

Council, 25 September 2014

Review of expenses policies

Executive summary and recommendations

Introduction

At Council in July, our policies for reimbursement of travel and subsistence expenses were discussed, in particular the question as to whether it is appropriate to reimburse the cost of alcohol. It was agreed that the policies would be reviewed at the September Council meeting.

Decision

Council is asked to review and approve the draft revised policies, which withdraw reimbursement of alcohol costs. The recommended effective date for the new policies is 1 November 2014.

Background information

There are similar but separate expenses policies for Council and Committee members, Partners, employees and witnesses. They cover travel and hotel costs, and meals while travelling on day to day HCPC business.

The expenses policies do not cover food and drinks that are provided and organised directly by HCPC at special events. The draft revised policies for Council and Committee members and employees acknowledge that alcohol may be provided at those events, if appropriate and subject to the prior approval of the Chief Executive.

As well as the change in relation to alcohol, the following changes are also proposed:

- to anticipate the re-tendering of the travel management contract and following that, our intention to make use of the travel management company mandatory. References to Co-op Travel and to paying for one's own rail or air travel and accommodation and being reimbursed have been removed. If/when we decide to make use of the TMC mandatory, the only further change to the policies would be to change "travel and accommodation *should* be booked through the travel management company" to "*....must* be booked through...."
- to acknowledge that first class rail travel can be reimbursed where agreed in advance to adjust for a disability or other mobility issue. This is our practice but it has not previously been specified in the policy
- clarifying the locations that the different hotel rates apply to

- adding policy for reimbursement of the cost of support workers for Council and Committee members and Partners
- and in the Council and Committee members' policy, to reflect the latest policy on Council members' tax.

The draft revised policies were discussed by EMT. They have not been discussed with the Employee Consultation Group, since the key proposed change, the withdrawal of reimbursement of alcohol costs, is for decision by the Council and will not be negotiable, so consultation would not be meaningful. If the revised policies are approved, the changes and the reasons for them will be communicated to employees and Partners through the usual channels.

Resource implications

None

Financial implications

None

Appendices

Draft revised policies. The Witnesses policy is not attached but similar changes would be made to it.

Date of paper

10 September 2014

Expenses Policy for Employees

INTRODUCTION

1. This policy sets out rules and guidance for ~~aims to give all~~ employees ~~general guidance~~ on how to claim expenses whilst carrying out work on behalf of the HCPC.
2. Employees are expected to act honourably and sensibly within the spirit of this policy.
3. The revised policy came into effect from ~~1 January~~ [DD MM] 2014.
4. From time to time, the Council will make changes to the rates quoted in this policy. These changes will be notified to Employees via the HR info system.
5. The HCPC shall reimburse employees, on production of VAT receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred by employees in relation to their attendance at meetings or events where they are representing the HCPC. Credit card receipts are not accepted.
6. Expenses will only be paid if approved by the HCPC. If employees are uncertain as to whether an expense will be reimbursed, they should seek clarification from their line manager before the expense is incurred.
7. Employees are expected to arrange their travel and accommodation in the way that is most cost effective for the HCPC, while minimising the environmental impact.
- ~~7.8.~~ The employee's line manager ~~HCPC's~~ prior approval is required for significant expenses, including international travel and for any non-travel or accommodation related expense that is greater than £100.
- ~~8.9.~~ Should further clarification or advice be required with regards to this policy, please contact your line manager or the Finance department.

SUBMITTING EXPENSES CLAIMS

- ~~9.10.~~ Employee expense claims, authorised by the relevant line manager ~~budget holder~~ with supporting tax receipts, should be submitted as soon as the expense is incurred. ~~Full details must be made~~ on the claim form provided for the purpose which can be found on the intranet.
- ~~10.11.~~ All claims submitted must be accompanied by supporting receipts, except for mileage and purchases under £5 where obtaining receipts is not required. If

a receipt for a cost over £5 is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier and attached to the claim form. If the receipt is not located, a lost receipt form should be completed and submitted with the claim invoice.

~~11.12.~~ Payments of expenses will be made into employees' bank accounts.

~~Payments will not be made by manual cheque, unless there are exceptional circumstances.~~ Expenses forms should be submitted to the Finance Department by close of play on a Tuesday for payment to be credited to your account on the Friday that same week.

~~12.13.~~ Employees are asked to submit their claims within one calendar month of the expense having been incurred.

~~CO-OPERATIVE TRAVEL MANAGEMENT~~ COMPANY

~~14. Travel and accommodation should be booked through the HCPC's contracted travel management company.~~

~~15. All travel should be booked at the earliest opportunity as cheaper rates can be obtained.~~

~~16. Bookings through the travel management company should be made on-line via the link on the intranet. The fees incurred by HCPC are significantly lower for online bookings by telephone or email.~~

~~17. Bookings made though the travel management company are covered by their cancellation policy, where most hotels can be cancelled up to 24 hours in advance and train tickets can be cancelled, incurring a one-off admin charge.~~

~~Travel and accommodation should be booked through the HCPC's preferred travel agent Co-operative Travel Management. All travel should be booked at the earliest opportunity as cheaper rates can be obtained.~~

~~Booking through Co-Operative should be made on-line, where possible via the link below, where you can also request a password for the online system.~~

~~<http://www.co-operativetm.co.uk/welcome-zone/hcpc>~~

~~To make bookings by telephone, Co-operative's Travel number is 0844 553 3890, e-mail address: hcpcstaff@co-operativetm.co.uk and their opening hours for bookings are from 9.00am to 5:30pm.~~

- ~~13. If any problems arise whilst travelling employees may use Co-operative's 24 hour emergency number, which is 01908 002537. This should not be used to make any new bookings~~
- ~~14. In order to book any travel, you will be required to provide your account number which will have been conveyed to you by the relevant department at the HCPC together with the purpose of your travel.~~

TRAVEL AND SUBSISTENCE

~~15.18. Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred while travelling on HCPC business to a location other than the HCPC offices. Costs incurred while travelling from home to the HCPC offices cannot be claimed, except in the case of late night working as set out in paragraph 29. If only a proportion of the expense is due to additional/ exceptional travel or subsistence whilst undertaking duties on behalf of the HCPC, only the relevant pro-rata share of the expense should be claimed. If the employee already holds a season ticket for the relevant journey, no additional cost has been incurred and therefore no cost can be claimed.~~

Rail

~~16.19. Unless otherwise agreed in advance as a reasonable adjustment for an employee with a disability or with other mobility issues, all rail travel on HCPC business must be standard class. The travel management company booking system only allows the purchase of standard class fares. Standard class rail fares at the cheapest available rates will be reimbursed.~~

Air Fares

~~17.20. Standard Class must be used when the duration of the single airline flight is less than five hours. If the single journey comprises more than one airline flight, Standard Class tickets must be used for the different flights if the combined air travel time is less than five hours.~~

~~18.21. Premium Economy tickets may be used when the duration of a single airline flight is longer than five hours but less than eight hours. If Premium Economy tickets are unavailable, Standard Class tickets must be used.~~

~~19-22.~~ Business Class tickets may be used when the duration of a single airline flight is longer than eight hours. If Business Class tickets are unavailable, Premium Economy tickets may be used.

Tube, coach and bus fares

~~20-23.~~ All tube, coach and bus fares will be reimbursed as incurred ~~with the exception of those fares incurred in getting to and from your place of work.~~ Those employees travelling within London are encouraged to purchase an Oyster Card in order to take advantage of the cheaper fares available. A receipt is not required although you must state clearly those journeys made when claiming.

Mileage allowance

~~21-24.~~ Mileage allowance is payable for the use of employees' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates (~~updated 2011/12~~) are as follows:-

| | |
|--------------------------------------|--------------|
| Cars:- 1 st 10,000 miles: | 45p per mile |
| Additional miles: | 25p per mile |
| Motorcycles:- | 24p per mile |
| Cycles:- | 20p per mile |

25. Rates for rental cars are available upon request.

26. Mileage can only be claimed where it is the most cost efficient way of travelling or where rail/air travel is not available.

~~22-27.~~ Expenses incurred in respect of tolls, parking and ferries may be claimed.

Taxi Fares

~~23-28.~~ Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-

- where there is a time constraint and a taxi will be quicker;
- where a taxi will be cheaper than public transport or
- public transport is unavailable;
- if the journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or the HCPC equipment; and
- where there is a disability which affects mobility, or other mobility issues.

Please state circumstances for using a taxi on the claim.

Late night Taxis from the HCPC offices to home

~~24.29.~~ Where there is a requirement to work until at least 9pm, which does not form part of the normal work pattern, a taxi journey from the HCPC offices to home may be claimed providing that it would not be reasonable to expect the use of public transport.

Away day travel expenses

~~25.30.~~ For travel to away days, training and similar events, the difference between an employee's normal travel fare (from home to HCPC offices) and the amount of the new journey will be reimbursed. Employees are therefore encouraged to purchase extension tickets where appropriate and purchase oyster card fares, which are cheaper than cash fares.

If an employee uses a private car journey as either part of their usual or extended/ alternative journey, the mileage rates as stipulated in paragraph 24.24 will be applied.

Other travelling expenses

~~26. Expenses incurred in respect of tolls, parking and ferries may be claimed.~~

Hotel

~~27.31.~~ Expenses can be incurred for hotels ~~will be reimbursed~~ as follows:-

~~**Inner London:** When staying at hotels within the M25, This geographical area covers central London with the M25.~~

~~Employees will be reimbursed up to £170 (inc VAT) to cover the overnight accommodation and breakfast.~~

~~**Other large cities in the UK with high market rates for hotel accommodation:** When staying at hotels in This covers~~

~~Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow, and Manchester. Employees will be reimbursed up to £140 (inc VAT) to cover the overnight accommodation and breakfast.~~

~~**All other areas in the UK:** When staying at hotels This covers anywhere else in the United Kingdom. Employees will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.~~

~~**Abroad: European cities:** The line manager's prior approval is required for all overseas travel, including the choice of hotel. Hotel room rates should not exceed the equivalent rates for the UK, ie hotels in a capital city should not exceed the equivalent of £170 per night including VAT for room and breakfast; other large cities~~

~~should not exceed the equivalent of £140; other areas should not exceed the equivalent of £120. This covers main cities within Europe including Brussels, Paris and Amsterdam. Employees will be reimbursed up to €200 (inc VAT) to cover overnight accommodation and breakfast.~~

~~The accommodation should be booked through the travel management company using HCPC's preferred hotels, where rates have been agreed and availability allows.~~

Meals

~~32. This section covers meals paid for by employees while on day to day HCPC business, and meals charged to employees' hotel bills. It does not cover food provided and organised directly by the HCPC at special events. HCPC will not pay for the cost of alcohol consumed by employees on day to day business, and the maximum allowances for meals stated below are for the cost of food and non-alcoholic drinks. HCPC may pay for the cost of alcohol at certain special events, where the amount is reasonable and the provision of alcohol is appropriate in the circumstances. Any expense that includes alcohol must be approved in advance by the Chief Executive.~~

~~28-33. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:~~

- ~~▪ Breakfast £10 (if this has not already been covered within the hotel room rate/breakfast allowance);~~
- ~~▪ Lunch £10;~~
- ~~▪ Evening Meal £25;~~

~~As a guide breakfast can normally be claimed~~

- ~~▪ when travelling on HCPC business to a location other than the HCPC offices and leaving home before 7.30am, or~~
- ~~▪ when staying in overnight accommodation and breakfast is not included in the room rate~~

~~and an evening meal can be claimed~~

- ~~▪ when travelling on HCPC business to a location other than the HCPC offices but arriving home after 8pm, when not staying in overnight accommodation, and arriving home after 8pm, or~~
- ~~▪ when working late at the HCPC offices and arriving home after 8pm, subject to the prior approval of the line manager.~~

Lunch can normally only be claimed when the employee is out of the office on business for more than 4 hours during the working day.

Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.

~~Alcohol will only be reimbursed when purchased with a meal and included within the meal allowance.~~

Incidentals incurred though the course of a day can be claimed up to a value of £5 to cover the costs of non-alcoholic drinks and snacks.

CARERS

~~29.~~34. A maximum daily allowance of up to £65 will be paid in respect of care for children and dependants while the employee is travelling on HCPC business. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.

~~30.~~35. Where the allowance is claimed in respect of care for a child, the employee must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the child-carer is registered with the appropriate agency, ~~where appropriate,~~ and only against a valid invoice addressed to the employee.

~~31.~~36. Where the allowance is claimed in respect of a dependant over the age of 16, the employee must be the normal provider of care. Payment will only be made against a valid invoice addressed to the employee of the HCPC.

~~32. All claims should be made using the "Care Form" and.~~

~~USE AND ABUSE OF THE POLICY~~

~~33. The aim of this policy is to outline to all employees how expenses should be claimed in accordance with the HCPC processes.~~

~~34. Employees are expected to act within the limits of this policy.~~

~~35.~~37. If it is found that an employee has abuseds this policy then the HCPC will reserve the right to take further action.

REVIEW OF THE POLICY

35. This policy will be reviewed on an annual basis by the Executive Management Team. Any issues or proposed changes will be brought to the attention of the ~~Finance and Resources Committee for discussion and recommendation to~~ Council for approval.

Fees and Expenses Policy for the HCPC Partners

INTRODUCTION

1. This policy sets out rules and guidance for ~~aims to give all Partners~~ general guidance on how to claim their fees and expenses whilst carrying out work on behalf of the HCPC.
2. Partners are expected to act honorably and sensibly within the spirit of this policy.
3. The revised policy came into effect from [DD MM] ~~1 January~~ 2014.
4. From time to time, the Council will make changes to the rates quoted in this policy. These changes will be notified to Partners.
5. The HCPC shall reimburse Partners, on production of VAT receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred by Partners in relation to their HCPC work. Credit card receipts will not be accepted.
6. Expenses will only be paid if approved by the HCPC. If Partners are uncertain as to whether an expense will be reimbursed, they should seek clarification from the Partner Manager before the expense is incurred.
7. Members are expected to arrange their travel and accommodation in the way that is most cost effective for the HCPC, while minimising the environmental impact. When making travelling and accommodation arrangements, partners are expected to ensure that arrangements are made in the most cost effective way possible, for example taking advantage of early booking discounts, using HCPC's preferred suppliers, using public transport. Thought should also be given to the environmental impact.
8. The HCPC's prior approval is required for international travel and for any non-travel or accommodation related expense that is greater than £100. ~~significant expenses, including international travel and accommodation.~~ If expenses fall outside of this policy, the HCPC may contact Partners to seek clarification over the expenditure. Partners are advised that reimbursement may be delayed in these circumstances.
9. Should further clarification or advice be required with regards to this policy, please contact the Partner Manager or the Finance department.

SUBMITTING EXPENSES CLAIMS

10. Partners can submit their claims for reimbursement of expenses electronically by email or in the post. Claim forms can be submitted electronically to finance@hcpc-uk.org with scanned copies of the receipts. ~~Alternatively~~ claims and original receipts can be submitted by post. ~~Expense claims and receipts submitted by post must be sent of~~ for the attention of the ~~F~~finance ~~D~~epartment.
11. All claims should be made on the appropriate documentation, detailing the fee claimed and any additional expenses. ~~An example daily fee claim and expenses claim forms are attached to this policy.~~
12. All claims submitted must be accompanied by supporting receipts, except mileage and purchases under £5 where obtaining receipts is not required. If a receipt for a cost over £5 is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier and attached to the claim form. If thea receipt is not located, a lost receipt form should be completed and submitted with the claim invoice.
13. Partners are required to submit their claims directly to the Finance Department at the HCPC within one calendar month in which the work is carried out. ~~Payments of fees and reimbursement of expenses will be paid direct into~~ the Partner'sa bank account. ~~.~~
- ~~14. No PAYE tax will be deducted or national insurance costs incurred from Partners who, in accordance with their Partner Agreement with the HCPC, act as self-employed contractors or employees of an external organisation who will be responsible for the payment of tax and national insurance contributions.~~

ATTENDANCE ALLOWANCE FEES

- ~~15.~~14. ~~The~~A daily rates s or case rates s payable to Partners are is set out outlined in the schedule toof the Partner Agreement.
- ~~16.~~15. For any work undertaken lasting 3.5 hours or less, Partners from all roles should claim a half day fee. This excludes any reading time. Partners are reminded that HCPC does not pay reading or travelling ~~-~~time.
- ~~17.~~16. If Fitness to Practise Panels are cancelled, the following will be reimbursed to Fitness to Practise Panel Members, Panel Chairs, and Legal Assessors,

Cancellation on day of hearing: _____ Full Fee
(~~attendance allowance~~)

Cancellation on the 4 working day before: _____ Full Fee
 Cancellation between 2 and 5 working days before: _____ ½ Fee
~~Cancellation 3 working days before: _____ ½ Fee~~
~~Cancellation 4 working days before: _____ ½ Fee~~
~~Cancellation 5 working days before: _____ ½ Fee~~
 Cancellation more than >5 working days before: _____ No Fee

~~18.~~17. If a CPD, test of competence or aptitude test assessment day is cancelled the same cancellation rates apply as fora FTP panels.

~~19.~~18. If Visits are cancelled, the following will be reimbursed to Visitors:

Cancellation on day of visit: _____ full fee
 Cancellation less than <5 working days before: _____ one day fee
 Cancellation 1-8 calendar weeks before: _____ ½ fee
 Cancellation more than > 8 calendar weeks before: _____ no fee

~~20.~~19. Partners are self-employed contractors and are responsible for their own tax affairs. The HCPC will pay fees gross, without deductions for tax and National Insurance.

~~CO-OPERATIVE TRAVEL MANAGEMENT COMPANY~~

~~21.~~20. Travel and accommodation should be booked through the HCPC's preferred travel agent Co-operative Tcontracted travel mManagement company.

~~22.~~21. All travel should be booked at the earliest opportunity as cheaper rates can be obtained. Bookings should be made at least one month in advance unless the booking of the PartnerCouncil member time occurs less than one month in advance.

~~23.~~22. Where the start time of a meeting is known an advanced ticket must be purchased on a specific scheduled train or flight. In some cases, purchasing two single tickets may be cheaper than purchasing a return ticket. Open tickets for the entire journey (ie an open return type ticket) are not permitted. However, if the end time of an event is unknown then an open ticket may be purchased for the return leg of the journey

~~24.~~ Bookings through the travel management companyCo-Operative should be made on-line via the link on the Partners page of the HCPC website.below, where you can also request a password for the online system.

~~25.~~ _____

~~26.~~ <http://www.co-operativetm.co.uk/welcome-zone/The-Health-and-Care-Professions-Council/>

~~27.~~ _____

- ~~28-23.~~ ~~In order to gain value of money, Partners should aim to book online where possible.~~ The fees incurred by HCPC are significantly lower for online bookings rather than by telephone or email.
- ~~29.~~ ~~Should this not be possible, to make bookings by telephone, Co-operative's Travel number is: 01908 560006, e-mail address: hcpcpart@co-operativetm.co.uk and their opening hours for bookings are from 9.00am to 5:30pm.~~
- ~~30.~~ ~~In order to book any travel, you will be required to provide your account number which will have been conveyed to you by the relevant department at the HCPC together with the purpose of your travel.~~
- ~~31-24.~~ Bookings made though ~~the travel management company~~ Co-Operative are covered by their cancellation policy, where most hotels can be cancelled up to 24 hours in advance and train tickets can be cancelled, incurring a one-off admin charge. ~~In the event of a cancellation of an event where Partners have made their own arrangements for travel or accommodation, the Partner is responsible for cancelling these arrangements so that HCPC minimizes its expenses.~~

TRAVEL AND SUBSISTENCE

- ~~32-25.~~ Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred. If only a proportion of the expense is HCPC related (for example a journey that combines HCPC business and other business), only the relevant pro-rata share of the expense should be claimed. If the Partner already holds a season ticket for the relevant journey, no additional cost has been incurred and therefore no cost can be claimed.
- ~~33-26.~~ Any costs incurred travelling from outside the UK will not be reimbursed.

Rail

- ~~34-27.~~ Unless otherwise agreed in advance as a reasonable adjustment for a Partner with a disability or with other mobility issues, all rail travel on HCPC business must be standard class. The travel management company booking system only allows the purchase of standard class fares. Standard class rail fares at the cheapest available rates will be reimbursed.
- ~~35.~~ This will usually mean that:
- ~~— Booking are made at least one month in advance unless the booking of Partner time occurs less than one month in advance.~~

- ~~— Where the start time of a meeting is known an advanced ticket must be purchased on a pre-timed train. In some cases, purchasing two single tickets may be cheaper than purchasing a return ticket.~~
- ~~— Open tickets for the entire journey (ie an open return type ticket) are not permitted. However, if the end time of an event is unknown (for example in the event of a full day hearing) then an open ticket may be purchased for the return leg of the journey.~~

~~36.28.~~ Where a Partner can purchase a railcard, the cost of the railcard will be reimbursed.

Air fares

32. Standard Class must be used when the duration of the single airline flight is less than five hours. If the single journey comprises more than one airline flight, Standard Class tickets must be used for the different flights if the combined air travel time is less than five hours.
33. Premium Economy tickets may be used when the duration of a single airline flight is longer than five hours but less than eight hours. If Premium Economy tickets are unavailable, Standard Class tickets must be used.
34. Business Class tickets may be used when the duration of a single airline flight is longer than eight hours. If Business Class tickets are unavailable, Premium Economy tickets may be used.

Tube, coach and bus fares

~~35.~~ All tube, coach and bus fares will be reimbursed as incurred. For travel within London, you are strongly encouraged to purchase an Oyster Card in order to take advantage of the cheaper fares available. The HCPC will refund ~~the cost of the purchase of the card and~~ the cost of journeys travelled. A receipt is not required although you must state clearly those journeys made when claiming. The cost of 'Topping-up' an Oyster card will not be reimbursed, ~~in its entirety~~ only the cost of individual journeys.

~~36.35.~~

Mileage allowance

36. Mileage allowance is payable for the use of Partners' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

| | |
|--------------------------------------|--------------|
| Cars:- 1 st 10,000 miles: | 45p per mile |
| Additional miles: | 25p per mile |
| Motorcycles:- | 24p per mile |
| Cycles:- | 20p per mile |

~~37.~~ Rates for rental cars are available upon request.

~~37-38.~~ Mileage can only be claimed where it is the most cost efficient way of travelling or where rail/air travel is not available.

~~38-39.~~ Expenses incurred in respect of tolls, bike hire, parking and ferries may be claimed.

~~39-40.~~ No car journeys will be reimbursed when travelling into central London, as public transport is widely available, unless by prior arrangement.

Taxi fares

~~40-41.~~ Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-

- where a taxi will be cheaper than public transport or public transport is unavailable;
- if the journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or HCPC equipment; and
- where there is a disability which affects mobility, or other mobility issues which the Partner Manager is aware of and has agreed extenuating travel arrangements.

Taxi fares will only be reimbursed where it is clearly stated on the claim the reason for getting a taxi and the journey taken. This must be supported by a receipt. It is envisaged that journey's with hearings bundles would be restricted to the arrival at the start of the hearing only, and provision to safely store bundles overnight at the venue will be made.

~~Other travelling expenses~~

~~Expenses incurred in respect of tolls, bike hire, parking and ferries may be claimed.~~

Hotel

~~41-42.~~ Expenses can be incurred for hotels ~~will be reimbursed~~ as follows:-

~~Inner-London: When staying at hotels within the M25, This geographical area covers central London within the M25.-~~
Partners will be reimbursed up to £170 (inc VAT) to cover the overnight accommodation and breakfast.

Other ~~large C~~ities with high market rates for hotel

accommodation: ~~When staying at hotels in~~ This covers Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester. Partners will be reimbursed up to £140 (inc. VAT) to cover the overnight accommodation and breakfast.

All other ~~a~~Areas: When staying ~~This covers~~ anywhere else in the United Kingdom. Partners will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.

The accommodation should be booked through ~~the Co-operative~~ TTravel management company using HCPC's preferred hotels, where rates have been agreed and availability allows.

HCPC preferred hotels in London are:

Novo~~h~~otel London Waterloo

Dolphin House

Me~~r~~cure London Bridge

Premier Inn County Hall and Premier Inn Waterloo

Ibis Southwark

~~42.43.~~ If Partners are requested to travel outside the UK on HCPC business,
Subsistence and accommodation costs outside the UK will be considered on a case by case basis. ~~When travelling from outside the UK, HCPC will pay for travel from the point of entry into the UK.~~

Other accommodation

43. Partners staying with friends or relatives may claim for a dinner and breakfast allowance, if the meals are not provided for by their host. Where a meal is brought, this must be supported with receipts and must be to~~can~~ feed one person.

Meals

~~44.~~ This section covers meals paid for by Partners while on day to day HCPC business, and meals charged to Partners' hotel bills. HCPC will not pay for the cost of alcohol consumed by Partners on day to day business, and the maximum allowances for meals stated below are for the cost of food and non-alcoholic drinks.

~~44.45.~~ Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:

- Breakfast £10 (if this has not already been covered within the hotel room rate/breakfast allowance);
- Lunch £10;

- Evening Meal £25.

45.46. Breakfast can be claimed when leaving home before 7.30am or when staying in overnight accommodation, where breakfast is not included within the room rate. An evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.

46.47. Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.

47.48. Incidentals incurred though the course of a day can be claimed up to a value of £5 to cover the costs of non-alcoholic drinks and snacks.

~~48. Alcohol can be taken with meals, but should not constitute the majority of the claimed amount.~~

CARERS

49. A maximum daily allowance of up to £65 will be paid in respect of care for children and dependents while the Partner is away from home on HCPC business. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.

50. Where the allowance is claimed in respect of care for a child, the Partner must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the child-carer is registered with the appropriate agency, ~~where appropriate~~ and only against a valid invoice addressed to the Partner

51. Where the allowance is claimed in respect of a dependant over the age of 16, the Partner must be the normal provider of care. Payment will only be made against a valid invoice addressed to the Partner.

52. An allowance of up to £65 per day is also payable for the cost of a support worker carer accompanying a Partner an individual to a meeting or event of the HCPC, where the Partner's attendance is required and where the cost of the support worker is not covered by Access to Work funding of the HCPC, where that individual's attendance is required.

~~53. All claims should be made using the "Care Form".~~

~~USE AND ABUSE OF THE POLICY~~

~~54. The aim of this policy is to outline to all Partners how expenses should be claimed in accordance with the HCPC processes.~~

~~55. Partners are expected to act within the limits of this policy.~~

~~56.~~53. If it is found that a Partner has abused~~s~~ this policy then the HCPC will reserve the right to take further action.

REVIEW OF THE POLICY

~~57.~~54. This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes to~~will~~ be brought to the attention of the Council for approval.

Fees and Expenses Policy for Council and Committee members

INTRODUCTION

1. This policy sets out rules and guidance for Council and Committee ~~aims to give all~~ members ~~general guidance~~ on how to claim their fees and expenses whilst carrying out work on behalf of the HCPC.
2. Council and Committee members are expected to act honorably and sensibly within the spirit of this policy.
3. The revised policy came into effect from ~~[4 January DD MM]~~ 2014.
4. From time to time, the Council will make changes to the rates quoted in this policy. These changes will be notified to Council and Committee members.
5. The HCPC shall reimburse members, on production of VAT receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred by members in relation to their attendance at Council or Committee meetings or those events where they are representing the HCPC. Credit card receipts will not be accepted.
6. Expenses will only be paid if approved by the HCPC. If members are uncertain as to whether an expense will be reimbursed, they should seek clarification from the Secretariat department before the expense is incurred.
7. Members are expected to arrange their travel and accommodation in the way that is most cost effective for the HCPC, while minimising ~~When incurring expenses thought must be given to ensure it the most cost effective way of travelling or staying. Thought should also be given to~~ the environmental impact.
8. The HCPC's prior approval is required for ~~significant expenses, including~~ international travel and for any non-travel or accommodation related expense that is greater than £1,000.
9. ~~Members can only make a claim for attendance fees (other than for Council and Committee meetings) when that attendance has been authorised by the Chief Executive. This includes claims for the six events or conferences that Council members are permitted to attend each year as part of their ongoing development.~~
10. ~~9.~~ Should further clarification or advice be required with regards to this policy, please contact the Secretariat or Finance departments.

SUBMITTING EXPENSES CLAIMS

11.10. Members should complete and submit their claim forms to the Finance Departments within four weeks of the applicable Council or Committee meeting. Claim forms can be submitted electronically to finance@hcpc-uk.org with scanned receipts. Alternatively claims and original receipts can be submitted by post, for Expense claims and receipts submitted by post must be sent of the attention of the Finance Department.

12.11. However, to speed up payment of expenses, members can submit their claim forms to the Council or Committee secretary at the conclusion of each meeting.

13.12. All claims submitted must be accompanied by supporting receipts, except for mileage and purchases under £5 where obtaining receipts is not required. If a receipt for a cost over £5 is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier and attached to the claim form. If the receipt is not located, a lost receipt form should be completed and submitted with the claim invoice.

14.13. Payment of expenses will be made directly into the Council member's bank account.

~~15. All expenses will be paid to Council and Committee members at face value.~~

FEES ATTENDANCE ALLOWANCE

16.14. Fees at a daily rate ~~of £310 is are~~ payable for:-

- attendance at Council meetings or Committee meetings;
- meetings attended on behalf of the HCPC where prior approval has been given;
- attendance at a conference or event which forms part of the member development programme, where prior approval has been given and with the maximum allowance being 6 days per year.

~~Where a Council or Committee member undertakes a role which would otherwise be undertaken by a Partner, they will be paid at the current rate paid to a Partner. The daily or case rate payable to Partners is outlined in the schedule of the Partner Agreement.~~

15. Members can only make a claim for attendance fees (other than for Council and Committee meetings) when that attendance has been authorised in advance by the Chair or Chief Executive. This includes claims for the six

events or conferences that Council members are permitted to attend each year as part of their ongoing development.

16. Members are “office holders” in tax law and therefore their fees must be paid through PAYE and subject to tax and National Insurance deductions at source. There are two options:

- The HCPC deducts tax and National Insurance (NI) contributions and pays the member directly; or
- Where the member is employed by an institution and the institution invoices the HCPC for the member’s attendance, the HCPC pays the member’s employer, who deducts tax and NI contributions from any payments made to the member.

CO-OPERATIVE TRAVEL MANAGEMENT COMPANY

17. Travel and accommodation should be booked through the HCPC’s contracted preferred travel management company agent Co-operative Travel Management. All travel should be booked at the earliest opportunity as cheaper rates can be obtained.

18. All travel and accommodation should be booked at the earliest opportunity as cheaper rates can be obtained. Bookings should be made at least 2 weeks in advance of any meeting.

18. made at least one month in advance unless the booking of Council member time occurs less than one month in advance.

19. Where the start time of a meeting is known an advanced ticket must be purchased on a specific scheduled train or flight. In some cases, purchasing two single tickets may be cheaper than purchasing a return ticket. Open tickets for the entire journey (ie an open return type ticket) are not permitted. However, if the end time of an event is unknown then an open ticket may be purchased for the return leg of the journey

20. Bookings through the contracted travel management company Co-Operative should be made on-line, where possible via the link on the Council extranet. [provide link] below, where you can also request a password for the online system. The fees incurred by HCPC are significantly lower for online bookings rather than for bookings by telephone or email.

21. <http://www.co-operativetm.co.uk/welcome-zone/HCPG>

22.20. In order to gain value of money, Council and Committee members should aim to book online where possible. The fees incurred by

~~HCPC are significantly lower for online bookings rather than by telephone or email.~~

~~Should this not be possible, to make bookings by telephone, Co-operative's Travel number is: 0844 553 3890, e-mail address hcpcouncil@co-operativetm.co.uk and their opening hours for bookings are from 9.00am to 5:30pm.~~

~~23. In order to book any travel, you will be required to provide your account number which will have been conveyed to you by the relevant department at the HCPC together with the purpose of your travel.~~

~~24.21. Bookings made through the travel management company Co-Operative are covered by their cancellation policy, where most hotels can be cancelled up to 24 hours in advance and train tickets can be cancelled, incurring a one-off administration charge.~~

TRAVEL AND SUBSISTENCE

~~25.22. Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred. If only a proportion of the expense is HCPC related (for example a journey that combines HCPC business and other business), only the relevant pro-rata share of the expense should be claimed. If the member already holds a season ticket for the relevant journey, no additional cost has been incurred and therefore no cost can be claimed.~~

RailTrain

~~26.23. Unless otherwise agreed in advance as a reasonable adjustment for a Council or Committee member with a disability or with other mobility issues, all rail travel on HCPC business must be standard class. The travel management company booking system only allows the purchase of standard class fares. As a matter of course, standard class fares will be reimbursed. However, first class travel will be reimbursed if it can be shown to be cheaper than standard class. Members are strongly encouraged to purchase advance and/or off peak tickets and to use Co-operative Travel for booking.~~

~~This will usually mean that:~~

- ~~Booking are made at least one month in advance unless the booking of Council member time occurs less than one month in advance.~~
- ~~Where the start time of a meeting is known an advanced ticket must be purchased on a prefix timed train. In some cases, purchasing two single tickets may be cheaper than purchasing a return ticket.~~

~~Open tickets for the entire journey (ie an open return type ticket) are not permitted. However, if the end time of an event is unknown then an open ticket may be purchased for the return leg of the journey.~~

~~27.24.~~ Where a Council member can purchase a railcard, the cost of the railcard will be reimbursed

Air

~~28.25.~~ Standard Class must be used when the duration of the single airline flight is less than five hours. If the single journey comprises more than one airline flight, Standard Class tickets must be used for the different flights if the combined air travel time is less than five hours.

Premium Economy tickets may be used when the duration of a single airline flight is longer than five hours but less than eight hours. If Premium Economy tickets are unavailable, Standard Class tickets must be used.

Business Class tickets may be used when the duration of a single airline flight is longer than eight hours. If Business Class tickets are unavailable, Premium Economy tickets may be used.

Tube, coach and bus fares

~~29.26.~~ All tube, coach and bus fares will be reimbursed as incurred. For travel within London, you are strongly encouraged to purchase an Oyster Card in order to take advantage of the cheaper fares available. The HCPC will refund the ~~cost of the purchase of the card and the~~ cost of journeys travelled. A receipt is not required although you must state clearly those journeys made when claiming. The cost of 'Topping-up' an Oyster card will not be reimbursed, ~~in its entirety~~ only the cost of individual journeys.

Mileage

~~30.27.~~ Mileage allowance is payable for the use of members' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates (~~updated 2011/12~~) are as follows:-

| | |
|--------------------------------------|--------------|
| Cars:- 1 st 10,000 miles: | 45p per mile |
| Additional miles: | 25p per mile |
| Motorcycles:- | 24p per mile |
| Cycles:- | 20p per mile |

~~28.~~ Mileage can only be claimed where it is the most cost efficient way of travelling or where rail/air travel is not available.

31.29. Expenses incurred in respect of tolls, parking and ferries may be claimed.

32.30. No car journeys will be reimbursed when travelling into central London, as public transport is widely available, unless by prior arrangement.

33.31. Rates for rental cars are available upon request.

Taxi fares

34.32. Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-

- where there is a time constraint and a taxi will be quicker;
- where a taxi will be cheaper than public transport or public transport is unavailable;
- if a journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or HCPC equipment; and
- where there is a disability which affects mobility, or other mobility issues.

Taxi fares will only be reimbursed where it is clearly stated on the claim the reason for getting a taxi and the journey taken. This must be supported by a receipt.

Other travelling expenses

Hotel

35.33. Expenses can be incurred for hotels ~~will be reimbursed~~ as follows:-

~~Inner-London:~~ When staying at hotels within the M25, This geographical area covers central London within the M25. ~~m~~Members will be reimbursed up to £170 (inc VAT) to cover the overnight accommodation and breakfast.

~~Other large C~~ities in the UK with high market rates for hotel accommodation:— When staying at hotels in This covers Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester. ~~M~~Members will be reimbursed up to £140 (inc VAT) to cover the overnight accommodation and breakfast.

~~All other a~~reas: When staying at hotels This covers anywhere else in the United Kingdom. ~~m~~Members will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.

The accommodation should be booked through ~~the Co-operative Travel~~ management company using HCPC's preferred hotels, where rates have been agreed and availability allows.

HCPC preferred hotels in London are:

Novo~~hotel~~ London Waterloo

Dolphin House

Mer~~cur~~e London Bridge

Premier Inn London Waterloo and County Hall

Ibis Southwark

~~36-34.~~ A Subsistence and accommodation costs outside the UK will be considered on a case by case basis and must be authorised in advance.

Meals

35. This section covers meals paid for by Council and Committee members while on day to day HCPC business, and meals charged to members' hotel bills. It does not cover food provided and organised directly by the HCPC at special events. HCPC will not pay for the cost of alcohol consumed by members on day to day business, and the maximum allowances for meals stated below are for the cost of food and non-alcoholic drinks. HCPC may pay for the cost of alcohol at certain special events, where the amount is reasonable and the provision of alcohol is appropriate in the circumstances. Any expense that includes alcohol must be approved in advance by the Chief Executive.

~~37-36.~~ Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:

- Breakfast £10 (if this has not already been covered within the hotel room rate/breakfast allowance);
- Lunch £10;
- Evening Meal £25.

Breakfast can be claimed when leaving home before 7.30am or when staying in overnight accommodation, where breakfast is not included within the room rate. An evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.

Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.

~~38-37.~~ Incidentals incurred though the course of a day can be claimed up to a value of £5 to cover the costs of non-alcoholic drinks and snacks.

~~39. — Alcohol can be taken with meals, but should not constitute the majority of the claimed amount.~~

CARERS

~~40.38.~~ A maximum daily allowance of up to £65 will be paid in respect of care for children and dependants while the member is away from home on HCPC business. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.

~~41.39.~~ An allowance of up to £65 per day is also payable for the cost of a support worker accompanying a member to a meeting or event ~~an individual to a meeting~~ of the HCPC, where the member's ~~that individual's~~ attendance is required and where the cost of the support worker is not covered by Access to Work funding.

~~42.40.~~ Where the allowance is claimed in respect of care for a child, the member must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the child-carer is registered with the appropriate agency, ~~where appropriate,~~ and only against a valid invoice addressed to the member.

~~43.41.~~ Where the allowance is claimed in respect of a dependant over the age of 16, the member must be the normal provider of care. Payment will only be made against a valid invoice addressed to the member.

~~44. — All claims should be made using the "Care Form".~~

~~USE AND~~ ABUSE OF THE POLICY

~~45. — The aim of this policy is to outline to all members how expenses should be claimed in accordance with the HCPC processes.~~

~~46. — Members are expected to act within the limits of this policy.~~

~~47.42.~~ If it is found that a member has ~~abused~~ this policy then the HCPC will reserve the right to take further action.

REVIEW OF THE POLICY

~~48.43.~~ This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes to be brought to the attention of the Council for approval.