

LIVERPOOL CITY REGION LOCAL  
ENTERPRISE  
PARTNERSHIP

BOARD MEMBERS EXPENSES POLICY

## 1. Introduction

LCRLEP Board Members are entitled to claim reasonable expenses which have been wholly, exclusively and necessarily incurred whilst engaged on LCRLEP business. Details relating to the authorisation process are found within each section below. It is the responsibility of THE Board Member to ensure that costs incurred are reasonable.

Only expenses covered by this policy will be deemed recoverable. The limits and nature of recoverable expenses will be reviewed from time to time and determined by the Appointments Committee.

All expense claims must be submitted on the relevant LCRLEP expense claim form, signed by the Board Member, authorised by the LEP Managing Director and with the corresponding receipts attached.

LCRLEP is committed to clean growth and would encourage Board Members to consider this, particularly with regard to travel arrangements.

## 2. Travel Expenses

LCRLEP will reimburse the reasonable costs of amounts necessarily expended on travelling in the performance of the duties of a Board Member, for example to events, external meetings, training etc.

Board Members should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as the monetary cost.

### 2.1 Mileage expenses

A Board Member wishing to claim mileage expenses must be authorised to do so in advance of the journey. Authorisation is by the Managing Director and after confirming that the Board Member has valid insurance for business use.

The Board Member **MUST** be insured for business usage, including cover against risk of injury or death of passengers and damage to third party property.

All mileage expenses incurred as a result of travelling to a meeting should be recorded on the Motor Expenses Claim Form (Own Car).

If a Board Member is required by the LCRLEP to travel to a meeting, event or for another purpose using their own vehicle the following mileage rates will be payable:

First 10,000 miles per annum	45p per mile
Subsequent miles	25p per mile
Motor Cycles	24p per mile
Bicycles	20p per mile

These are the upper limits set by HM Revenue & Customs.

If circumstances occur where more than one Board Member is attending the same meeting, and where practically possible, Board Members can car share. A Passenger Payment of an additional 5p per business mile may be claimed where car sharing occurs. Passengers must be Board Members and

must also be travelling on business journeys and names of passengers together with details of their reason for travelling should be provided on the Motor Expenses Claim Form (Own Car).

## 2.2 Toll Fees and Car Parking Charges

Where toll fees and car parking charges are incurred when travelling on necessary LCRLEP business these are recoverable and should be included on the Expenses Claim Form. A VAT receipt should be obtained and attached where practicable.

## 2.3 Bus and Underground Fares

Bus and underground fares are also recoverable when incurred on necessary LCRLEP business. Board Members should obtain a multi trip ticket if it is more economical to do so and attach the tickets to the Expense Claim Form to support the expenditure.

## 2.4 Taxis

Generally, taxis should only be used where it is cost effective to do so. However, an exception to this are transfers between airports and train stations to hotels and/or conference venues where Board Members are required to carry a lot of luggage or equipment. A receipt should be obtained and attached to the claim form.

## 2.5 Trains and Planes

Train travel will be booked as standard class unless there is a clear business reason to travel business/first class. Business/first class travel needs to be authorised in advance (except where promotional offers, etc make this the same price as or cheaper than travel by standard class and evidence must be provided).

Air travel should only be used when it is the most economical and practical method of travel. Domestic air travel may only be used when the overall cost is no greater than that of other forms of travel and it can be justified for business reasons. Air travel should be economy class.

In circumstances when reimbursement is necessary through the expenses process, claims for flights should be accompanied by a receipt and valid boarding card. Claims for train travel should be supported with a receipt and the relevant train ticket for the journey made.

## 3. Accommodation

All hotel accommodation must be pre-booked in advance of the journey being made and in an effort to secure the best possible rates.

Where hotel accommodation is booked by the Board Member, the Board Member should use best endeavours to secure a room rate within the following guidelines:

Outside London Maximum £130 per night

London and Overseas Maximum £150 per night

Additional hotel costs such as bar bill and video costs must be paid for locally by the Board Member and will not be reimbursed.

#### Staying with friends or relatives

A Board Member may claim an allowance of up to £35 per night. Receipts are not required but the Board Member must confirm that the overnight stay was necessary in connection with travelling on Financial Ombudsman Service business.

An employee claiming this allowance cannot also claim reimbursement of actual accommodation and subsistence costs although they can claim personal incidental expenses (see below).

In all cases employees should retain all invoices.

#### 4. Subsistence

LCRLEP will reimburse reasonable out of pocket expenses incurred when a journey on LCRLEP business makes it necessary to stay away from home overnight. The following can be claimed each night you are away:

- Breakfast (if not included in the room rate)
- Lunch, evening meal and beverages not including alcohol. Board Members should where possible use best endeavours to limit this to £36 per day or £40 per day for London and Overseas
- Other personal incidental expenses such as short telephone call home, newspapers or laundry up to a maximum of £5 per day in the UK or £10 per day for Overseas

Lunch expenses cannot be claimed if there is no overnight stay, if attending a business meeting where lunch facilities are provided and/or if business travel is within 5 miles of Mann Island.

However, if you are not away from home overnight but have to incur extra expenses on meals as a result of extended travelling on LCRLEP business you may claim for meals and beverages. Extended travelling relates to journeys commenced before 6.30am and/or completed after 8.00pm or when travelling at lunchtime. Board Members should where practicable limit this to £18 per day and costs may include light meals and beverages which does not include alcohol.

All claims must be supported by the appropriate documentation. Gratuities and tips other than service charges in restaurants will not be reimbursed. If you wish to add a supplement to a charge or recognise good service please make this payment personally.

If staying with friends or family on a business trip, no accommodation costs can be claimed. Any incidental, additional costs of staying with friends or family (eg. meals) will continue to be reimbursed.

#### Subsistence – no overnight absence – UK

A Board Member may claim for meals and beverages up to a maximum of £20 per day when travelling on LCRLEP business. This is intended to reimburse the employee for additional expense as a result of having to travel on Financial Ombudsman Service business.

Personal incidental expenses cannot be claimed where there is no overnight stay.

In all cases employees should retain all invoices

#### 5. Entertaining and Hospitality

Entertaining is deemed appropriate where it is for genuine business reasons and is likely to help LCRLEP further its business objectives. A client, supplier or other business connection should always be present. On the occasions where this might be appropriate, advance authorisation should be acquired from a member of the senior management team in advance of extending an invitation to a business connection.

Expenditure should be recorded on the Expenses Claim Form together with details of the client or business connection being entertained, all attendees and supported by receipts.

## 6. Mobile Phones

LCRLEP Board Members who are deemed essential users will be issued with a corporate phone for business use only.

Board Members who on the rare occasion need to use either their personal mobile or home telephone for business use will be reimbursed the cost of the call plus VAT. Claims for such will be supported by the appropriate page of the itemised phone bill with the relevant call highlighted.

## 8. Training

Normally the cost of training will be paid to a training organisation directly by LCRLEP. Any course costs incurred by a Board Member following approval to attend a specific course or training event will be reimbursed via the normal claims process.

## 9. Reimbursement

Only those expenses covered by this policy will be deemed recoverable. All expense claims must be submitted on the relevant LCRLEP expense form, signed by the Board Member, authorised by the Managing Director and with the corresponding receipts attached. If a receipt is missing or where no receipt is issued it should be noted on the claim form before it is passed for approval.

Authorised expense claims should be submitted to finance promptly and in accordance with the monthly timetable. Payment will be made directly into your bank/building society account.

In exceptional circumstances expenses for a business trip may be made in advance and this is subject to approval by the Managing Director. Advances will be provided in cash at an amount appropriate to the subsistence allowance for the business trip being undertaken. Three working days' notice is required for payment of an authorised cash advance form.

Details of expenditure and receipts for advances should be submitted on the expense form and any change, in sterling, must be handed back to the Finance Department on the first working day following the business trip. The receipts plus change must equal the original cash advance. Please note that a second advance will not be authorised until receipts and change are returned from a first advance. Unless receipts, change and authorised expense sheet are not returned within 15 days of returning.