

## **Introduction**

1. This Travel and Subsistence (T&S) policy applies to all:
  - HEFCW Council Members and
  - Committee Members
2. The above are required to familiarise themselves with the T&S policy for Council and Committee Members and its supporting procedures, all of which are available on the extranet and/or can be made available in hard copy.

## **Statement of Policy**

3. This T&S policy confirms HEFCW's commitment to reimburse Council and Committee members only for expenses that they actually and necessarily incur in the course of official travel or business. Official travelling or business means travel or business for the purposes of HEFCW official business.
4. The T&S policy and supporting procedure have been reviewed in line with HEFCW's specific duties under the Equality Act 2010.
5. The T&S policy ensures that members are reimbursed without delay for out of pocket expenses incurred as a necessary part of their duties. Members are expected to follow the T&S procedures and keep expenses within the limits of those procedures.
6. HEFCW encourages members to reduce our carbon footprint, and to use the most efficient and economic means of travel which save both money and the member's own time and energy.

## **Responsibility and Reporting**

7. Management responsibility for HEFCW's T&S policy and its underpinning procedures rests severally with:
  - the Head of Corporate Services, responsible for this policy and working with the following staff to advise on, and coordinate, travel and subsistence input to our duties as set out below:

## Travel and Subsistence Policy – Council and Committee Members

- the Payroll Manager and members of the Finance section who are responsible for issues relating to HEFCW’s processing of pay and T&S for Council Members; and
- members of the HEFCW Finance section who are responsible for the payment of Committee Members’ T&S claims.

8. This T&S policy will be reviewed by Management Board and the Council’s HR Committee every three years (unless changes to legislation or relevant regulatory frameworks require more frequent reviews or revision).

### Supporting documentation

9. This T&S policy is supported by the following:

- T&S Council & Committee Members’ procedures
- T&S Council Members and Committee Members’ Claim Forms

Version	Date	Comment
0.1	June 2016	Draft presented to end users for consultation

Policies, procedures and guidelines are available on line, in large print and electronically on CD. Should you or someone you know require any of our documents in an alternative format please contact us on 029 2076 1861.