

## Travel and Expenses Policy

This policy sets out the LLEP expectations in relation to business travel and the aspiration around selecting modes of transport.

This policy aims-

- minimise the environmental impact of business travel
- minimise the financial impact of business travel.

This policy applies to all board members and staff who incur reasonable expenses wholly, necessarily, and exclusively incurred in connection with the business.

The general principle accepted by the LLEP Board is that the role of a Board member is non-remunerated, however, it is recognised that this general principle could place unreasonable expenditure expectations on those with significant external visit expectations.

All private sector Board members undertaking significant Board related activity will be eligible to claim legitimate travel expenses for any travel undertaken on approved LLEP business.

For clarity, the LLEP does not pay expenses to Board or sub-board members for attendance at routine, scheduled meetings, but expenses will be paid in exceptional circumstances where agreed in advance with the LLEP Chief Executive.

### Modes of transport

In line with the recent Government legislation to reduce CO2 emissions by 78% before 2035 compared to 1990 levels, it is important that we all do our part in helping the Government meet its targets.

Road transport accounts for 35% of energy use in Leicester and Leicestershire. In the UK as a whole, the transport sector is responsible for 24% of CO2 emissions. Within Leicester and Leicestershire, the road transport sector accounts for the majority of air pollution. Within the city itself during 2014, 80% of all NOx emissions came from transport<sup>1</sup>.

Any travel undertaken must be made with regards to the environmental impact. You must consider whether travel is necessary and, if so, the means of transport for each business journey.

All Board members and staff have a duty to minimise business travel and only undertake travel if there is no alternative.

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<sup>1</sup> [air-quality-action-plan.pdf \(leicester.gov.uk\)](https://www.leicester.gov.uk/air-quality-action-plan.pdf)

Our preferred mode of transport should be by public means, however, it is recognised that sometimes there is no alternative to using a car for business travel and this policy is not intended to impede travel by car where it is required.

If a journey is to be made by car, preference should be given to travelling in an electric vehicle and car sharing to keep the carbon and air pollution emissions as low as possible per person

Travel by taxi is only to be undertaken as a last resort.

Where Board members and staff use their own vehicle (car, motorcycle, moped or bicycle) for business travel they will be paid the HM Revenue & Customs car mileage rate, currently this is 45p per mile.

First class train travel is not permitted, unless within reason and only when expressly authorised by the LLEP Chief Executive. Booking's should be made in advance as far as possible to reduce the financial burden.

Prior to considering travel options, an assessment should be made of the necessity to travel and to be physically present. If it is essential to physically meet, where possible the meeting location should be decided based on minimising overall travel for all participants and/or ensuring that sustainable travel options are viable e.g. holding the meeting at a location on or near to a public transport route. To plan your route within Leicester and Leicestershire visit [...A smarter way to travel for Leicester and Leicestershire > Choose How You Move](#)

For journeys of 100 miles or more (round trip) Board Members and staff are required to use public transport or a pool/hire car unless there is a sound business reason not to. In such circumstances travel in the member's own vehicle must be authorised by the LLEP Chief Executive.

Access and disability related requirements must be considered when assessing feasibility of travel choices, this policy should not be applied to the detriment of those with restricted mobility or other disabilities.

In addition, wherever possible communication tools such as Telephone, Email, Skype, Teams and video conferencing facilities should be used as an alternative to travelling.

## Subsistence Expenses

Allowances are available to provide compensation for expenses incurred whilst undertaking official duties. Board members and staff should not be either financially disadvantaged or advantaged because of genuine business expense.

Subsistence allowance will only be reimbursed up to the maximum amounts stated, and upon the production of a valid receipt. If you attend an event and meals are provided you may not claim any additional expenses in respect of such costs.

**Breakfast** If leaving home before 6.30 am to travel or to attend a training course. Maximum amount £6.03

**Lunch** Where the member is away from their workplace at lunchtime and their usual meal arrangements are disrupted. Maximum amount £8.32

**Tea** Where the member is away from Leicester and not able to return to Leicester before 7.00 pm. Maximum amount £3.28

**Evening Meal** Where the member is away from Leicester and not able to return to Leicester until after 8.30 pm Maximum amount £10.31

Any expenses incurred by Board members and staff should not include any alcohol purchases therefore any claims that include alcohol will not be reimbursed.

Board members and staff may claim for parking when there is no free parking available at the site of a business event. Any fines or penalties incurred for motoring or parking offences will not be reimbursed under any circumstances and are the responsibility of the claimant.

## Claiming expenses

The responsibility for submitting proper claims rests with individual LLEP members. Members must also maintain an official record of their business journeys, showing full particulars of the journeys, and reasons for the journeys.

When using their own vehicle (car, motorcycle, moped or bicycle) for business purposes:

- You must have hold a current driver licence for the class of vehicle you will be driving and must show evidence of this upon request
- You must ensure your car has a valid MOT
- Your vehicle must have valid insurance which should be available upon request

Expenses should be submitted as soon as possible after they have been incurred and always within three months. For low value costs it is preferable for them to be consolidated with other expenditure rather than to have multiple small claims

When submitting travel and expense claim forms, LLEP Members must ensure that they have included all the necessary information (Address, bank details, car registration number and attached VAT receipts, where applicable). Claim must be submitted to the LLEP Chief Executive

Failure to adhere to these requirements will result in your claim being sent back which may delay payment.

