

British Transport Police Authority

Expenses Policy

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1. POLICY STATEMENT	3
<i>Who the policy applies to.....</i>	<i>3</i>
2. PURPOSE OF THE POLICY	3
3. LINKS TO OTHER DOCUMENTS	3
4. RESPONSIBILITIES UNDER THE POLICY	3
<i>General Responsibilities</i>	<i>3</i>
5. MEMBERS AND STAFF WITH SPECIAL REQUIREMENTS	4
6. CATEGORIES OF EXPENSES & LIMITS FOR CLAIMS	4
TRAVEL	4
<i>Home to work travel</i>	<i>4</i>
<i>Taxis</i>	<i>4</i>
<i>Late night travel</i>	<i>5</i>
<i>Travel by train</i>	<i>5</i>
<i>Air travel.....</i>	<i>5</i>
<i>Motor car/motor cycle mileage claims</i>	<i>5</i>
<i>Oyster cards/contactless payments.....</i>	<i>6</i>
<i>Railcards.....</i>	<i>6</i>
ACCOMMODATION.....	6
<i>Hotel accommodation (London/non-London).....</i>	<i>6</i>
SUBSISTENCE.....	7
<i>Breakfast</i>	<i>7</i>
<i>Lunch.....</i>	<i>7</i>
<i>Evening meal</i>	<i>7</i>
<i>Entertaining</i>	<i>7</i>
PROFESSIONAL SUBSCRIPTIONS.....	8
EXPENDITURE NOT COVERED.....	8
7 PAYMENT OF EXPENSES CLAIMS	8
<i>Making a claim</i>	<i>8</i>
<i>How will e-Expenses work?.....</i>	<i>9</i>
<i>Training Video's</i>	<i>9</i>
<i>Payment of claims.....</i>	<i>9</i>
<i>Monitoring expenses claims.....</i>	<i>9</i>
CONTACT DETAILS	9

1. Policy statement

From time to time Members and the BTPA Executive will incur expenses in carrying out business on behalf of the Authority. It is essential that arrangements for claiming and reimbursing properly incurred expenses are internally and externally transparent. Only costs which are necessary and additional to normal daily expenditure should be reimbursed.

Who the policy applies to

This document provides guidance on payment of expenses for all Authority Members and Executive Staff and will also apply to all contractors carrying out work on behalf of the Authority.

2. Purpose of the policy

This policy is intended to provide a clear framework for claiming and reimbursing Member and staff expenses and to establish agreed limits for doing so.

3. Links to other documents

It may be useful to read this policy in conjunction with the following;

- BTPA Code of Governance
- Members Handbook

4. Responsibilities under the Policy

General Responsibilities

There is an expectation that all Members and staff will lead by example and will embrace the spirit of this policy and adopt the practices it proposes.¹ Only costs which are necessary and additional to normal daily expenditure should be reimbursed. All claims for expenses should be receipted and then approved. Audit processes should be in place to review claims on the basis of risk, quantum, nature of expense, or random selection. The Authority should manage reimbursement by exception rather than by reference to entitlements – i.e. policies should not cover every eventuality (which risk setting precedents that are later difficult to address) but require explanations for out of policy actions for the circumstance of a particular claim. Responsibility for

¹ The Civil Service Code states that civil servants must 'make sure public money and other resources are used properly and efficiently.'

the creation, monitoring, and revision of the policy will rest with the Governance Manager with oversight and monitoring from the Head of Governance and Compliance.

5. Members and staff with special requirements

All Members and staff should be guided in the first instance by the limits set out in section 6 below. The Authority will reimburse any reasonable expenses relating to travel and accommodation.

6. Categories of expenses & limits for claims

Travel

A business need should be identified for all travel which includes overnight stays. When undertaking travel Members and Authority staff are encouraged to take the most cost effective mode available and wherever possible to pre-book tickets in order to secure the best value fare.

Home to work travel

The Authority will meet the reasonable costs of travel undertaken on Authority business. Unless provided for in individual contracts, the Authority will not meet the costs of the following as they are not considered to be travel which is undertaken on Authority business for the purposes of this policy;

- Travel between home and the permanent place of work.

(for Authority Members, travel to scheduled Authority/committee meetings or travel on other Authority business will not be considered as travel between home and the permanent place of work and will be reimbursed)
- Travel which is primarily for private purposes.

Where additional expenses are incurred as a result of serious travel disruption on a normal home to work journey these should be claimed from the service provider. In exceptional circumstances the Authority will reimburse reasonable receipted expenses where these have not been reimbursed by the service provider.

Taxis

Members and staff are encouraged to use public transport whenever possible and should only use taxis where other modes of transport are unavailable or impractical, for example when carrying heavy equipment. Taxis can only be used when it is more cost effective than using suitable available public transport.

Expense claims for travel by taxi must be supported by a dated receipt and details of the start/end destination and the purpose of the journey noted on the accompanying claim form.

Late night travel

Where personal safety is a concern, taxis may be used for travel following Authority business.

Travel by train

Members and staff should travel by standard class unless there is a clear business need to travel by first class; for example, where a discounted first class fare is cheaper than the cheapest available discounted standard class fare. A screen shot of the ticket availability at time of booking should be retained for audit purposes. Where there is considered to be a business need for first class travel and this is the more expensive fare this should be approved by the Chief Financial Officer/Chief Executive in advance of the booking.

All claims for train travel must be supported by a receipt and the purpose of the journey should be noted on the accompanying claim form. Members and staff are encouraged to book their train journeys as far ahead as is practical in order to secure the best possible fare.

Air travel

Travel by air should only be used when it is the most efficient mode in terms of cost and/or time. For the purposes of Authority business it is envisaged that all air travel will be made by economy class except where business class is the only option available for late notice bookings. In the interests of securing best value Members and staff are asked to make their travel arrangements at the earliest opportunity.

Motor car/motor cycle mileage claims

Where it is more cost effective to do so Members and staff may claim mileage at the following approved rates for using a personal vehicle to travel on Authority business (subject to the exclusions set out above relating to home to work travel).

Tax: rates per business mile²

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

² <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>

Individuals are responsible for ensuring that their vehicle is taxed and roadworthy and that they **have appropriate insurance which provides personal cover for business use**. Members or staff making mileage claims will be asked to complete a self-certification form confirming these details. Please contact the Executive for a copy of this form.

Oyster cards/contactless payments

Where Members and staff wish to claim for the costs of tube, train or bus travel (subject to the exclusions set out above relating to home to work travel) paid for on an Oyster card or contactless bank card a completed claim form should be supported by a usage statement with the relevant journeys identified. Usage statements can be found on the TfL website if you register your oyster or contactless card.

Where an amount of money has been prepaid onto an Oyster Card which will be for use on Authority business only, this can also be reclaimed but should be supported by a short declaration that the amount claimed is solely for that purpose.

Railcards

Members and staff may wish to purchase rail discount cards (such as a Network Card, Senior or Young Person's Railcard) in order to secure reduced fares whilst on Authority business. The Authority is able to reimburse the cost of these cards. This will however be classed as a taxable benefit by HMRC as they can be used on non-Authority business and will be processed as such by payroll.

Accommodation

Hotel accommodation (London/non-London)

The actual receipted cost of overnight accommodation including breakfast will be met by the Authority within the limits set out below unless there are exceptional circumstances in which these limits are not appropriate/available;

Within the M25 = £130 incl. of VAT and bed & breakfast.
(Plus dinner allowance of £25, including a soft drink)

Outside the M25 = £90 incl. of VAT and bed & breakfast
(Plus dinner allowance of £20, including a soft drink)

Hotel bookings should normally be made through the BTPA travel provider, please contact the Executive team to make a booking.

Subsistence

Breakfast

Where Authority business requires Members or staff to stay away from home overnight and breakfast is not included in the cost of accommodation or if a Member or staff purchases breakfast on a train whilst travelling on Authority business before 6.00am the actual receipted expense up to £6 can be claimed.³

Lunch

Where Authority business requires Members or staff to be away from home or for staff to be away from the main office for more than eight hours and no official lunch is included on Authority business up to £6 can be claimed³.

Evening meal

Where Authority business requires Members or staff to stay away from home overnight and dinner is not included in the cost of accommodation; the actual cost of an evening meal can be claimed within the following limits:

Actual receipted expense up to £25 per night inside the M25 and £20 for other locations.

In line with HM Treasury Guidance there will be no reimbursement for the purchase of alcohol as part of subsistence. The purchase of any alcohol will be at the employee's expense.

Entertaining

For the purposes of this policy business entertaining is defined as the provision of food and drink for a clear business purpose. Members and BTPA staff should not entertain on behalf of the Authority except with prior approval from the Chief Executive.

The facility to provide official entertainment should be used sparingly and staff must always take care to ensure that their actions do not leave the Authority open to criticism. Expenditure should be kept as low as possible. Hospitality at public expense normally takes the form of lunch or dinner for reimbursement. These functions should be coordinated through the Executive to minimise costs with prior approval of the Chief Executive.

Reasonable provision of alcohol is permitted; claims for champagne will not be met under any circumstances. Members and staff are reminded of the need to declare external hospitality offered or received as set out in the BTPA Gifts and Hospitality Policy.

³

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/224100/hmt_group_travel_and_subsistence_policy.pdf

Professional Subscriptions

Any Members wishing to subscribe to a professional body should seek prior authorisation from the Member Engagement Manager. Any staff member wishing to subscribe to a professional body should seek prior authorisation from their line manager. The actual receipted cost of an annual subscription to a professional body may be reclaimed provided that membership is relevant to the work of the Authority. The reimbursement of professional subscriptions is subject to a cap of £500 for a rolling 12-month period.

Expenditure not covered

The Authority will not reimburse expenses claimed for the following;

- Home to work travel except in those circumstances set out in section 6 above.
- Alcohol purchased with subsistence meals as set out in section 7.
- Travel and subsistence for events that you have been invited to in a personal capacity.
- Travel and subsistence for spouses/partners or travelling partners except where this is in support of an individual with special requirements, as pre-arranged.
- Expenditure relating to casual or personal entertaining.

7 Payment of expenses claims

Making a claim

Members of the Authority

Claims should be submitted as soon as possible, and at a minimum on a monthly basis, using the E-Expenses form. All claims must be made on the E-Expenses form and accompanied by receipts for all the items claimed.

Executive Staff

Claims should be submitted as soon as possible, and at a minimum on a monthly basis, using the E-Expenses form accompanied by receipts for all the items claimed.

Any additional information required in support of particular types of claims is set out under the individual headings.

How will e-Expenses work?

Members and BTPA staff can access the system via their E-Payslip login the usual way and the Time and Expenses function will then be available.

Once a claim has been submitted, Members and BTPA staff will receive a notification via their email address, confirming the claim they have made and when this will be paid.

BTP have produced short introductory video which explains how the process works:

<https://youtu.be/IDeROYTvBYk>

Training Video's

BTP have also produced training videos for each of the claim forms available. Each video is roughly a few minutes long:

<https://youtu.be/wL-oZBM8PiU> - Meal claims

<https://youtu.be/DMhil3eyHes> - Viewing Submitted Claims

Payment of claims

Expenses will be paid in the next payroll run following receipt of a claim. It should be noted that cut off dates for payroll are approximately two weeks prior to the pay date.

Monitoring expenses claims

Oversight and monitoring of expenses claims will be carried out by the Member Engagement Manager who will refer any exceptional expenses claims to the Chief Financial Officer for consideration. As a result of the publication requirements and possible public scrutiny of Authority expenses, the Executive will review expenses each month and reclaim any expenses that are outwith the expenses policy.

Contact Details

For further information on the Authority's Expenses Policy or to request this document in an alternative format or language please contact:

Raquel Cortes – Member Engagement Manager

Tel: 0207 387 3810

or

David Browning - Governance Manager

Tel: 0207 383 2186