

## **Non-Staff Travel, Subsistence and General Expenses Policy and Procedures**

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Date effective from	December 1999
Date last amended	September 2014
Review date	October 2016

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## **Introduction**

1. It is NICE policy to ensure members of its advisory committees and other ad hoc advisory groups and Fellows are reimbursed promptly and appropriately for expenses incurred on NICE business.
2. It is not NICE policy to remunerate individuals for time spent on NICE business but NICE will reimburse travel and subsistence costs which allow members to attend meetings comfortably and conveniently. These payments will be balanced with the duty of NICE to ensure best use of public monies taking into account the nature of its business.
3. NICE recognises that any travel, other than by cycling or walking, can have an impact on the environment. The procedures set out below attempt to minimise the environmental effects of any travel by ensuring that people use the most carbon neutral method available.

## **Scope**

4. This policy applies to Scholars and Fellows, members of NICE advisory committees and associated ad hoc advisory groups. They will be collectively be termed 'individuals'.

## **Policy and procedure**

5. NICE will reimburse expenses necessarily incurred by those engaged on NICE business and approved by NICE. This includes travel to other NICE office locations, as well as events, conferences and meetings attended at external premises.
6. Journeys between home and a NICE office or other meeting locations are allowable. NICE will reimburse the cost of return travel between the individual's home, office base or work place and the NICE business location.
7. Wherever possible individuals are encouraged to use public transport, or to cycle or walk in preference to using cars, on the grounds of reducing cost, improving health and minimising the impact of the journey on the environment.
8. Wherever possible public transport by rail or air and hotel accommodation should be arranged using NICE's contracted service providers. Where purchased personally individuals are trusted to only claim for expenses legitimately incurred in the course of engaging in NICE business. The relevant budget holder will investigate any queries or concerns with the individual in the first instance.
9. False, exaggerated or duplicate claims intentionally submitted will be treated as fraud and appropriate investigatory action will be taken in line with NICE policies. Suspicions of fraudulent activity will also be reported the Local Counter Fraud Specialist, and investigations will be undertaken which may result in civil or criminal sanctions being applied.
10. All limits, allowances and monetary values are inclusive of VAT.
11. Any deviations from the policy must be agreed in advance by the Director of Business Planning and Resources.

### **Travel by rail**

12. NICE wants to ensure that members travel in sufficient comfort to allow them to make good use of travel time. Tickets should always be procured as economically as possible taking advantage of cheaper fares available through advance booking and by travelling standard class where possible.
13. First Class rail travel will only be reimbursed where Advance First Class tickets are purchased for fixed journey times in excess of 40 minutes. Full price First Class rail tickets booked on the day of travel and First Class 'anytime' tickets will not be reimbursed.
14. Rail bookings can be arranged through NICE, National Collaborating Centres (where applicable) or by the individual. Where purchased personally claims for reimbursement should be made with evidence of the payment attached. Rail travel may also be paid for using an Oyster Card on routes where this is possible, and the cost claimed back.

### **Travel by tube, tram or bus**

15. In London and Manchester where public transport services are comprehensively available individuals are encouraged to use these modes of transport and to retain all tickets as proof of purchase.
16. Individuals are encouraged to use either their season/annual Oyster cards (where no additional cost is incurred) or top up Oyster cards for travel on public transport in the London area (including rail travel on some services). These paperless systems provide a cost effective means of travel. Expenses incurred will be reimbursed at Oyster card rates up to £8 for a return journey when receipts are not required. Claims above £8 will require a receipt. This applies to pay-as-you go Oyster cards. (Bus & tram passes, as well as Oyster travel cards which allow unlimited travel will not be reimbursed as no additional cost has been incurred).

### **Travel by taxi**

17. There may be occasions where public transport by tube, tram or bus is not available or appropriate, for example when travelling late in the evening, where personal security is an important factor or where there are disability considerations or is required to carry heavy papers or equipment. In such circumstances reimbursement of reasonable taxi fares may be authorised by an appropriate budget holder.
18. For journeys outside central London or central Manchester where public transport services are less comprehensive, taxi fares for short distances can be paid.
19. Travelling by taxi is also permitted where this is the most cost effective method, i.e. when several people are travelling to the same venue.
20. Where an individual has to pay for a taxi fare, a receipt must be obtained and a scanned copy retained.

### **Air travel**

21. Individuals may need to travel within the UK when travel by train may not be the most cost effective option, or outside the UK, to attend conferences and events in connection with their work. In such circumstances air travel may be arranged with due regard to the cost impact on the environment. All tickets should be booked as far in advance as possible using NICE's contracted service provider to ensure the purchase of the best value ticket available.
22. Air travel within the UK or Europe, and flights of less than 5 hours in duration will always be in Economy class and should be arranged to ensure the purchase of the best value fare available (taking into account that the use of air travel may preclude the need for an overnight stay and the payment of hotel and subsistence costs. Flights that are between 5 and 8 hours in duration must be booked as Premium Economy or equivalent, where available, otherwise the lowest price business class fare is acceptable.
23. Long haul (outside Europe or flights of over 8 hours duration) can be booked in business class.
24. Individuals who collect personal frequent flyer miles from travel on behalf of NICE are required to set their air miles against future travel for NICE business.

### **Travel by car**

25. The Institute discourages travel by motor vehicle because of the high environmental impact, the higher risk to the individual and the lack of opportunity for other activity associated with driving.
26. Reimbursement of mileage expenses will be paid where travel by public transport was not available or not appropriate for the journey. Individuals who use their own vehicles in these circumstances will receive reimbursement at the prevailing Public Transport mileage rate, as set out in appendix 1. (Travel by car (including congestion charges and parking costs) where public transport is available will be reimbursed at no more than the cost of a First Class Advance train ticket for the same journey.)
27. All private vehicles must be insured for business use and maintained in a roadworthy condition. Copies of insurance certificates and MOT certificates (where applicable) must be forwarded to the Finance team upon request to prevent delays in reimbursement.
28. Reasonable receipted parking fees, congestion charges and tolls will be reimbursed. Parking fines or excess charges will not be reimbursed.

### **Travel by bicycle**

29. NICE encourages cycling as this is consistent with its carbon reduction strategy and is likely to have health benefits to individuals. Where individuals use their own bicycle to travel on NICE business reimbursement will be at the rate set out in Appendix 1.

### **Hotel accommodation**

30. Individuals may need to stay away from home in order to attend early morning meetings or late afternoon meetings where travel before or after the meeting is inappropriate. In these cases bed and breakfast hotel accommodation can be booked using the NICE contracted service provider where possible. Different arrangements may be required for accommodation outside the UK. Where this is not possible the individual should pay the hotel directly and submit a claim for the cost of accommodation, retaining copies of the receipt. Costs for overnight accommodation comprising bed and breakfast should not normally exceed:
- £125 per night in London
  - £100 per night elsewhere in the UK
  - Outside the UK may depend on the prevalent rates (which may be lower) but should not normally exceed £145 per night and limited to 4 star.
31. There may be circumstances when these maximum rates can be exceeded for genuine business reasons (for example, the choice of hotel was not within the individual's control, for matters of personal security or where cheaper hotels were fully booked). In such instances approval must be obtained by the relevant budget holder.
32. Any additional services such as room service, mini bar, newspapers etc. used whilst at the hotel must be paid for directly by the individual and will not be reimbursed.
33. Where an individual chooses to stay overnight away from home with relatives, friends or a colleague instead of a hotel, a flat rate of £25 per night (taxable) will be reimbursed.

### **Subsistence**

34. Where an individual is attending a NICE business meeting for a period of 5 hours or more, including travel time, then allowances are payable as detailed at appendix 2. Receipts are not required for subsistence payments.
35. A maximum of one subsistence rate may be claimed for each 24 hour period. Subsistence cannot be claimed for meals that have been provided by NICE or a third party, for example, meals provided at a seminar, training course or conference, or if the hotel accommodation includes an evening meal (see appendix 2 for further details).

### **Locum Costs**

36. Where individuals are NHS contractors whose practice has to employ a locum to allow their attendance on NICE business then locum costs will be reimbursed to the practice. If the practice arranges internal locum cover by a partner then this will be reimbursed at a maximum of £350 per day or £175 for a half day. Where an external locum agency or salaried staff is used the actual cost of the locum will be reimbursed up to a maximum of £500 per day or £250 for a half day. Locum claims, provided by a partner or salaried staff,

must be supported by an invoice from the practice which gives details of the hours of locum cover, the name of the person providing the cover and the rate being claimed. In the case of salaried staff evidence of their annual salary would also be required (to determine daily rate). External agency locum costs claims should be supported by a copy of the agency's invoice. All reimbursement for internal and external locums will be to the claimant's practice.

37. Self-employed locums will be reimbursed £350 per day or £175 for a half day, and the claim must be supported by a personal invoice to NICE which will be paid through the expenses system. The self-employed locum will be responsible for all declarations relating to this payment, including, but not limited to income tax and all other related legislation.
38. Locums from community pharmacies/practices that are commercial organisations (such as Specsavers, Boots and Lloyds, etc.) are **not** currently entitled to claim for locum costs. This is also applicable to hospital based locums.

#### **Carer expenses**

39. Carer expenses (including childcare, caring for an ill or disabled person, or engaging a carer or personal assistant specifically to enable the disabled individual to attend meetings) may be paid to enable individuals to attend meetings/events who otherwise, because of carer commitments, would have been unable to do so or who would be unable to attend a meeting without a carer or personal assistant accompanying them. Receipted and reasonable expenses shall be reimbursed up to a maximum of £10 per hour or £60 per day.
40. Where a carer or personal assistant accompanies a disabled individual to a meeting, the individual may claim for reimbursement of the carer's travel and subsistence expenses, in line with NICE rates. This is in addition to claiming for the cost of hiring the carer or personal assistant (up to a maximum of £10 per hour or £60 per day), where applicable.

#### **Business Expenses**

41. Individuals may claim for postage, faxes, telephone usage and other incidental business expenditure incurred while engaged on NICE business for which itemised receipts should be provided.

#### **Chargeable Activities**

42. Where individuals are engaged by a third party to attend an event or carry out an activity on behalf of NICE for which the third party has agreed to reimburse their expenses (for example, presenting at a conference or event) then the individual should:
  - a) arrange for the third party to pay for travel and accommodation in advance, or
  - b) arrange the booking through the normal channels and d)
  - c) pay directly and claim back any expenses using the online expenses system and d)

- d) inform Finance, who will recover the expenses and other costs by invoicing the third party directly.

### **Other Circumstances**

43. In circumstances where an individual could incur other expenses that are not explicitly covered by this policy then reimbursement may be available providing agreement has been reached in advance with the relevant Director. This would include, for example, the accommodation needs of disabled people and their carer or attendant if they are required to travel with them or where costs of meals were necessarily higher due to specific dietary requirements.

### **How to claim**

44. All claims for reimbursement must be made using the online expenses system (<https://nice.sel-expenses.com>) within 3 months of the date the expenses were incurred, with scanned copies of all required receipts attached together with other documentation as required.
45. If the individual does not have access to the on-line system all claims and supporting documents must be submitted to the relevant sponsoring department within 3 months of the date the expense was incurred.
46. A tutorial on how to use the expenses system can be found here: <http://www.nice.org.uk/getinvolved/joinnwc/ExpenseTutorial.jsp>
47. Guideline Development Group members should claim their expenses from the National Collaborating Centre and not from NICE.

### **Records**

48. All claims for expenses and receipts will be held on the NICE expenses system for a period of not less than 7 years in order to comply with statutory regulations. Records will be stored electronically. All records are potentially disclosable in accordance with the Freedom of Information Act 2000.

### **Review**

49. This Policy will be reviewed every 3 years.

## **Appendix 1 - Mileage Rates**

**Motor Vehicles (Public Transport rate)**  
27p per mile

**Motor Cycles**  
27p per mile

**Pedal Cycles**  
20 p per mile

**Passenger Allowances**  
Claimable when an individual member agrees to allow a colleague to accompany them in their private vehicle  
5p per mile

## Appendix 2 - Subsistence Allowances

Only one allowance may be claimed for each 24 hour period. Where some meals have been provided then this must not be claimed for, for example if you are away for 24 hours but lunch was provided then the £15, 10 hour allowance should be claimed. If an evening meal is provided in with the accommodation costs then the £5, 5 hour allowance should be claimed.

### Meals Allowances

#### 24 hour allowance

Where the individual is absent overnight from home and meals have not been provided free of charge, a meal allowance will be paid per 24 hours. £20

#### 10 Hour meal allowance (after 7pm)

A meal allowance will be payable when the individual is away from their base or headquarters for a period of more than 10 hours and returning to base after 7pm **or** where the individual is absent overnight from home but lunch was provided free of charge. £15

#### 10 Hour meal allowance (before 7pm)

A meal allowance will be payable when the individual is away from their base or headquarters for a period of more than 10 hours but returning to base before 7pm £10

#### 5 Hour meal allowance

A meal allowance will be paid when the individual is away from their base or headquarters for a period of more than 5 hours or where the individual was absent overnight from home but the evening meal was provided free of charge. £5

#### Night Allowance in non-commercial accommodation

Where the individual stays overnight in non-commercial accommodation (eg. With friends or family) a flat rate allowance per 24 hour period will be paid. This includes the allowance for meals.

£25 taxable

### **Appendix 3 - Version Control Sheet**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Replaces</b>	<b>Comment</b>
1	July 2001	Corporate Office	First Version	
2	July 2005	Corporate Office	Version 1	
3	July 2007	Corporate Office	Version 2	
4	November 2010	Corporate Office & Finance	Version 3	
5	November 2013	Michelle Rowlands	Version 4	Updated template, changed Clinical to Care, added further information to Locum Costs and updated mileage rates in Appendix 1.
6	July 2014	Michelle Rowlands	Version 5	Updated Appendix 1 mileage rates.
7	September 2014	Natalie Sargent	Version 6	Par 36 expanded to reference salaried staff and practice partners.