

<b>Committee Members' Travel &amp; Subsistence Policy</b>	Cyngor Cyllido Addysg Uwch Cymru Higher Education Funding Council for Wales	
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Should you have any queries in relation to this policy and your personal circumstances, please seek advice or clarification from the secretary of the relevant committee or the Head of Resources.

This policy and related documents are available online, in large print and electronically on CD. Should you require any of these documents in an alternative format please contact Finance.

## **1 Introduction**

- 1.1 HEFCW's rules concerning travel and subsistence payments have been developed in the light of the following principles:
- the need for efficiency and effectiveness;
  - the importance of ensuring that claimants are fully and speedily reimbursed for expenses actually and necessarily incurred;
  - the need for administrative arrangements to be the minimum compatible with adequate accountability; and
  - the need for expenditure to be authorised in advance as far as possible.
- 1.2 'Official travelling or business' means travel to attend HEFCW Council committee meetings.
- 1.3 All claims should be made to and from your home address (or another agreed base). Any variations from this should be agreed in advance with the secretary of the relevant committee.
- 1.4 Claims must be submitted on the HEFCW Travel Claim form, see appendix I
- 1.5 HEFCW seeks to reimburse expenses in the most efficient and economical method and therefore prefers to make payment by BACS. Bank details should be submitted with the first claim, see appendix II.

## **2 Travel by private vehicle on official business**

- 2.1 HEFCW will reimburse Committee Members only for expenses that they actually and necessarily incur in the course of official travelling using their own vehicle.

### **2.2 Insurance**

- 2.2.1 Provision for injury or death due to accident while a Committee Member is using his or her private motor vehicle on Council committee business is the Committee Member's own responsibility.

### **2.3 Loss or damage**

- 2.3.1 HEFCW will not reimburse any Committee Member for any loss or damage resulting from the use of their private motor vehicle on Council committee business whether or not the cost of such loss or damage can be claimed under that Committee Member's insurance policy.

### **3 Mileage rates**

3.1 The standard mileage rate that may be claimed is 40p per mile.

### **3.2 Tolls and car parking**

3.2.1 HEFCW will reimburse the actual costs of toll charges incurred on official journeys. The claim should be supported, where reasonable and appropriate, by an official receipt. However where the toll charge is inherent in the journey, further verification by presentation of a receipt will not be necessary. Committee Members should take advantage of free parking facilities wherever possible, but where parking costs are necessarily incurred while using a vehicle on official business, HEFCW will reimburse the actual costs. The claim should be supported, where reasonable and appropriate, by an official receipt. Illegal parking and any fines incurred will not be condoned or paid for.

### **4 Travel by public transport on official business**

4.1 HEFCW will reimburse Committee Members only for expenses that they actually and necessarily incur in the course of any official travel using public transport.

### **4.2 Rail travel**

4.2.1 Committee Members will be reimbursed for the purchase of a standard class ticket (not first class).

4.2.2 Committee Members are encouraged to take advantage of any relevant concessions by using any rail card available to them.

4.2.3 Committee Members are encouraged to pre book train travel as far in advance as possible and should take advantage of any low cost options that may be available, for example, cheaper “closed” tickets, where their use is consistent with the efficient and economic conduct of the official business. (e.g. regarding train travel to London, purchase of a saver return plus an additional single ticket for a return at a different time, is still cheaper than an open return).

### **4.3 Taxis**

4.3.1 Costs of taxis may be reimbursed only:

- where there is no other suitable method of public transport;
- when heavy luggage has to be transported to or from the place of departure or arrival;
- when the Committee Member travelling has a mobility problem and is unable to use public transport;

- where a journey is made after dark and the use of public transport would involve a long wait in circumstances in which the Committee Member travelling would feel at risk;
- where the Committee Member is unfamiliar with the location and associated Public Transport links; or
- a combination of any of the above.

#### **4.5 Air travel (within UK)**

- 4.5.1 Air travel should only be used if it represents a saving in cost over other forms of travel; and/or where it represents a significant saving of time.
- 4.5.2 Its use must be agreed in advance with the secretary of the relevant committee who has to obtain the approval of the Head of Resources or Director of Finance and Corporate Services.

#### **5 Hotel and meal allowance**

- 5.1 If agreed in advance with the secretary of the appropriate committee, HEFCW will pay a hotel and meal allowance to Committee Members who necessarily incur expenses when they are away from home. The amounts paid must cover only the costs actually and necessarily incurred.
- 5.2 All claims for hotel and meal allowances should be for the actual amount spent, up to the maximum limits (see below), and wherever possible should be supported by official receipts. If a claim is made without an official receipt, an explanation should accompany the claim form. Claims for expenditure on alcoholic beverages are not permitted.

<b>Allowances</b>	<b>Maximum Amount Payable</b>
Accommodation including breakfast.	£85 per night, including VAT.
Evening meal allowance	£20 including VAT

## **6 Submission and authorisation of Committee Members' Travel & Subsistence claims**

- 6.1 Claims must be submitted for authorisation to the secretary of the appropriate Committee and will be processed by the finance department on the next available payment run.

## **7 Further information**

- 7.1 For further information on HEFCW's Committee Members' travel and subsistence Policy, Committee Members should contact the secretary of the appropriate Committee.

### **Appendix I**

- Committee Member T&S Form 2009/10 (English)
- Committee Member T&S Form 2009/10 (Welsh)

### **Appendix II**

- Bank details form