



Travel and Expenses Policy

Policy Summary

This policy describes the responsibilities and guidelines for ensuring that travel and business expenses are valid, necessary, and in compliance with Her Majesty's Revenue and Customs.

TRAVEL AND EXPENSES POLICY	
Policy owner	Executive Director Finance, Planning and Resources
Policy lead	Director of Shared Services
Audience	All staff, delegates and volunteers (henceforth referred to as our people)
Legislation and regulation	Her Majesty Revenue and Customs (VAT, Mileage Allowance Payments) Health and Safety (duty of care)
Formally endorsed by	Executive Leadership Team
Endorsement date	17 December 2015
Next review	December 2018

1 Introduction

- 1.1 The British Red Cross expects our people to be accountable for their use of official resources. This Travel and Expenses policy sets out your obligations when travelling on official business. It clearly outlines the process our people are expected to follow when making arrangements to travel on official business, as well as the process for reimbursement of official travel costs.

2 Policy statement

Purpose and aims

- 2.1 The British Red Cross expects our people to promote the effective use of our resources, to ensure that the majority of our funds are directed to supporting people in crisis.
- 2.2 Our people should recognise our responsibility to maximise the use of our funds. As part of our shared commitment to embed the principle of value-for-money across the organisation, the British Red Cross actively encourages everyone to travel only as

necessary. The use of [teleconferencing, videoconferencing and WebEx](#), should be considered as the first option for meetings and discussions.

- 2.3 When travelling on official business our people should expect to receive service and accommodation that are safe and comfortable, but not lavish or extravagant.
- 2.4 All official travel (including air, rail, car rental, car parking and hotel reservations) must be booked through the authorised Travel Management Company (TMC) online booking tool, with the exception of travel booked locally in overseas offices, and rail journeys costing less than £10.
- 2.5 The British Red Cross is a global charity therefore our business travel has a significant impact on the environment. Our [Environmental and Carbon Reduction Policy](#) requires that when booking travel the most carbon efficient mode of travel should be used, where possible.

Scope

- 2.6 This policy applies to all staff, delegates and volunteers of the British Red Cross.
- 2.7 There are no exceptions applicable on the basis of grade or the physical location of employment in the United Kingdom.
- 2.8 Travel arrangements for guest speakers, consultants, vendors and prospective colleagues are subject to the same arrangements
- 2.9 This policy applies to all purchases & expenses procured using the British Red Cross Purchasing Card and the [procedures](#) for use of this card should also be followed.

Standards

- 2.10 Line managers responsible for authorisation of travel are asked to continue to apply good judgement and appropriate discretion in approving official travel to ensure that all approved travel represents value for money.
- 2.11 The British Red Cross will reimburse all necessary and appropriate official travel costs (transportation and travel related costs) accrued on official business that have been approved by the relevant line manager, provided that all appropriate receipts and other relevant supporting documentation to substantiate all expenses claimed are submitted with the claim.

Class and type of travel and booking conditions

- 2.12 The following sets out the guidelines for the class and type of travel that should be arranged when confirming official travel. Additional information on the arrangements for booking each mode of transportation is contained in sections of this policy.
 - 2.12.1 All domestic and overseas air travel must be booked at the lowest logical fare (and in instances where it is more cost effective, non-refundable) using economy class service.
 - 2.12.2 Rail travel should be arranged at least two weeks prior to travel, and booked through the online Travel Management Company booking tool with

standard class fares using fixed tickets as often as possible. Flexible tickets and / or other class of travel may be booked if the cost incurred is lower than fixed tickets. Rail tickets costing less than £10 in total can be purchased outwith the Travel Management Company, and claimed back through the Expenses procedure.

- 2.12.3 Rental cars should be used when it is the lowest cost option over local transportation. Compact and mid-size/intermediate sizes are the only classes of vehicles to be booked.
- 2.12.4 Wherever possible, our people should use British Red Cross preferred hotels with our corporate rates to book accommodation. The corporate rates have been pre-loaded into the online Travel Management Company booking tool, along with nightly subsistence rates. Meals and incidentals will be reimbursed on actual cost, up to the daily meal cap as defined in Appendix A.
- 2.12.5 Overseas business travel must be booked in accordance with the [Overseas Travel Guidelines and the Travel Security Procedure](#) (which cover issues including medical clearance, insurance, visas and security procedures).

3 Responsibilities

- 3.1 This policy applies to all people of the British Red Cross. Compliance with the policy is compulsory.
- 3.2 It is the **responsibility of our people** claiming reimbursement of expenses to:
 - 3.2.1 Use the booking tools offered through the Travel Management Company (TMC) to book official travel. In the interests of securing the best rate and most carbon efficient mode of travel, it is expected that all travel be booked at least two weeks prior to travel wherever possible;
 - 3.2.2 Ensure that all expenses being paid by the British Red Cross are valid, reasonable, and adequately documented by submitting a valid receipt with the claim; serve a legitimate business purpose, with all necessary approvals obtained; and are in full compliance with the provisions of this policy. All eligible official expenses will be reimbursed;
 - 3.2.3 Submit expense claims as early as possible. Staff are advised to refer to the [Staff expenses - monthly cut-off dates](#) table on RedRoom. Staff expense claims will be paid along with salary payments; volunteers will be paid by BACS; receipts must be scanned and attached to claim or sent to the Shared Service Centre in a blue(staff) or yellow(volunteers) envelope within 14 days of submitting claim;
 - 3.2.4 Ensure that expenses have not been previously paid direct to the supplier by Accounts Payable, by cheque request form submitted to Accounts Payable, by a previously submitted expense report, or by an outside organisation; and

- 3.2.5 Review and sign off an expense claim if this is being submitted on their behalf by an assistant or colleague.
- 3.3 The British Red Cross expects line managers to approve expense claims promptly. It is the **responsibility of all line managers** approving the reimbursement of expenses to review all expense claims and verify the following:
 - 3.3.1 The purpose of travel is valid and directly related to official British Red Cross business;
 - 3.3.2 The method of travel is the most “carbon efficient” way of travelling, where possible;
 - 3.3.3 The total cost of the trip is within the approved budget and available funding;
 - 3.3.4 Expenses are consistent with this policy with valid receipts submitted, and charged to the proper accounts; and
 - 3.3.5 The purpose, time period, and participants are documented on the expense claim.
- 3.4 It is the **responsibility of shared services** to:
 - 3.4.1 Ensure that all official travel and business expenses meet Her Majesty Revenue and Customs (HMRC) requirements for documentation;
 - 3.4.2 Process all manual expense out of pocket expenses, ensuring proper documentation is attached to support the claim.
 - 3.4.3 Undertake periodic audits of expense claims, verification of VAT receipts, receipt of expense envelopes and compliance with policy and procedures.
 - 3.4.4 Follow up non-compliance with individuals and managers which may result in adjustments to claims.
- 3.5 When travelling as a group on British Red Cross business, as a basic principle senior management are advised not to all travel together at the same time on the same mode of transport. If a significant number of people from the same team are travelling together, then it is at the discretion of the organiser/manager to make a judgement. This will be based on the method of transport, the need and urgency to travel together, destination, relevant known threat levels, costs and timings.
- 3.6 Holidays included with business trips may be taken, but costs of subsistence and travel in excess of those of the essential business element of the trip will not be reimbursed.

4 Travel Management Company (TMC)

- 4.1 All British Red Cross travel when conducting business (air, rail, car rental, car parking and hotel reservations) must be booked using the authorised Travel Management Company, with the exception of travel booked locally in overseas offices, and rail tickets costing less than £10 in total. By booking travel through a single authorised source, everyone will help ensure the British Red Cross is receiving the lowest overall cost. The central collection of valid VAT receipts will also

assist with VAT reclaim, as well as enabling access to travel expense management and reporting tools.

- 4.2 All travel arrangements will be confirmed and accompanied by an itinerary. It is important that you, the traveller, check this itinerary upon receipt to ensure all details are correct. Any discrepancy must be addressed immediately.
- 4.3 Line Managers must be made aware of any trips prior to the trip being booked, and necessary approvals provided.
- 4.4 All overseas travel must follow the travel security procedure; authorisation must be obtained as per those procedures before the trip can be booked.
- 4.5 All of our people must use the **bill back solution** provided by our Travel Management Company and defined in this policy.
- 4.6 The British Red Cross has negotiated contracts with airline, hotel, and car rental vendors in the UK and Europe which are already loaded onto the TMC online booking tool. All travel, with the exception of flights, hotels and car rental booked locally in British Red Cross overseas offices, rail tickets costing less than £10, should be booked through TMC. Any other exceptions to this process must be agreed with the Corporate Procurement Team in advance of bookings being made.
- 4.7 Travel arrangements must be made in compliance with this policy and without regard to personal travel rewards programs. Any fees associated with travel rewards programs are not reimbursable.

5 Overseas Travel

- 5.1 There are various travel needs and challenges unique to overseas travel.
- 5.2 There are two documents that set out in greater detail the specifics of overseas travel: the [Guidelines for Overseas Travel on British Red Cross Business](#), and the Travel Security Procedure (TSP). These documents cover issues such as medical clearance, insurance visas and security procedures. These must be read before our people can travel overseas on British Red Cross business. Non-compliance with the Travel Security Procedure may result in disciplinary action.
- 5.3 Travel expenses in foreign countries will be reimbursed on the basis of the exchange rate at the time the currency or purchase was made. If a credit card was used to purchase goods or services reimbursement will be based on the rate applied by the credit card provider.
- 5.4 Visas will be reimbursed if required for official travel.
- 5.5 The cost of a second passport, if required for official travel, will be reimbursed. The British Red Cross will also reimburse the cost of other specialised travel documents if required.
- 5.6 Medical costs for an illness that occurs when travelling overseas on business will be reimbursed. Wherever possible, these should be reclaimed via BRC [insurance](#). All medical costs should be reported to the Insurance Manager.

- 5.7 All costs related to vaccinations required for travel are covered by the British Red Cross. Vaccinations should be carried out either with your own GP (receipts will be reimbursed) or with our travel health service provider, Interhealth. We expect our people to ensure value for money through ascertaining the most cost effective means of obtaining vaccines.

6 Kit expenses

- 6.1 Staff and delegates who are deployed internationally or undertake international travel are entitled to purchase essential kit required for their work. There are two exceptions:

a) ERUs and FACT missions, kit is issued by the Logistics team (personal field kit, heavy kit and IT kit- please refer to the Logistics equipment list for details of this re-usable kit issued by the British Red Cross). In addition, luggage and hard wearing boots, which are not included in this kit, can be claimed as per the below procedure.

b) The global surge team, who have their own kit issued by the Team Manager. In addition, luggage and hard wearing boots, which are not included in this kit, can be claimed as per the below procedure.

- 6.2 Eligibility is based on the requirement to travel frequently. BRC's definition of a frequent traveller is someone who has the requirement to travel written into their job description. This includes Advisers, Country Managers, DM Coordinators, Technical Team Managers and Heads of Region in International and may include some roles in other Directorates. It also includes staff working overseas. This list is not exhaustive and the eligibility is based on the requirement to travel as part of the job. Exceptions can be made for extreme destinations (ie. If someone who does not normally travel for work is travelling to an extreme destination on a one-off trip with essential kit requirements e.g. Mongolia in winter. Exceptions are made at the line manager's discretion.
- 6.3 The below list is guidance on the type of kit that can be purchased as well as approximate values for each. A clear case should be presented to the approving manager if the spend on kit is much higher than these guideline estimates:

- > Heavy/durable footwear, £150
- > Robust luggage, £150
- > Cold weather clothing (thermals and jacket, £250)
- > Mosquito net, £20
- > Head torch, £25

First aid kit, small £25, large £50 (the preferred kit is the British Red Cross first aid kit which can be obtained from the British Red Cross online shop).

- 6.4 Kit purchased is expected to last for a reasonable period of time. No new expenses for an identical item of kit should be approved unless a clear case for replacement is presented to the approving manager.
- 6.5 Consumable items which are essential for travel can be reimbursed within reason at the manager's discretion e.g. sun screen, mosquito repellent and water purification tablets. Personal hygiene items are not reimbursable.
- 6.6 The procedure for claiming for kit is to purchase the relevant items and process the receipts through Agresso as per other out of pocket expenses. Seconded delegates who do not use Agresso will submit their receipts to International HR who will process the expense claim through Agresso in line with the expenses procedure.

7 Air Travel

- 7.1 Reservations for air travel must be booked via TMC. The only exception to this rule is in the case of flights booked locally in overseas offices.
- 7.2 All travel will be paid through Accounts Payable which enables transparency and robust management information. Our people should book electronic tickets (e-tickets) wherever possible, as paper tickets can incur additional fees.
- 7.3 Whilst formal written approval is not required for **domestic travel**, our people are expected to consult their manager about the necessity of travel prior to booking.
- 7.4 In terms of approval for **overseas travel**, please consult the [Travel Security Procedure and the Overseas Travel Guidelines](#) with the completion of travel logged and approved as per these procedures.
- 7.5 All travel is expected to be booked two weeks prior to travel date in order to book the most optimal airfare; unless circumstances dictate otherwise in which case Line Managers must approve.
- 7.6 All domestic and overseas air travel must be booked at the lowest logical fare (if more cost effective, non-refundable) using economy class service.
- 7.7 In terms of ancillary fees, premium seating and pre boarding will be considered a personal expense and is not reimbursable by the British Red Cross. Similarly, upgrades and reserved seating fees are not reimbursable, unless the traveller requires this due to a disability or medical condition.
- 7.8 The British Red Cross strongly encourages the use of non-refundable tickets to obtain the lowest airfares. Exceptions to this rule are flights for any emergency

response or long term deployment overseas. All other tickets may be changed only when necessary for the business in order to reduce unnecessary airline fees.

- 7.9 Each traveller is permitted to expense one bag per flight where there is no inclusive check in luggage allowance. Charges for excess baggage are reimbursable only when the traveller is transporting British Red Cross materials or when being deployed overseas on mission (for further guidance in these instances, please refer to [Guidelines for Overseas Travel](#) on British Red Cross Business and /or contact HR adviser for delegate's excess luggage allowance). Necessary and reasonable expenses associated with baggage handling and storage is allowable. Should your baggage be lost or damaged, you must notify airline personnel and file a claim with the airline before leaving the airport.

8 Rail Travel

- 8.1 Reservations for rail travel must be booked via TMC, selecting the bill back function enabling payment through Accounts Payable. An exception to this rule is rail tickets costing less than £10 in total. These can be purchased out-with the TMC and claimed back through the expenses procedure.
- 8.2 For domestic travel, formal written approval is not required. However, travellers are expected to consult their line manager about the necessity of travel prior to booking. Any overseas travel must follow the [Travel Security Procedures](#).
- 8.3 All travel is expected to be booked two weeks prior to travel date in order to book the most optimal rail fare, unless circumstances dictate (in which case, Line Managers should provide approval).
- 8.4 Standard rail travel is the preferred class of travel. The British Red Cross encourages all of our people to use reasonable judgement and book fixed tickets as often as possible, although flexible tickets and other class of travel may be booked if the cost incurred is lower than fixed tickets. The British Red Cross strongly encourages the use of non-refundable tickets to obtain the lowest rail fare. You must ensure you cancel any unused tickets to enable British Red Cross to recover any costs where applicable.
- 8.5 Upgrades are at the traveller's personal expense and are not reimbursable.
- 8.6 Oyster card top ups will be reimbursed for the cost of any business travel. The traveller and approver should ensure that the cost is appropriate to the journeys undertaken.

9 Rental Car, Personal Car, British Red Cross Fleet Cars, Other Ground Transportation, Tolls and Parking in the UK

- 9.1 Rental Cars **must be used for British Red Cross official business only** and should be used when no British Red Cross vehicle is available for use and / or it is the lowest cost option over local transportation. Any colleague renting a vehicle to be used for business related travel must have a valid driver's licence. Reservations for Car Hire and Airport Parking must be booked through TMC.

- 9.1.1 In terms of car rental size, we should rent compact cars as the approved vehicle category. Intermediate size vehicles may also be rented if there is a valid business justification and with prior line manager approval and relevant documentation.
 - 9.1.2 Domestic based car rentals must decline any optional insurance if presented on collection of vehicles as the negotiated rate includes all necessary cover.
 - 9.1.3 All cars must be refuelled prior to their return to the car rental agency. The refuelling option must be declined when renting a vehicle, as these costs can far exceed the normal fuel rates at a fuel station. When reclaiming fuel expenses for a hire car a valid receipt must be provided to the sum of the value claimed.
 - 9.1.4 Navigation systems are not reimbursable to the officer unless previously approved by manager. Optional Roadside Assistance must be declined; these charges are non-reimbursable unless included in the contract. Any other optional insurances must be declined, as these charges are non-reimbursable.
- 9.2 Judgment should be used when travelling to ensure that the cost of reimbursable **personal vehicle mileage** between distant cities does not exceed that of the lowest cost commercial airfare or rail that would be reimbursable for the same trip. Also consider the use of a pool / rental vehicle.
- 9.2.1 When you use your personally owned vehicle for official business, the owner's insurance is always primary. As British Red Cross's insurance is secondary, the operation of a personally owned vehicle, including who qualifies as an authorised driver, is subject to all the rules, regulations and procedures applicable to a British Red Cross rented vehicle.
 - 9.2.2 Please review the mileage rate appended to this policy for mileage reimbursement rates. The mileage rate is only available for journeys, or any identifiable part or proportion of a journey, that are wholly and exclusively for business purposes. It is not available for private journeys, such as travel from home to work (including home to base location), or for journeys that serve both a business and a private purpose. Home to work/base location, mileage should be deducted from the total mileage claim.
 - 9.2.3 For journeys made by volunteers to and from home for their volunteering activities, it is permitted to claim mileage expenses.
 - 9.2.4 All mileage claims must be accompanied with a valid VAT fuel receipt. The receipt must be dated prior to the first journey on the claim. This will allow BRC to claim back the VAT on the fuel element of the journey.
- 9.3 The use of British Red Cross fleet cars may be authorised for staff that travel in excess of 15,000 business miles per annum on official business. A policy and procedure for the use of British Red Cross fleet assets is in place and should be followed

- 9.4 Required tolls will be reimbursed. Optional tolls (i.e. those that could be avoided if an alternative route exists) may be reimbursable if the overall cost of travel and time incurred was minimized by use of the optional toll route.
- 9.5 The British Red Cross will pay the cost of the lowest cost parking method when away from your normal place of work:
 - 9.5.1 Daily parking – Reasonable parking charges will be reimbursed in addition to the mileage allowance, if applicable, if on business.
 - 9.5.2 Overnight Airport parking – Long-term or offsite parking must be utilised for all overnight airport parking needs, unless less expensive options are available. Valet parking and daily parking are prohibited. Airport parking for periods greater than five days must be avoided and alternative travel arrangements such as a taxi or shuttle utilised.
 - 9.5.3 Exceptions to the rules above may be granted by Line Managers if no transportation is available from the lowest cost parking destination to i.e. that meets timing of the flight (take-off or landing).
 - 9.5.4 Traffic ticket and parking violation expenses will not be reimbursed and any associated administration costs shall be the responsibility of the driver.
- 9.6 Airport Transportation – Travel to and from the airport must be the lowest cost method, whether public transportation, personal vehicle, shuttle, taxi, or car service. For overseas transportation please refer to the [Travel Security Procedures](#).
- 9.7 Taxi fares can be claimed for journeys where one of the following criteria is met:
 - 9.7.1 It is the most cost effective method of transport;
 - 9.7.2 No other reasonable method of transport is available for all or part of the journey;
 - 9.7.3 Overseas where public transport is not safe;
 - 9.7.4 In emergencies if requested to attend office or other work location out of hours and at very short notice, or a member of staff is working late i.e. 8.30 pm.
 - 9.7.5 Alternative methods of transport are impractical due to medical condition, disability, injury, lone working and/or carriage of equipment/luggage;
 - 9.7.6 If attending a work event a claim can only be made if attendance was at the request of BRC and the event was essential to the delivery of the role;
 - 9.7.7 Appropriate Line Manager pre-approval should be given if the use of a taxi does not meet any of the criteria detailed above.

n.b Public transportation is the preferred method of transportation whenever it is the safest and most cost effective mode of transport.

10 Bicycle Loans

- 10.1 In a step towards the commitment of the British Red Cross to reduce carbon emissions, the British Red Cross operates a bicycle loan scheme offering the opportunity to apply for an interest free loan of up to £1,000 towards the cost of purchasing a bicycle and related safety equipment from a store of your choice;

- 10.1.1 Employees must have complete their probationary period with the British Red Cross before they are able to apply for the scheme;
- 10.1.2 The cost of the bicycle loan is limited to a maximum of £1,000 over a two year period and loans must be fully repaid; prior to a new loan being agreed;
- 10.1.3 The loan must be paid over a maximum of 10 months and will be deducted from monthly salary;
- 10.1.4 Staff will receive the full amount for the cost of the bicycle and associated equipment and will be responsible for making their own arrangements for the purchase and delivery of the bicycle and equipment;
- 10.1.5 Bicycle loans must only be used for the purchase of a bicycle or associated equipment and receipts for bicycle purchases should be scanned and sent to the Payroll Department as proof of purchase;
- 10.1.6 Abuse of the scheme will lead to disciplinary action;
- 10.1.7 The operation of the scheme will be reviewed annually;
- 10.1.8 For leavers, any outstanding loan balances will be deducted from the employee's final day;
- 10.1.9 The Bicycle Loan Procedure provides full details on how to apply for the loan

11 Season Ticket Loans

- 11.1 The British Red Cross offers an interest free loan for employees to buy a season ticket for travel between home and work. This could be a 6 or 12 month ticket and the loan may cover trains, bus or tube services (or a combination).
 - 11.1.1 Any loan repayment deductions should not reduce the member of staff's earnings below the national minimum wage and as loans are not available for tickets of less than 6 months, managers should ensure that individuals on fixed term contracts are on a contract of sufficient length of service;
 - 11.1.2 Employees must have successfully completed their probationary period with the British Red Cross before they are able to apply for a season ticket loan;
 - 11.1.3 There is no legal requirement to provide a season ticket loan scheme and the operation of the scheme will be reviewed annually;
 - 11.1.4 Season Ticket Loans will be deducted over 5 or 10 months from the employee's pay (6 or 12 month ticket);
 - 11.1.5 For leavers, any outstanding loan balances will be deducted from the employee's final pay;
 - 11.1.6 Abuse of the scheme will result in disciplinary action;

11.1.7 The Season Ticket Loan procedure provides full details on how to apply for a season ticket loan.

All loans (bicycle, study and season ticket) taken out by an individual staff member with a combined total which exceeds £10,000 are considered by HMRC to be a taxable benefit and need therefore to be declared by the British Red Cross on its annual return;

12 Hotel accommodation

12.1 All hotel reservations must be booked through TMC for hotels in the UK and Europe, with the exceptions of hotels booked locally in overseas offices. British Red Cross preferred hotels, where we have negotiated rates that often include extra amenities (such as breakfast and internet included in the rate), have been pre-loaded into TMC, and should be booked wherever possible.

12.1.1 Subsistence rates have been established for hotels, with exceptions for major cities. For a listing of all the subsistence rates and allowable hotel rates, please refer below:

- > UK Domestic Subsistence Rates (Appendix A)
- > [Overseas Subsistence Rates](#)

12.1.2 “Thank you” gifts in lieu of accommodation and breakfast: as an alternative to arranging accommodation and breakfast at a hotel, individuals may choose to stay overnight with friends or relatives. In such circumstances, payment as outlined in the UK subsistence rate may be made for this type accommodation.

12.1.3 Certain hotel charges are considered personal and will not be reimbursed. The charges below should not be included in hotel bills and must be settled at the time of stay directly with the hotel. These charges include:

- > In-room entertainment
- > Laundry (<5 days stay)
- > Minibar
- > Newspapers
- > Health club fees
- > Alcohol

13 Business Meals and Incidentals

13.1 Meals and incidentals will be reimbursed on actual cost up to the daily meal cap. Tipping is not reimbursable unless it is culturally expected to do so.

13.2 For a listing of limits for breakfast, lunch and dinner please refer below:

- > UK subsistence rates (Appendix A)
- > [Overseas Subsistence rates](#)

13.3 If you travel less than a day, use these guidelines per meal for maximum allowable spend. Individuals travelling or expending official funds should exercise good

judgment when incurring business meal and incidental expenses. Expenses should only be claimed for what you spend above your usual daily spend.

- 13.4 Business meals and incidentals on hotel receipts must be itemised separately on the expense claim.

14 Other Business Travel Expenses

- 14.1 The British Red Cross will pay for telephone, fax and internet connection costs that are reasonable and necessary for conducting official British Red Cross business while traveling;
- 14.2 Society mobile phones must only be used for the Society's business. However, the Society mobile phone may be used in **exceptional circumstances** for personal purposes; any personal calls must be detailed and the employee must refund the full costs by deducting the appropriate amount from your next expense claim;
- 14.3 Calling the UK from your BRC mobile phone when aboard can be very expensive. Wherever possible, please use alternative means of phoning (eg skype, landline). The costs of calling from your O2 phone can be found here:
http://international.o2.co.uk/internationaltariffs/travelling_abroad.
- 14.4 The use of broadband Internet connection ports should generally be limited to use at locations which offer the service at no charge or have complimentary Wi-Fi availability or onsite business centres. Use of pay-per-use connections and Wi-Fi on planes and trains should be limited to completing urgent business matters;
- 14.5 Reasonable and actual expenses for laundry services are allowable when necessary due to an absence from home for five or more days, or when unusual and documented circumstances mandate these services;
- 14.6 If a colleague is asked to attend a meeting or conference where the spouse, significant other, domestic partner, family member or others are also expected to attend, reasonable costs incurred during the event will be reimbursed.
- 14.7 Conference and seminar registration fees should be paid directly by the British Red Cross;
- 14.8 Prior approval should be gained from the relevant Director before entertaining representatives of another organisation at official expense. The names, organisations and purpose of the hospitality must be recorded and included with reimbursement documentation;
- 14.9 The cost of refreshments and / or catering at any informal event, for example to purchase a leaving gift or lunch, does not constitute reimbursable expenditure and must not be purchased using official funds.

15 Monitoring and compliance

- 15.1 All of our people should be familiar and fully comply with this policy;

- 15.2 The TMC shall provide to the British Red Cross regular non-compliance reports that shall be monitored by Shared Services on a monthly basis, with periodic reports provided to the Executive Leadership Team;
- 15.3 Any travel that fails to meet the guidelines of this policy and the Environmental and Carbon Reduction Policy requires justification and management approval prior to the expense being incurred. Accordingly, as a rule, only official expenses as described in this policy will be approved, barring exceptions listed in 12.1.3;
- 15.4 Exceptions must be justified as beneficial to both the British Red Cross and the individual. If extenuating circumstances exist, the exception needs to be documented through the online booking tool and approved by the individual's Manager. Routine audits will be conducted by the Shared Service Centre Compliance team to ensure that any exceptions are wholly justified;
- 15.5 Any inappropriate expense claims or misuse of the TMC booking tool may result in disciplinary action.

16 Training and support

- 16.1 Training and support is provided to support people with complying with policy standards, and using the functionality of the online booking tools, and corporate systems and processes.
- 16.2 Guidance materials and hints and tips can all be found on the Inntel site.
- 16.3 We will provide WebEx sessions with managers to outline the new policy and support them in their role of managing travel and compliance going forward

17 Review and maintenance

- 17.1 This policy was endorsed by the Executive Leadership Team in December 2015. The policy will be monitored by Shared Service Centre on an ongoing basis, and will next be reviewed in December 2018.

18 Appendices

- 18.1 Appendix A: Subsistence rates
- 18.2 Appendix B: related documents
- 18.3 Appendix C: Documents Provenance

Appendix A – UK Subsistence Rates

REIMBURSEMENT OF EXPENSES INCURRED ON DUTY			
Valid from 17 th December 2015			
REIMBURSEMENT RATES AND LIMITS			
Rail and Air Travel – all at second class or economy and purchased through the Travel Management Company.			
MILEAGE RATES			
Mileage for society vehicles will be paid in line with HMRC Guidelines , as will mileage rates for use of personal vehicles . Rates will be loaded onto Agresso and checked on a quarterly basis. Mileage is not payable for home to work travel and vice versa			
SUBSISTENCE (All prices include VAT)			
Rates for accommodation shown below are indicative of actual rates during the last 12 months. Accommodation costs should not to exceed these rates unless there are exceptional circumstances and these are approved by claimant's line manager.			
	London	Major Cities *	Provinces
Accommodation	£110 per night (bed only)	£75 per night (bed only)	£72 per night (bed only)
Breakfast	£10.00	£10.00	£8.00
Lunch	£5.00	£5.00	£5.00
Dinner	£20.00	£20.00	£15.00
Thank you" gifts in lieu of accommodation and breakfast	£15.00	£15.00	£15.00
<i>n.b. Alcohol will not be reimbursed</i>			
*Major cities of the UK			
The following list is a list of major cities of the UK – these are cities with a population of over 400,000.			
<ul style="list-style-type: none"> > Birmingham > Bristol > Sheffield > Manchester > Leeds > Edinburgh > Leicester > Glasgow > Liverpool 			
Disabled travellers are able to register their access requirements with the current TMC Inntel therefore removing the need to be repeat details every time a booking is made. Inntel will find the cheapest suitable room. In all cases, if a room is over-budget permission to book requires approval by a senior manager. In the case of disabled travellers where accessible rooms are expected to be more costly on a regular basis due to limited availability, line managers can give an 'in principle' approval to go over budget without needing to seek approval for each individual case. The expectation is that Inntel will organise and the British Red Cross will pay for the most cost effective room available that meets access requirements.			

Appendix B: related documents

Document title	Relationship to this policy
Environmental and Carbon Reduction Policy	Guidance regarding booking most efficient method of travel
Overseas Security Policy	Must be followed when booking overseas travel
Travel Security Procedures	Must be followed when booking overseas travel
Purchasing Card Procedures	Must be followed in line with this policy
Bike Loan Procedure	Must be followed when requesting a bike loan
Season Ticket Loan Procedure	Must be followed when requesting a season ticket loan