



**Marches
Local Enterprise Partnership
Limited**

Travel and Expenses Policy

May 2021

The Marches LEP Travel and Expenses Policy (for Marches LEP Board Members and stakeholders attending Marches LEP Board sub-groups)

1. INTRODUCTION

1.1 The general principle accepted by the LEP Board is that the role of Board member is non-remunerated, with the expectation that private and public sector organisations will have their travel expenses met by their employing organisation.

1.2 However, the Board has recognised that this general principle could place unreasonable expenditure expectations on those with significant external visit expectations (e.g. the Chair), sole traders or SMEs. Additionally, that it is unreasonable to expect that more generally, private sector business members will automatically pay any overnight expenses or larger rail travel costs, when incurred on Board approved travel.

1.3 This policy therefore aims to address these issues.

2. ELIGIBILITY

2.1 All private sector Board members undertaking significant Board related activity will be eligible to claim legitimate travel expenses for any travel undertaken on approved LEP business. However, if the Board member's expenses can be met from another source i.e. their employer, the Board member would not be eligible to submit a claim to the LEP. Any LEP Board member, who feels that they meet this eligibility criterion, should confirm this with the Chief Executive, as senior responsible officer, in advance of any expenses being incurred.

2.2 In addition to payment of legitimate travel and subsistence expenses to eligible Board members carrying out significant Board related duties, it is recognised that it might be appropriate to pay any private sector Board member expenses, when these are considered excessive e.g. rail travel to London or an overnight stay. However, if the Board member's expenses can be met from another source, they will not be eligible to claim expenses from the LEP. These costs will be considered for refund, subject to the individual Board member advising the Chief Executive of this in advance and ensuring that the costs incurred are in keeping with best value considerations.

2.3 Any stakeholder that is invited to join a LEP Board sub-group may seek the approval of the LEP Chief Executive to claim expenses related to attending the LEP Board sub-group or related activities. This is only in cases where the stakeholder's expenses cannot be met by other sources. The individual must seek an agreement with the Chief Executive prior to any expenses being incurred and approval of such requests will be at the Chief Executive's discretion.

3. RATES

3.1 In implementing a travel and subsistence policy for an organisation, predominantly funded by the public sector, it is essential that all payments are in line with standard public sector re-imbusement rates. This policy therefore adopts rates paid to elected members in Local Authorities.

3.2 Rates will be reviewed on an annual basis and updated, when necessary, in line with standard public sector elected member rates.

3.3 Payments will be made in accordance with Annex A.

4. PERIOD OF OPERATION

4.1 This policy applies from April 2020 and will remain in force until amended or revoked by the Board.

5. PAYMENT ARRANGEMENTS

5.1 Board Members who wish to claim expenses will need to be set up as a supplier on the Accounts System that the LEP Secretariat use. This means the Board Member will need to complete a Supplier Creation Form. Please contact Wayne Redge on wayne.redge@marcheslep.org.uk to request a copy of the form.

5.2 Claims should be submitted to the LEP Chief Executive within 10 working days of the end of the month on which the expenses were incurred, using the form provided at Annex B.

5.3 On receipt of the claim the Chief Executive will authorise this, prior to submitting to the Accountable Body, for processing and payment.

6. OVERNIGHT ACCOMMODATION

6.1 It is accepted that there may be occasions when an overnight stay in the course of business is unavoidable, however, all requests for accommodation must be authorised in advance by the Chief Executive. Upon approving a request for accommodation, the Chief Executive must be confident that permission is only granted for the most cost-effective accommodation available and their decision will stand independent scrutiny.

ANNEX A

BOARD MEMBER EXPENSES CLAIM FORM

| Date | Reason for Travel / Expense | Miles* / Item | Amount |
|---------------------|-----------------------------|---------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total amount | | | |

** Please refer to the mileage rates below*

Please return this completed claim with relevant receipts by the 10th of the month following the month after which the expenditure was incurred to:
**Chief Executive, Marches Local Enterprise Partnership, Cameron House,
 Knights Court, Archers Way, Battlefield Enterprise Park, Shrewsbury SY1
 3GA**

Once approved, the LEP Chief Executive will ask you to provide an invoice for the total of the claim.

ANNEX B

TRAVEL AND SUBSISTENCE RATES

Mileage rates

Travel allowances are payable to all Board members (as described in the policy). The mileage rates are the prevailing HM Revenue and Customs limits for tax allowance purposes. Currently these are as follows:

| All users | First 10,000 miles Per Mile | Above 10,000 miles per Mile | Allowance per passenger (up to a maximum of 4 passengers) |
|------------|--------------------------------|--------------------------------|--|
| Car | 45p | 25p | 5p |
| Motorcycle | 24p | 24p | |
| Cycle | 20p | 20p | |

Rail Fares

Standard rail fare reimbursed at cost on producing of a valid ticket or receipt.

Subsistence rates

| Meal | Condition | Maximum Value Payable |
|-----------|--|--------------------------|
| Breakfast | This will be reimbursed when the individual has stayed away from home overnight and breakfast has not been included in the room rate or following unplanned, unforeseen and exceptional circumstances. | £4.92 |
| Lunch | This will be only reimbursed following unplanned, unforeseen and exceptional circumstances. | £6.65 |
| Dinner | This will be reimbursed when the individual has stayed away from home overnight or following unplanned, unforeseen and exceptional circumstances. | £11.83 |

Overnight accommodation is to be approved in advance by the LEP Chief Executive and agreed in line with item 6 of the Board Member's Travel and Expenses Policy. The LEP Chief Executive will only grant permission for the most cost-effective accommodation available.

Subsistence claims must be accompanied by receipts and recorded on the Travel and Subsistence Claim Form to enable reimbursement.