



STFC Travel and Subsistence Expenses Policy for Members of Advisory Bodies

Travel and Subsistence Allowances

- 1.1 Members of Advisory Bodies will be reimbursed their actual reasonable expenses incurred in attending meetings or other STFC business; provided the rules set out below are observed. Members should take proper account of the need for economy, and should arrange, wherever possible, to travel by the cheapest possible route and means. Standard and economy class travel should be the rule.
- 1.2 Committee Secretaries will always be prepared to advise members on individual circumstances before journeys are made. It should be understood that the allowances, whether on account of travelling or subsistence, are intended only to reimburse amounts actually expended, but see Paragraphs 1.20 to 1.23 for details of income tax, National Insurance and VAT arrangements currently in force.
- 1.3 Claims for reimbursement should be as detailed as possible. The method of travel, expenditure on fares, taxis, etc, should be specified and, where appropriate, supported by receipts.
- 1.4 All expense claims must be made within three months of the meeting for which they were incurred. An electronic form will be provided and this should be returned to the meeting organiser together with all relevant receipts. Bank account details will need to be provided with each expense claim submitted.

Insurance Cover

- 1.5 The cost of insurance cover will only be reimbursed in cases where it is an integral part of the service purchased (see, for example, Paragraph 1.6). In all other cases (that is, where members voluntarily choose to supplement the existing insurance cover as a matter of personal choice), members must meet the costs of insurance. The STFC will not accept any liability for insurance claims where members themselves have made the arrangements.

Class of Travel

- 1.6 Rail travel will be by Standard Class, except in exceptional circumstances and where agreed by STFC in advance of the journey. STFC will meet the cost of seat reservations where necessary, and of sleeping berths where overnight travel is required. Air Travel will be in economy class and members are expected to take advantage of the most economic fares available. For overseas travel, members should contact the Executive to discuss the individual circumstances of the proposed journey.

Taxis

- 1.7 The cost of the reasonable use of taxis (eg where there is no adequate public transport) will be reimbursed, however receipts must be provided in the support of claims.

Car Hire

- 1.8 The actual reasonable cost of car hire, including collision damage waiver when such insurance is a condition of hire, will be reimbursed (but expenditure on additional personal accident insurance is not reimbursable - see Paragraph 1.3). Vouched expenditure on fuel will also be reimbursed.

Use of Private Motor Vehicles

- 1.9 Members who prefer to use their private motor vehicles on STFC business may do so, provided their insurance policies contain the following minimum requirements:
- normal third-party insurance as required by law for all road users, and including cover for damage to the property of third parties;
 - cover for bodily injury to, or death of, any passengers;
 - cover for use by the policy holder in person on STFC official business with provisions that:
 - receipt of mileage allowance does not constitute "hire", and receipt of a passenger allowance does not constitute "hire and reward";
 - indemnify the STFC as an employer against third-party risks to the same extent as the insured is covered by his/her own policy;
 - permit the carriage of STFC goods in the car (insurance of the goods themselves is not necessary).
- 1.10 Although comprehensive insurance is not a requirement, members should note that the STFC will, in no circumstances, be responsible for repairs to a private vehicle which has been damaged while in use on STFC business.

Mileage Allowance

- 1.11 Mileage allowances are payable when members use their private motor vehicles on STFC business for journeys for which it would, in all the circumstances, be reasonable and of benefit to the STFC for the vehicle to be used. There are two rates applicable.
- 1.12 The approved rate applies for journeys where no other means of transport can reasonably be considered to be viable, e.g. home to station, cross country journeys, no hire car available. The current approved rate is 45p per mile and is applicable for journeys up to 130 miles a day.
- 1.13 The permissive rate applies for journeys where the member uses his/her car in preference to public transport or a hire car for his/her own convenience. The current permissive rate is 25p per mile.
- 1.14 For journeys in excess of 130 miles per day the mileage allowance will be calculated as whichever is the greater of (a) 130 miles a day at the approved rate or (b) the actual mileage at the permissive rate. Members who, because of disability, are unable to travel by public transport will also be paid at the approved rate in all cases.
- 1.15 In the interests of health and safety members are advised not to drive more than 300 miles in a single day. Journeys should be organised in such a way so as to avoid any excessive length of time spent driving. It is also not advisable to drive after a long haul flight; arrangements should be made for an overnight stay in such instances, or alternatively a taxi may be used for the journey home.
- 1.16 The following allowances are also available:

- Passenger allowance: The passenger supplement payable on journeys attracting either the approved or permissive rate of mileage allowance is 5p per mile for each official passenger. The name of the passenger should be included on the claim form.
- Motorcycles: 24p per mile.
- Bicycles: 20p per mile.
- Equipment supplement: 2p per mile.

Garage Expenses, Tolls and Ferries

- 1.17 Reasonable expenses incurred on parking, overnight garaging, tolls and ferries may be reimbursed in respect of journeys which qualify for the approved mileage rate. Receipts should be produced when claiming reimbursement. When the permissive rate of mileage allowance is paid, these charges will only be met to the extent that the total cost to the STFC does not exceed the cost of the journey by public transport.

Overseas Travel

- 1.18 If it is necessary for a member to travel overseas in the course of official STFC business, then STFC should be consulted as far in advance of the intended trip as possible, so that the appropriate advice can be given regarding travel and accommodation arrangements, and medical and insurance cover.

Accommodation and Meals

- 1.19 All necessary accommodation and meals in respect of attendance at Council meetings will normally be arranged and paid on behalf of members by the STFC. Where this is not the case, members may be reimbursed reasonable expenses for accommodation and main meals. Receipts must be provided and members are reminded of the need for economy. No alcohol taken with meals can be claimed for by members of advisory bodies
- 1.20 STFC's policy is to reimburse reasonable actual expenses. What is reasonable will depend on the circumstances; but claims for overnight/daily expenses should not normally exceed the following indicative maxima:
- Overnight Accommodation (per night, UK, bed and breakfast) £120 (£170 London & Edinburgh)
 - Breakfast (if not included in cost of overnight accommodation) £7.50
 - Lunch £15
 - Dinner £25
 - Private accommodation allowance, for staying with family or friends (per night) (Subject to Tax and NI) £25.00 (net of tax & NI) – please ask the meeting organiser for the relevant claim form
 - Maximum reimbursement for actual personal incidental expenses (per night) £5.00

Additional Care Costs

- 1.21 Panel members may be reimbursed the unavoidable additional costs of child-minding and the care of dependent relatives and pets where such expenditure arises from the need to work outside normal working hours (e.g. because they need to travel/stay away on official business). Payments for these expenses are subject to tax and National Insurance and will, therefore, be grossed up and claimed as a taxable expense through UKSBS Payroll. Since such payments can be considerable, the Committee secretary should be consulted beforehand. If agreed, the Secretary will provide you with the form to submit your claim.