

Travel & Subsistence Policy

June 2017

The aim of this policy

As an Association, ADEPT is funded almost entirely from member contributions. It is essential that the Association can demonstrate high standards of honesty, integrity and value for money and, in the current climate, this particularly relates to the repayment of membership expenditure. This document sets out the Association's policy for repayment of travel and subsistence expenditure.

This policy only applies to the President, Vice Presidents and Policy Officers on secondment to the Association.

NB: there is a separate Subject Boards Expenditure Policy.

Principles

- A Member may reclaim only that expenditure which is incurred wholly, exclusively and necessarily in performing his or her duties for ADEPT.
- The incurring and reclaiming of expenditure must stand up to a general test of reasonableness – 'what would the man on the street make of this item?' Members are expected to use their judgement to ensure the reputation of the Association is protected.
- Every claim for repayment of expenditure may be subject to audit, public scrutiny or Freedom of Information requests.
- Claims must be accompanied by receipts where required and by sufficient detail to allow for scrutiny, both at the time the claim is submitted and within the following seven years (the statutory retention period for financial information).
- In order to claim repayment of expenditure, the recipient must be a member of the Association.
- No personal expenditure may be charged to the Association – even if there is an intention to repay these costs.
- Every attempt should be made to seek reasonable prices for all bookings for accommodation and journeys made by public transport. Expenses for first class travel would not be accepted.
- The Association will reimburse 45p per business mile travelled.
- Claimants are fully accountable for the content of their claim; authorising officers are accountable for the aspects of the claim that they authorise. Breaching any aspect of this policy is considered to be misconduct.
- Expenses should be claimed as soon as possible after the expense was incurred. Claims will be rejected for mileage and/or expenditure incurred more than two months prior to the date that the claim is submitted.

ADEPT

Association of Directors of
Environment, Economy, Planning & Transport

Authorisation

Authorisation thresholds:

- Claims with a total value of £100-1000 or up to 100-2000 miles require authorisation by the Chief Operating Officer.
- Claims with a total value of more than £1000 or more than 2000 miles require authorisation by the President.
- Claimants are fully accountable for the content of their claim; authorising officers are accountable for the aspects of the claim that they authorise. Breaching any aspect of this policy is considered to be misconduct.

Reclaimable expenditure

A member may reclaim expenditure within the following categories, providing that it has been incurred wholly, exclusively and necessarily in performing his or her duties for ADEPT. Reclaimable expenditure includes:

- Accommodation
- Reasonably priced meals and drinks
- Travel (second class only public transport; or 45 pence per mile)

The claimant is responsible for ensuring, before submitting a claim for repayment, that his or her expenditure may be reclaimed under this policy.

Individual Limits

- The ADEPT President can reclaim all 'reclaimable' ADEPT related expenses.
- ADEPT Policy Officers (unpaid) can reclaim all 'reclaimable' ADEPT related expenses.
- Vice Presidents can reclaim President's Meeting & AGM, and Annual Conference, 'reclaimable' expenses from ADEPT. All other ADEPT related expenditure should be claimed via the home Council.
- Other support should not reclaim expenditure from ADEPT. ADEPT related expenditure should be claimed via the home Council.
- Reclaiming of expenses incurred by employees of ADEPT (the Chief Operating Officer, Finance Officer, Administration Officer) are covered by separate terms and conditions.