



Foundation for Healthcare Innovation and Development (FHIND) - Travel and Subsistence Policy

Overall Principles

- All employees travelling on business for FHIND are required to notify their manager of their itinerary and contact details prior to departure. Employees should ensure they are fit to undertake the journey and consult a doctor beforehand if there is any doubt.
- An employee should not be financially out of pocket as a result of undertaking official business travel. Similarly, employees should not make a profit from travelling on behalf of FHIND. Rules and guidelines relating to such expenditure will take into account both the need to meet appropriate standards (for example of travel and accommodation) and the protection and welfare of those travelling.

Value for Money and General Rules

- Only costs that are necessary and **additional** to normal daily expenditure should be claimed and reimbursed.
- Necessary expenses are those essential to you conducting your business away from your usual place of work. FHIND expects to reimburse meals for which you would not normally have to pay (within the guideline amounts) and any expenses directly related to doing your job whilst away from your usual place of work.
- **Additional** means that you should only claim for expenses over and above those you would usually incur whilst working at your usual place of work.

When undertaking any travel you must ensure that best value for money is achieved for FHIND. You should plan any trip carefully and give consideration to all costs incurred, and:

- Ensure you have line manager approval before booking your journey.
- Is your journey really necessary?
- Is there any scope for your meeting to be held in the office (and have visitors come to you)?

- Can the objective of your journey or meeting be accomplished by other means e.g. teleconference or videoconference?
- Consider whether one employee can attend a meeting/event rather than sending two or more.
- If more than one employee is travelling to the same destination, consider different methods of travel.
- Where practicable and possible, schedule meetings for a time of the day that allows participants to travel off-peak to and from the venue.
- For economic and environmental reasons, public transport should be used wherever practicable. When other forms of transport have to be used (e.g. private cars, hire cars and taxis), consideration should always be given to sharing vehicles if two or more people are travelling to the same destination.

When making travel arrangements consideration should be given to the cost-effectiveness, environmental impact and the proper use of public money.

Some examples of good practice are:

- Usage of public transport when possible
- Sharing of private transport
- Usage of any available special fare deals for public transport
- Usage of discounted rates for hotels
- Remote working rather than a return to normal place of work

The cost of travel from home to a normal place of work is never a reimbursable expense (even if for overtime or weekend working) as it would be considered a taxable benefit. Those claiming expenses, and their managers, are responsible and accountable for all budgetary decisions in respect of travel arrangements.

Accommodation and Subsistence

- Reasonable, actual expenditure incurred on overnight accommodation, meals and transport will be reimbursed, provided it is receipted
- Where meals are provided, for example as part of training courses/conferences or on airplane journeys, no additional claims for subsistence should be made.
- If an overnight stay is required, the employee will be entitled to claim for an evening meal.
- Claims for alcohol must not be submitted, even if taken with a meal. If claiming for a meal in which alcohol was consumed, the cost of alcohol must be deducted from the expense claim.
- There is no flat-rate allowance payable for staying with "Friends or Family".

Road Travel

- Those wishing to use their own private cars on FHIND business must seek prior authority from their manager.
- Where private motor vehicles are used for travel, the costs incurred will be met by the payment of the standard mileage rates

- Journeys should normally be taken by the shortest route. If a longer route is taken in order to save travelling time (e.g. to avoid road works), an explanation must be provided to support any subsequent mileage claim.
- When an employee starts a journey from their home, rather than the office, payment will be restricted to the equivalent mileage from the office, if this distance is shorter.
- Private vehicles cars should only be used for work if they are insured to do so (most policies will include cover for Occasional Business Use, but this must be checked by the driver).
- Car hire must be booked through the Company's approved supplier.

Additional Road Travel Expenses

FHIND will reimburse necessary and reasonable toll and parking costs; parking fines and driving penalty fines will not be reimbursed.

Taxis

Taxis should normally only be used for short, local journeys (e.g. transport to or from a railway station) where no public transport is available or where the use of public transport would be difficult (e.g. the transportation of heavy luggage), potentially dangerous (e.g. travel late at night) or not cost-effective (e.g. because of the extra travel time it would entail). The actual, receipted cost of taxis will be reimbursed.

Air Travel

- Air travel must be pre-authorized prior to departure.
- For Air travel with a scheduled flying time of under 8 hours must be by economy class.
- Business class can only be used if ticket flexibility is an essential business requirement.
- Those travelling abroad on FHIND business must ensure that they hold valid passports and, where applicable, visas.
- Costs associated with visas may be reimbursed; however, any such costs need to be agreed in advance with the line manager.
- The cost of any unavoidable medical expenses (e.g. inoculations) incurred specifically for overseas business trips will also be refunded.
- In planning itineraries, allowances should be made for adequate periods of recuperation between the stages of long-haul flights and before commencing duty after such flights.

Gratuities

Gratuities will only be reimbursed if the service charge is included in the price of the meal.

Monitoring and Review

The Head of Finance is responsible for reviewing the application of this policy.