

# **Heart of the South West Local Enterprise Partnership**

## **Travel, Subsistence & Expenses Policy**

**September 2021**

## **Travel and Subsistence Claims: Guidance**

(based on the Somerset County Council Policy amended as appropriate for use by the HOSW LEP)

### **Travel and Accommodation**

All accommodation and rail travel must be authorised in advance, and booked through the Council's Travel Management Company, Click Travel via [LEPAdmin@somerset.gov.uk](mailto:LEPAdmin@somerset.gov.uk).

Please email the above, with as much information as possible, giving date and times of travel required, time and location of meeting, outward bound and return rail stations, whether underground day travel card is required and which zones, together with any accommodation requirements and preferred location.

NB: if you book via LEP Admin, then Somerset County Council will organize your rail and accommodation, email you confirmation and notify you for collection of rail tickets and you will not have to claim these back, as they will be paid for by Somerset County Council at the time of the booking.

In some cases, there may not be sufficient time to book through LEPAdmin, and therefore LEP Members must ensure that best value for money is achieved when making a booking. Further guidance on rail and accommodation is below.

### **What can be Claimed**

When submitting travel and expense claim forms, LEP Members must ensure that they have included all the necessary information (Address, bank details, car registration number and attached receipts). Failure to adhere to these requirements will result in your claim being sent back which may delay payment.

### **Method of Claiming**

The responsibility for submitting proper claims rests with individual LEP Members. Any subsequent management and control checks on claims do not remove this responsibility from claiming officers. LEP Members must also maintain an official record of their business journeys, showing full particulars of the journeys, and reasons for the journeys. Claims for reimbursement of travelling and subsistence expenses should be made on a monthly basis and should not be allowed to accumulate. Claims should be made on the HOSW LEP claim form.

When claiming for mileage, you must include all details of your journey on the claim form and petrol receipts must accompany it. Petrol receipts do not need to be on the day of your journey, but the value of the receipts must be greater than the mileage you are claiming.

Approval must be sought from David Ralph ([David.ralph@heartofswlep.co.uk](mailto:David.ralph@heartofswlep.co.uk)) if a Member wishes to claim above the allowances stated in this policy.

Claims are to be signed off by David Ralph before submission to LEPAdmin and the approval email must be submitted alongside the claim.

## **Mileage**

You will be reimbursed for all business mileage undertaken in your private vehicle (bicycle, motorcycle or car). The Council's intention is that you should not be financially disadvantaged in going about its business. However, you are expected to undertake journeys in the most efficient cost effective manner possible and, in submitting claims, to adopt a reasonable approach. You are also expected to consider public transport/other sustainable travel options before resorting to using a car for business journeys. Mileage rates are reviewed on an annual basis in line with the Inland Revenue recommended mileage allowances.

In normal circumstances, you are responsible for any costs incurred in journeys between your home and place of work - and therefore commuting miles cannot be claimed for. If you travel direct from home to an outside appointment rather than calling at your work base first, or travel straight home after attending an appointment, you should claim the journey made minus your normal commuting miles if using your private car. Public transport costs will be fully reimbursed. Car parking expenditure at the LEP Member's work base will not be reimbursed.

We encourage you to use alternatives such as public transport wherever possible and your fares will be reimbursed.

If you use your private vehicle for business use, you must first ensure that your insurance includes a clause indemnifying the Council against all third party claims (including those concerning passengers) arising out of the use of your vehicle on official business, unless such an undertaking has been given by an insurer to the County Council. The responsibility for submitting proper claims rests with you and you must follow agreed departmental procedures. You must maintain an official record of your business journeys, showing full particulars of the journey(s), reason for the journey(s), including the names of any official passengers carried.

## **Sharing of Transport (Passenger Allowance)**

Where two or more LEP Members are travelling to the same destination by car, transport must be shared wherever possible. In order to encourage LEP Members to share transport, a passenger allowance will be payable to the driver of the vehicle.

The passenger allowance cannot be claimed for service users/clients or children.

## **Car Mileage Allowances**

LEP Members using their own car on official business will claim expenses in accordance with rates set out in the table below.

<b>Somerset County Council Fixed Profit Scheme</b>	
First 4000 miles	45p
Between 4001 - 10,000 miles	40p
After 10,000 miles	25p
Passenger Allowance	5p per passenger per mile

The rates shown will be paid irrespective of engine capacity of the vehicle being used. The mileage will be calculated proportionately each month. These rates will be reviewed annually in line with the HMRC approved Allowances.

## **Motorcycle Mileage Rates**

LEP Member's may use their motorcycle or moped to undertake their business journeys and claim expenses at a flat rate of 24p per mile.

## **Public Transport**

Public transport should be used where it is advantageous to the Council for LEP Members to do so. LEP Members should have regard to not only the cost, but also consider the practicalities of the journey, travelling time etc.

## **Trains**

In respect of rail travel, all booking should be made through the Council's Travel Management Company, Click Travel via [LEPAdmin@somerset.gov.uk](mailto:LEPAdmin@somerset.gov.uk), if timing does not permit the booking through LEPAdmin then LEP Members

should travel by standard class and purchase the cheapest tickets available. As a general principal 2 single off peak tickets are cheaper than a return.

## **Taxis**

In some cases, (e.g., where a LEP Member has a relatively short journey to make, and yet is likely to be away from the work place for half a day or more), it may be more cost effective to travel by taxi. The appropriate authorised officer should sanction the use of a taxi in these circumstances.

## **Overnight Accommodation**

The accommodation allowance is as follows:

<b>Ordinary Subsistence Allowances</b>	<b>£</b>
Bed and breakfast - In and Out County (Covers the period from midnight to 9.00am)	106.40
Bed and breakfast - London	120.00

If you wish to stay in a hotel that is less than the allowed amount then the booking should be made through the Council's Travel Management Company, Click Travel via [LEPAdmin@somerset.gov.uk](mailto:LEPAdmin@somerset.gov.uk).

If you wish to make a booking at a value that exceeds the default maximum allowance, then confirmation will need to be sought from the LEP CEO and provided with the booking details sent to LEPAdmin.

If an extension to the limit is not granted, then you will be expected to organize the accommodation yourself and the LEP will reimburse you up to the maximum amount.

I.e. If a LEP Member books a hotel in London for £220, you will be paid £120.00 and the remaining balance will be unclaimable out of pocket expense.