

CIVIL AVIATION AUTHORITY



TRAVEL AND RELATED EXPENSES POLICY

Version 1

The following sets out a summary of the CAA's policy on Travel and Related Expenses. Claims under the policy are subject to scrutiny to ensure that they are necessary and efficient. In addition our arrangements are subject to independent Internal Audit reviews, which are reported to the Audit Committee.

TRAVEL AND RELATED EXPENSES

1. GENERAL

1.1 All claims for Travel and Related expenses will be considered against the following guiding principles.

Expenses must be:

- Strictly necessary to meet the CAA's business needs
- Actually incurred
- Additional to normal daily spend
- Reasonable in all circumstances
- The most cost effective way of meeting a necessary cost
- Supported by appropriate receipts wherever possible.

1.2 To minimise costs, arrangements will be made at the earliest opportunity, with off peak tickets and with fixed availability where that is the most efficient means.

2 BUSINESS EXPENDITURE

2.1 Business Expenses

Actual costs, supported by an original receipt, are reimbursed. The following guidelines give an indication of the level of expenditure which is appropriate.

2.2 Accommodation

2.2.1 Hotel bills should be appended to claims. Guidance regarding hotels offering preferential rates may be published from time to time in the form of a Hotel Guide. Where circumstances make it necessary to exceed this level a brief note on the claim form will be required.

2.2.2 Reservations should be made through the organisation which handles the CAA's business travel account in order to take maximum advantage of preferential rates.

2.2.3 Reasonable incidental expenses (e.g., telephone calls home) will be reimbursed.

2.3 Meals

- 2.3.1 The cost of meals will be reimbursed and original receipts should accompany claims to allow the CAA to recover the VAT element. This may include the cost of meals for other employees, for example, when visiting other CAA offices on business.

2.4 Hospitality

- 2.4.1 Expenditure on hospitality which conforms to the CAA's Corporate Ethics Policy and to the HMRC requirement that it was incurred "wholly exclusively and necessarily in the execution of duty" may be claimed.

2.5 Travel

2.5.1 Rail

Tickets should be standard class.

2.5.2 Road

2.5.2.1 Taxis and Hired Cars - You may use taxis and reclaim the cost. The use of hired cars should normally be arranged through your travel coordinator.

2.5.2.2 CAA Owned or privately owned cars - Fuel costs for journeys undertaken on business to offices other than your normal place of work may be claimed. Different mileage rates are applicable depending on whether or not the CAA provides a car/supplement in lieu.

2.5.4 Air

2.5.4.1 Domestic and European Destinations - Economy class tickets with fixed out and return dates.

2.5.4.2 Intercontinental Destinations - BA World Traveller plus class or an equivalent.

2.6 Authorisation

2.6.1 Expenses claims require counter-signature and may be liable to subsequent review and scrutiny by auditors.

2.6.2 The following structure will apply to the approval and authorisation of expenses:

- Grades 1 to 10 and Personal Contract Staff – Line Managers
- Executive Directors – the CEO or Chairman

- CEO – the Chairman
- Non-Executive Directors – the Chairman
- The Chairman – the Chair of the Audit Committee

2.7 Claim forms

- 2.7.1 Expenses should be claimed on the appropriate form, normally within one month of the visit.
- 2.7.2 Credit card sales slips are unacceptable for VAT purposes. Original receipts bearing a VAT registration number should support expenses claims where possible.