

Introduction

1. This Travel and Subsistence (T&S) policy applies to all Committee Members.
2. The above are required to familiarise themselves with this policy 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 policy confirms HEFCW's commitment to reimburse 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. This policy and supporting procedures have been reviewed in line with HEFCW's specific duties under the Equality Act 2010.
5. This policy ensures that members are reimbursed without delay for out of pocket expenses incurred as a necessary part of their duties. Committee members are expected to follow the T&S procedures and keep expenses within the limits of this policy.
6. HEFCW encourages Committee 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 Committee members T&S policy and its underpinning procedures rests severally with:
 - the Director 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; and
 - members of the Finance team, responsible for the payment of Committee Members' T&S claims.
8. This T&S policy will be reviewed by Management Team, Works Council 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 - Committee Members' procedures
 - T&S - Committee Members' Claim Form

Version	Date	Comment
0.1	April 2021	Management Team

If you require this document in an alternative accessible format, please email info@hefcw.ac.uk.