

Policy on Colleagues' Expenses

Purpose

1. The purpose of this Policy is to set out the responsibilities of colleagues within the Legal Services Board (**'the LSB'**) when claiming reimbursement of expenses.

Scope

2. This Policy applies to LSB Board Members, OLC Board Members, Legal Services Consumer Panel Members, full time and part time employees on full or short-term contracts, and to others working with the LSB, including secondees, agency contractors and others employed under a contract of service (hereafter collectively referred to as **'colleagues'**).

Expenses claims

3. The LSB operates an electronic system of claim authorisation. To avoid rejection of claims at the formal approval stage, colleagues are requested to summarise their claim on a *LSB colleague's expenses form* and together with supporting receipts pass these to their line manager (or, in the case of Board and Consumer Panel Members, the Corporate Governance Manager) to confirm that the claim is in order and within the expenses policy guidelines.
4. Colleagues (other than Board and Consumer Panel Members) can then either enter their own claims onto the Focal Point System or request that one of the administrative assistants enter this on their behalf. All forms and receipts should be scanned and uploaded to Focal Point as documents attached to the claim.
5. Focal Point will issue an automatic email to the colleague's line manager (or, in the case of Board and Consumer Panel Members, the Corporate Director) asking them to view the expense claim and if appropriate to approve it for payment.
6. All claims for expenses must be supported by appropriate receipts or vouchers (credit card slips alone are not accepted as receipts).
7. Claims will not normally be approved in respect of expenses incurred more than three months before the date of the claim but may be paid at the discretion of the line manager (or, in the case of Board and Consumer Panel Members, the Corporate Governance Manager).
8. HM Revenue and Customs ('HMRC') requires receipts to be submitted in respect of all claims for expenses (including travel). This explicitly includes receipts for travel on public transport, including claims for journeys on a pay as you go London Transport oyster card). HMRC has granted a concession for parking paid by telephone, but only if it is impossible to obtain a receipt.
9. Colleagues should seek guidance before incurring high levels of expenditure or expenditure on items which are not mentioned in the policy.
10. Travel and subsistence expenses may be claimed at the rates set out at the Annex to this policy. The Annex may be re-issued, from time-to-time, to reflect alterations in the rates that will be paid, subject to the approval of the Audit and Risk Assurance Committee.

Items that can be claimed

Allowances

11. The general principle is that nothing may be reimbursed beyond actual expenditure reasonably incurred on the necessary business of the LSB.

Train

12. In line with wider public sector policy, the LSB will reimburse colleagues for travelling by train on journeys incurred wholly, exclusively and necessarily in the course of their duties, and colleagues should make sure they obtain the best value they can. In this regard, all colleagues should be aware of the following:

- a. Colleagues will normally only be reimbursed for standard class travel
- b. Any colleague with a disability may request approval to travel first class travel as part of *reasonable adjustments to carrying out their duties*, but approval must be obtained in advance of the journey. (A 'standard permission' may be granted depending on the nature of the adjustment required). The Corporate Governance Manager should be contacted in the first instance to discuss the request and he will advise the appropriate mechanism for obtaining approval to travel first class in these circumstances.
- c. Colleagues who wish to travel first class at their own expense (i.e. are content to pay the first class supplement as part of the original ticket rather than a separate payment), and claim the standard fare for the journey, are required to submit their tickets, as well as written confirmation of the cost of the equivalent standard class journeys (such as a screen shot from the booking page). In determining the cost of the equivalent standard class journeys, the same discounts, such as gold card, senior or young person's rail card should be applied at the same time as the first class ticket was purchased. Colleagues will be reimbursed at the standard rate, provided that this is less than the cost of the first class ticket purchased.

13. It is expected that tickets would normally be purchased in advance, as this generally provides better value for money. Colleagues should use the corporate credit card and make their own travel arrangements or request the help of an administrative assistant.

Air

14. In the rare event that a colleague needs to travel by air, it should normally be by economy class. For colleagues with disability issues, the same approval should be sought as set out in paragraph 12.

15. Within the UK, air travel should be used only when it is cost effective (for example cheaper than by train), or where the time saving is sufficient to justify any extra expense over road and rail travel.

16. If you are considering travel by air, the Corporate Governance Manager should be contacted in the first instance.

Taxis

17. Taxis may be used where there is no other public transport available or when they are more cost effective than other forms of transport.
18. Taxis may also be used for short journeys with heavy luggage or where several colleagues are travelling together to the same meeting.
19. Colleagues who have to work on LSB business after 10.00 p.m. may take a taxi to their usual mainline railway or London Underground station or may take a taxi directly to their usual home address (or hotel if they are away from home on LSB business) where this is necessary to ensure a safe journey home.
20. Claims for taxi fares, including gratuities (which should not exceed 10 percent of the fare), should be supported by receipts (which, in the case of evening journeys permitted under paragraph 19, should include date and time stamping). All taxi drivers will produce a receipt if requested.

Car Mileage

21. Car mileage for business journeys may be claimed at the rate set out at the Annex to this policy, subject to it being more cost effective to travel by car rather than by public transport or there being no suitable public transport available.
22. In order to use a private car the person making the claim must have confirmed that they have an appropriate endorsement in their insurance policy for 'business use' and that a copy of this policy is provided to the LSB for inspection each year.

Meals

23. Subsistence expenses (based on actual receipts) will be paid to or on behalf of colleagues performing business away from their normal place of work for a period of at least five hours during which they have purchased one meal, or a period of at least ten hours during which they have purchased one or two meals.

Overview and Review

24. Abuse of this Policy, including the submission of false claims, may be subject to disciplinary action, including dismissal.
25. This Policy does not form part of any colleague's contract of employment and the LSB can change this Policy from time to time.

Approved by the Board on 26 October 2016

Current Rates of Travelling and Subsistence

This Annex may be re-issued, from time to time, to reflect any alterations in the rates paid.

1. Travel

- a) By car: rates *per mile*: (in a tax year)
- **First 10,000 miles** 45p
 - **Over 10,000 miles** 25p
- b) Motorcycle allowance: 24p per mile

2. Subsistence (based on actual receipts)

a) Day

- One meal 5 hour rate¹ - up to £5
- Two meal 10 hour rate² - up to £10

b) Night Subsistence per night

In the event that it is necessary, to fulfil LSB business, to stay overnight in a hotel, authority must be obtained in advance from a member of the Senior Leadership Team (or, in the case of Board or Consumer Panel Members, the Corporate Governance Manager).

Hotels in London

Actual expenditure up to a ceiling of £120 for bed and breakfast costs plus if away for at least 24 hours up to £21 for lunch and evening meal unless this is provided.

Hotels elsewhere

Actual expenditure up to a ceiling of £100 for bed and breakfast costs plus if away for at least 24 hours up to £21 for lunch and evening meal unless this is provided.

3. Overseas travel and subsistence

If a colleague is required to travel overseas on LSB business, reimbursement will be made for meals and accommodation on a 'reasonable charge' basis, which should be discussed in advance with the Corporate Governance Manager, and agreed by the Chief Executive as Accounting Officer.

¹ One meal (5 hour) rate – The rate may be paid where a person has been undertaking qualifying travel (i.e. travel and business away from their normal place of work for which a claim for subsistence would be paid) for a period of at least 5 hours and has incurred the cost of a meal

² Two meal (10 hour) rate – The rate may be paid where a person has been undertaking qualifying travel (i.e. travel and business away from their normal place of work for which a claim for subsistence would be paid) for a period of at least 10 hours and has incurred the cost of a meal or meals