and dinner meal expenses at the rates agreed by HMRC and as detailed in appendix 2.

- 18.4 Expenses will not be reimbursed for any of the following:
- Alcohol
  - Tips
  - Entry fees to deluxe restaurants, nightclubs or private functions
- 18.5 Meals may also be purchased for other Business Travellers employed by the Authority in certain circumstances. Where this practice is employed, the bill is to be paid by the most senior member of management present. Whenever feasible, meal expenses should be paid using an Authority credit card.
- 18.6 No business entertainment activity will be reimbursed.
- 18.7 All gifts of hospitality offered to Business Travellers are subject to the Authority's Officers' Code of Conduct and **where required** must be reported in the Officers' Declaration of Hospitality and Gifts log located in the Committee and Members Services office.
- 18.8 Business Travellers must use a corporate mobile phone for all calls when in the UK or EU. Calls when outside UK or EU, should be done using services such as Skype for business or WhatsApp, where calls can be made over the internet for free\*. Calls from accommodation phones should be kept to a minimum, unless necessary (a VAT receipt must be obtained).

\*When connected to free public Wi-Fi

## 19. Insurance

- 98.1 All Business Travellers must make sure that they are suitably insured. This may include:
- Travel insurance;
  - Vehicle insurance;
  - Rental car vehicle insurance
  - Accommodation insurance;
  - Document insurance, if necessary.
- 19.2 The Authority will consider the reimbursement of Business Travellers for suitable insurance where the expenditure is solely for the benefit of the Authority.

## 20. Expense Reporting

20.1 Business Travellers must abide by the normal reimbursement practices of the Authority **as set put in the Payroll Processing Procedure.**

20.2 Business Travellers must remember that only the following will be accepted as genuine receipts:

- Original receipt completed by the vendor (can be scanned/photo or paper receipt);
- Officer and/or Member copy of Authority credit card receipt.

The following will not be accepted as genuine receipts:

- Restaurant tear tabs.

20.3 Genuine/official VAT receipts are required for all expenses.

## 21. Reimbursement

21.1 Reimbursable Expenses:

- Business office expenses (copy services, etc.);
- Business Travel for Authority purposes;
- Food and beverages (see appendix 2);
- Fuel (vehicle rental);
- Hire of room for Authority business;
- Overnight delivery and postage;
- Parking
- **Tolls – if for business travel and necessary for carrying equipment or multiple site visits;**
- Visas;
- Congestion charging (only in exceptional circumstances).

## 22. Fines

22.1 The Authority will not be responsible for any traffic offence violations, speeding fines, parking fines or other costs incurred whilst on Authority business. Fines are not reimbursable and must be paid by the member of staff responsible whether incurred whilst driving an Authority-owned vehicle or their own private vehicle.

## 23. Professional Bodies and Trade Association Meetings

- 23.1 If you are a member of a professional body or trade association you may from time to time attend meetings of that body as an Authority representative and in relation to the Authority's business. Where you do so and incur travel costs or charges for entry to meetings, such costs may be claimed as business expenses. Where you hold office in the body, any costs incurred in the capacity of office holder which are additional to costs, which you would have incurred as a representative of the Authority, may not be claimed from the Authority.

## 24. Season Ticket Loans

- 24.1 Any employee, who is not an essential car user and not serving a probationary period, who would like to buy a season ticket to travel to work can apply for a loan to cover the cost of an annual ticket. This amount is then deducted monthly from your pay. Application forms and scheme details are available on the intranet.

## 25. Cycle Scheme

- 25.1 Any employee, who is not serving a probationary period, who would like to purchase a bicycle to travel to work can apply for a loan to cover the cost of a bicycle. This amount is then deducted in monthly instalments from your pay. Application forms and scheme details are available on the intranet.

## 26. Responsibilities

- 26.1 This policy will be overseen primarily by the Head of Finance and the Head of Human Resources.
- 26.2 Managers must ensure that all employees are able to readily access a copy of this Policy, when the employee does not have access to the Authority's intranet.
- 26.3 Any deliberate breach of this policy will be treated as a disciplinary matter.

## 27. Relevant Policy and Procedures

- Lone Working and Personal Safety Procedure
- Financial Regulations

- Employee Guidance re Contracts and Gifts and the Code of Conduct
- Environment Policy
- Environment Strategy and Action Plan
- Performance and Conduct Policy
- Disciplinary Procedure
- Payroll Processing Procedure

## 28. Monitoring & Evaluation

The policy will be monitored and evaluated on effectiveness periodically through regular audits.

## 29. Glossary of Terms

Authority	Lee Valley Regional Park Authority
Best Value	The optimum combination of whole-life cost and quality to meet the user's requirement.
Budget Airlines	A low cost airline that generally does not issue tickets, does not have connections, sells journey 'legs' separately, has one class of budget, sells direct to the public, and does not have free meals or
Business Travel	Any work related journey to and from a business appointment that enhances the performance of the Authority.
Business Traveller	Any Officer or Member who is embarking on a journey from their normal workplace (and back) to a business appointment that has a predetermined outcome for the Authority.
HMRC	Her Majesty's Revenue and Customs
Members	An elected and nominated non-employee of the Authority.
Local	London, Hertfordshire and Essex.
Officer(s)	An employee of Lee Valley Regional Park Authority.
Travel Operator	Any supplier of any travel type.
Senior Management Team (SMT)	The Senior Management Team of the Authority: <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Deputy Chief Executive</li> <li>• Corporate Directors</li> <li>• Head of Finance.</li> </ul>

## APPENDIX 1: MILEAGE RATES

### Mileage rates

Reimbursement for Business Travel includes:

- Mileage rates for both essential and casual car users are capped at 45p (the current HMRC rate) or as shown in the table.
- The payment of 5p per mile per passenger (the current HMRC rate) for employees carrying passengers on Authority Business
- The payment of 24p per mile (the current HMRC rate) for the use of motorcycles on Authority business; and
- The payment of 20p per mile (the current HMRC rate) for the use of bicycles on Authority business
- Electric and Hybrid cars are paid at 45p per mile

	Engine Size	Engine Size	Engine Size
<b>Essential car/van users</b>	<b>451-999cc</b>	<b>1000-1199cc</b>	<b>1200 and above, Electric &amp; Hybrid</b>
Per mile first 10,000	36.9p	40.9p	45p
Per mile after 10,000	13.7p	14.4p	16.4p
<b>Casual car/van users</b>			
Per mile first 10,000	45p	45p	45p
Per mile after 10,000	13.7p	14.4p	16.4p

## APPENDIX 2: MEAL RATES

### Meal rates

The maximum amounts that can be claimed for subsistence are as follows:

Breakfast	£5.00
Lunch	£10.00
Dinner	£25.00

The Breakfast and Dinner rates are for use in exceptional circumstances only (e.g. where the employee is staying away from home overnight on Authority business) and are not intended for employees with regular early or late work patterns.

The lunch rate may be paid where the employee has been undertaking qualifying travel for a period of at least 5 hours and has incurred the cost of a meal.