

THE STAFF COLLEGE and VSC PLUS LTD

ASSOCIATE & CONTRACTOR EXPENSES POLICY

1. Introduction

The Staff College through its trading arm VSC Plus Ltd (referred to throughout this document as 'The College') recognises that in some circumstances costs will be incurred in carrying out work for the College that are unavoidable. Associates and contractors should be aware that some expenses are included within the daily rate.

Details of what will be accepted as expenses are set out in this document to ensure that all associates are able to invoice correctly.

The College will reimburse reasonable expenses incurred wholly, exclusively and necessarily for business purposes. Consideration should be given to whether travel is necessary or whether the business need could be met some other way, such as a webex or conference call.

Invoices from organisations under contract to the College should be submitted to the College with receipts and include details of reasons for expenses. Copies will be accepted, on the basis that most organisations will need to keep the receipts for their own records, and these should be accessible to the College for review if required.

Payment will be made to organisations, or individuals if acting as a sole trader. The organisation is subsequently responsible for reimbursement of the individual.

Any references to expenses in contracts will be superseded by this Expenses Policy which will be accessible on the College website.

Current rates are detailed in Appendix A.

2. General process

Expenses must be detailed on an invoice with the relevant VAT treatment applied.

Expenses over two months old will not be processed.

Failure to submit receipts for expenses will result in the invoice being returned and therefore delay payment.

Expenses will only be reimbursed up to the rates detailed in Appendix A.

3. Authorisation

All expense lines will require approval from the project manager who will review claims to ensure that:

- expenses were incurred wholly, exclusively and necessarily for business purposes
- there are no elements of business entertainment being claimed
- all receipts are attached and VAT entered correctly where applicable

- the claim covers expenses that only the claimant has incurred and no other person
- any mileage claims look reasonable, journey details and actual mileage are included.

3.1 Incorrect and non-compliant claims

Incomplete or incorrect details or expenses that do not comply with this policy will be returned to the relevant associate or contractor.

4. Business travel

All journeys away from the normal place of work wholly, exclusively and necessarily for business purposes may be considered as business journeys. Costs of travel from home to the normal place of work are not business travel and the individual is responsible for these costs.

Where it is necessary for associates or contractors to travel in order to attend events, travel and subsistence expenses incurred may be claimed as a business expense in accordance with the rates outlined in Appendix A.

Reasonable parking costs incurred in the course of business travel may only be claimed if receipts are attached. Tolls are considered discretionary and should only be claimed where use of tolls is unavoidable and receipts are attached.

Fines and penalties for speeding, parking or other offences will not be reimbursed by the College.

4.1 Travel using own vehicle

When claiming mileage it is the individual's responsibility to ensure that prior to making a journey:

- they have valid comprehensive motor insurance cover which extends to business use
- the vehicle is roadworthy and, if more than three years old, has a valid MOT certificate
- they hold a valid, full UK driving licence; and
- they know of no reason, medical or otherwise, why they should not drive.

The College may request a copy of the insurance certificate as part of random audit checks.

Expenses incurred whilst on authorised College business will be reimbursed at the rate prevailing at the time. Full details, including date, detailed reason for journey, starting points and destinations, must be recorded for each journey on the invoice. Mileage claimed should be the recorded mileage not a rounded or estimated figure and will be subject to validation on internet route finders. Current mileage rates are detailed in Appendix A.

4.2 Rail travel

Individuals travelling on business on behalf of the College should generally travel using standard class fares. Wherever possible advantage should be taken of advance booking to reduce the cost of travel.

Claims for first class travel may be considered where they are clearly cheaper than the equivalent standard class ticket.

4.3 Public transport and taxis

Taxis can be an expensive choice of transport but may be used if cheaper public transport is unsuitable or unavailable or a taxi offers better value for money.

Receipts must be obtained and attached to any claim for reimbursement. Taxis may not be charged directly to the College.

5. Subsistence

Only the costs of meals taken in the course of business and when away from base or normal place of work as detailed in Appendix A will be borne by the College. VAT receipts must be obtained and attached to invoices.

Subsistence will not be paid for associates, contractors or delegates attending conferences or events as this is usually included in the conference fee.

Discretionary costs such as service charges cannot be claimed. Working lunches in or local to, the normal place of work are not allowable.

The College will not reimburse the cost of alcoholic beverages in any circumstances.

5.1 Hotel accommodation

Hotel accommodation claimed must be in line with this policy. Any extras charged in addition to bed and breakfast and evening meal, will not be paid for by the College.

The College will not reimburse items of a personal nature, such as alcohol, mini-bar drinks, newspapers, phone calls, room service charges, video hire or laundry.

Current rates are detailed at Appendix A.

Where accommodation is required for local activities / events this can be paid directly by the College where it is clear that it is related to that activity.

5.2 Use of the National College's Learning and Conference Centre

Where associates and contractors are using the LCC to participate in activities the College will book and pay for this accommodation at the basic rate applicable.

6. Other expenses

6.1 Telephone and broadband costs

Associates and contractors will not be reimbursed for any telephone or broadband costs this is deemed to be included in the daily rate paid for services provided.

6.2 Admin and stationery costs

It is expected that all associate and contractors fees include administration and reasonable stationery and computer related costs. Exceptional costs of this nature must be pre-approved by the project manager prior to incurring the costs.

Appendix A

7. Current travel and subsistence rates

7.1 Mileage rates for use of third party private car

The current mileage rate is 35p per mile.

7.2 Subsistence

Meals taken when away from the office, but not staying overnight, can be claimed up to a maximum of the following rates, dependent upon the length of time away.

Rates:

- Absence of up to 5 hours £5.00
- Absence of 5 to 10 hours £10.00
- Absence of more than 10 hours £20.00

The College will not reimburse the cost of alcoholic beverages in any circumstances. Discretionary costs, such as service charges, cannot be claimed.

7.3 Accommodation

Full accommodation expenses will be paid for those who find themselves more than 50 miles from home, providing they have a College business reason for needing to be in the area the following morning. When booking accommodation associates and contractors should seek value for money.

Overnight limits:

Bed and breakfast

- In London - up to £145 per night including VAT
- Outside London - up to £100 per night including VAT

Dinner

- In London - up to £30 including VAT
- Outside London - up to £25 including VAT

Discretionary costs such as service charges cannot be claimed.

Associates and contractors are asked to observe the expenses policy wherever possible. However, should there be extenuating circumstances where costs exceed those outlined above, these will be considered provided they are deemed to be reasonable by the respective project manager.