

<b>Policy Name:</b>	<b>Expenses Policy</b>
<b>Who it applies to:</b>	Members of CILEx Regulation Board, Admissions and Licensing Committee, Strategic Risk Committee, Professional Conduct Panel and Clerk, Disciplinary Tribunal and Clerk, Appeals Panel and Clerk, External Assessors, Compensation Claims Adjudicators, and all other contractors for service
<b>Date:</b>	11 April 2018
<b>Last reviewed:</b>	11 May 2021
<b>Revised:</b>	17 May 2022
<b>Review Date:</b>	May 2023

## Introduction

1. This policy has the following broad aims:
  - to ensure that expenses are reimbursed appropriately where wholly, exclusively and necessarily incurred on behalf of CILEx Regulation and that claims are promptly paid;
  - to provide a reasonable standard of travel, accommodation and subsistence;
  - to have a claims process consistent with sound accounting practice and the requirements of HM Revenue and Customs (HMRC).
2. This policy is founded on the principle that you will restrict both the level and nature of your expenditure to that necessary to fulfil your role. Where possible, travel arrangements should be booked in advance to obtain best available prices.
3. Expenditure for personal or domestic arrangements that might arise to facilitate attendance at meetings or events is not reimbursed.
4. CILEx Regulation will not pay for spouses/partners to attend activities, events or functions.
5. If you have a disability, exceptions will be made to meet specific needs. If this is the case, please contact the office for further guidance.
6. All expenditure must be supported by itemised receipts (not credit/debit card vouchers).
7. Any parking fines and penalties will not be reimbursed.

## **Travelling on business**

8. Travel arrangements should reflect the most economic mode of transport, except where this would involve unreasonable journey times or add costs by necessitating overnight stays.

### **Rail travel:**

9. Rail travel should be standard class. Reimbursement will be for rail fare between the most appropriate departure station and the location of the meeting or event.
10. Where possible (and where there is a cost saving) advance tickets should be pre-booked for specific journey times. Fully flexible tickets are usually more expensive and should only be purchased where there is a demonstrable need.
11. In exceptional circumstances first class rail travel may be booked if the first-class ticket cost is no more expensive than a standard class ticket, booked in advance of the event, for the same journey. Evidence of best value will be required at booking.

### **Air travel:**

12. Short haul air travel will be reimbursed for economy class or the equivalent fare. Air travel should only be used where the total door-to-door cost is cheaper than rail and road travel (such as a taxi or driving) or where there are other overriding considerations. Prior approval must be obtained.
13. There should be no need for long haul air travel but should an exceptional situation arise this should be economy class unless exceptional circumstances justify business class. Prior approval must be obtained from the Chair (or longest serving Lay Member if it relates to the Chair) and Chief Executive

**Road travel:**

14. Mileage allowance will be paid at the prevailing rates published from time to time by HMRC. For audit and tax purposes the start and finish points of the journey must be shown on the claim form along with the total number of miles claimed. Each mileage claim form must also reflect the cumulative total miles claimed within each tax year (6 April to 5 April).
15. CILEx Regulation will not accept liability for loss or damage to private vehicles used on business. The vehicle must be insured for business use prior to making the journey. Any additional insurance premium is not a claimable expense.
16. Car parking will be reimbursed.
17. Payment for hire of a car and associated costs for fuel and insurance will only be made when public transport is either not available or the total door-to-door cost is less than public transport or taxi. Prior approval must be given.

**Taxis:**

18. Taxi fares will be reimbursed for travel on business in the following circumstances:
  - carrying bulky/heavy files, equipment or luggage;
  - it is an awkward route by public transport;
  - it is essential, or otherwise cost effective, to go by taxi;
  - travelling late at night.
19. Please specify the start and finish points and the reason for your taxi journey on your claim and attach a taxi receipt. Taxi fares to restaurants and other locations that are not an essential part of committee, assessor or panel business will not be reimbursed.

**Overnight accommodation:**

20. Requests for hotel accommodation must be made to the office. Please include details of the event/meeting and reason why an overnight stay is required. Hotel accommodation, including breakfast, is booked by the office using a preferred hospitality provider and paid for direct by CILEx Regulation. Reasonable personal requirements (such as dietary needs)

should be provided with the request. The cost of newspapers will not be reimbursed. Should you require dinner at the hotel you will need to make your own reservation, pay at check out and claim reimbursement with receipts.

21. Hotel accommodation will be arranged for the night before a meeting or event, where it would be impractical to arrive for the start of the meeting or event otherwise. This would usually be where it would be necessary to leave home before 7.00am or travel a distance further than 70 miles. Exceptions to the above require prior approval. Where an exception is requested due to travel routes and prevailing traffic conditions, this can be sought with reference to an individual, rather than on a meeting by meeting basis.
22. Hotel accommodation will only be booked where necessary to ensure arrival on time or otherwise where safety or welfare may be placed at risk, e.g. by having a long journey home late at night.
23. Hotel charges for internet usage will be reimbursed where incurred in the conduct of CILEx Regulation business.

**Subsistence:**

24. The reasonable cost of meals and non-alcoholic drinks will be reimbursed.
25. If there is a business requirement for overnight accommodation, the reasonable cost of an evening meal including non-alcoholic drinks, will be reimbursed subject to a maximum of £30 inclusive of VAT and any room service charge. Room service charges should be avoided where possible. Alcoholic drinks will not be reimbursed.
26. The cost of breakfast can be claimed, up to a maximum of £5, when on business travel that requires you to be travelling before 7am, or for breakfast where overnight accommodation for the role has been agreed. This does not include travel to the office.
27. The cost of lunches purchased will be reimbursed, up to a maximum of £10, when travelling on business for a period of 5 hours or more in a single day.
28. Drinks and snacks outside allowed meals will not be reimbursed.
29. Reimbursement will be made on production of receipts.

**Cancellation of hearing or meeting:**

30. Where a hearing or meeting is cancelled at short notice and out of pocket expenditure has been committed to and is irrecoverable, CILEx Regulation will reimburse accordingly.

**Procedure for claiming expenses**

31. All claims must be submitted on a prescribed claim form. Claims will be settled by BACs.
32. Claims must be submitted as soon as possible after the expense has been incurred. Only claims made within 30 days of the expense being incurred will be paid. In exceptional circumstances CILEx Regulation will pay a claim up to 90 days after the expense was incurred with prior consent. It is particularly important that claims are submitted promptly after the year-end date of 31 December to ensure that expenses are properly accounted for. All claims for December and prior must be received by the office by the end of the first working week in January.
33. Claims should clearly set out the title and dates of the meeting or event, and the location.
34. Electronic copies of the itemised original receipts are required for all expenditure and should be submitted via email with the relevant claim. If it is not possible to send receipts electronically, they must be mailed to the registered office address prior to payment of any claim. It is particularly important that detailed restaurant receipts are provided. Petrol receipts are not required for mileage claims.
35. Credit and debit card vouchers are not acceptable in place of itemised receipts. Please note that un-receipted expenditure will be deducted.
36. You will only be reimbursed for your own personal expenditure. Any costs incurred paying for others will not be reimbursed.
37. This expense policy will cover most situations. However, it cannot cover every eventuality. CILEx Regulation will exercise reasonable discretion on exceptional items, within the spirit of the policy and subject to HMRC requirements. Such cases will be considered on a case-by-case basis, using the principle that no one should be out of pocket over reasonable expense incurred. Please seek prior agreement before incurring any



expenditure that falls outside this policy unless exceptional circumstances prevail. The CEO's decision is final.