

## 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 Board 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 Board Secretary) 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 Board Secretary).
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 Committee.

## **Items that can be claimed**

### **Allowances**

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

### **Train**

15. Colleagues should normally travel standard class, except for long journeys (over 90 minutes), unless it is necessary to use first class travel to ensure confidentiality or to enable appropriate work to be carried out or to secure best value for money.

16. Tickets should wherever possible be purchased in advance. Colleagues should use the corporate credit card and make their own travel arrangements or request the help of an administrative assistant.

### **Air**

17. In the unlikely event that a colleague needs to travel by air, it should normally be by economy class. Business class is acceptable where the scheduled flight duration is more than six hours, but only with the prior approval of the Chief Executive (or, in the case of Board or Consumer Panel Members, the Chairman).

18. Within the UK, air travel should only 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.

### **Taxis**

19. Taxis may be used where there is no other public transport available or when they are more cost effective than other forms of transport.

20. Taxis may also be used for short journeys with heavy luggage or where several colleagues are travelling together to the same meeting.

21. 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 where this is necessary to ensure a safe journey home.

22. 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 21, should include date and time stamping). All taxi drivers will produce a receipt if requested.

## **Car Mileage**

23. 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.
24. 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 has been provided to the LSB for inspection each year.

## **Meals**

25. Subsistence expenses (based on actual receipts) will be paid to or on behalf of colleagues performing business away from their normal place of work who are prevented from taking a meal that they would normally take at their home (breakfast or evening meal) or place of work (lunch).

## **Overview and Review**

26. Abuse of this Policy, including the submission of false claims, may be subject to disciplinary action, including dismissal.
27. 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 30 November 2011

**Current Rates of Travelling and Subsistence (30 November 2011)**

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*:

- **First 10,000 miles** 45p
- **Over 10,000 miles** 25p

b) Motorcycle allowance: 24p per mile

**2. Subsistence (based on actual receipts)****a) Day**

Lunch - up to £5

Evening Meal - up to £15

**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 Management Team (or, in the case of Board or Consumer Panel Members, the Board Secretary).

***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.