

CONSUMER CHALLENGE BOARD (CCB)

30 AUGUST 2017

Expenses policy

1. General

a. Principles

This document lays out general travel and subsistence policy and relates to out of pocket expenses incurred as a result of the duties undertaken for the Heathrow Consumer Challenge Board (H7 CCB). The overriding principle for expenses claims is that they should only cover the costs necessarily incurred in carrying out such activities. H7 CCB is funded by stakeholders including passenger-funded parties, and therefore should provide value for money. Individuals are responsible for ensuring that any claims made under this policy are appropriate and that the expenditure can be justified as a proper use of stakeholder money. Reasonable expenses incurred by individuals as a result of undertaking their duties will be reimbursed. Individuals should pay their own bills and claim reimbursement. With the exception of the allowances for private car mileage, claims should be supported by VAT receipts.

If there is a particular reason for an expense outside of the policy, then with the H7 CCB Chair or secretariat approval, it may be considered appropriate that it is covered.

b. Process

Expense claims should be submitted on a monthly basis. To consolidate approval and processing, claims should be submitted by the monthly deadline agreed with the CAA for PAYE approval, which is generally at least five working days before the end of the month.

2. Travel expenses

Individuals are responsible for selecting the most appropriate mode of transport taking into account value for money. Rail travel should be standard class unless travelling first class is cheaper than standard class travel. Air travel should be on economy class. Individuals are not expected to use taxis except when necessary, which includes the following situations:

- Group travel where a taxi may be a cost effective option;
- Locations where public transport is unavailable or very inconvenient;
- When there is heavy luggage;
- When speed is a business necessity;
- There is a safety consideration, e.g. late at night.

Car parking, toll charges, ferry and car hire and associated petrol costs will be reimbursed in line with the general principles.

Individuals may travel by private car when:

- A journey by car would significantly reduce the journey time;
- The carriage of papers and equipment make a car a better option; or
- There is a safety consideration, e.g. late at night.

Individuals will be reimbursed at a rate per mile at 45p per mile for the first individual inclusive of VAT. This rate covers wear and tear of the vehicle, insurance, petrol, oil and other maintenance costs. No other claims should be made for additional motor costs.

3. Accommodation

Use of hotel accommodation is permissible when travelling home is not practical or an overnight stay is a sensible use of time or a business requirement. Individuals will be reimbursed for the cost of bed and breakfast in a hotel of an appropriate standard, generally equivalent to a 3 star rating, subject to the target cost guideline below:

UK capital cities	£110 per night
UK regional locations	£75 per night

With the approval of the H7 CCB Chair, if it is not possible to procure a room at this target cost, hotel costs above this guideline, up to £165 and £115 respectively, will be accepted.

A flat rate daily allowance of £5 per night may be claimed to cover personal expenditure incurred while away from home overnight.

4. Subsistence expenses

Individuals will be reimbursed for the cost of meals whilst on official business only if an overnight stay is required. Alcoholic drinks are reimbursable only as part of an evening meal. Gratuities and tips will be reimbursed only if they are a service charge included within the bill. Meals and refreshments will be reimbursed subject to the limits below:

Meal if out of home overnight	Up to £30 per day
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5. Out of pocket expenses

Individuals will be reimbursed for receipted out of pocket expenses were incurred wholly, necessarily and exclusively for activities related to H7 CCB. These include:

- Telephone calls;
- Mobile phone calls;
- Stamps and stationery;
- Entertaining and working lunches.

Claims must state the individuals and organisations included and the reason for the expenditure.