

APPENDIX 2

**Travel, subsistence and expense claims**

**If you are attending a Prospect training course or event, the following guidance will help you understand your entitlements and responsibilities in claiming back costs which have been necessarily incurred by you.**

Travel and subsistence claim forms are available from your course tutor or upon request from Prospect’s Organisation and Education Department. Pre-coded forms are used for all training courses and events. Use of other forms may delay your claim being processed and paid.

**Accommodation**

Our education department will organise overnight accommodation for you when you attend any residential course advertised on our National Education Programme. Our accommodation package will normally cover B&B. You will need to pay for any additional extras incurred when you check out of the hotel. If, exceptionally, you require accommodation on the night before the course begins or on the night the course ends, please contact our education department well in advance of the course start date.

If you choose to stay with friends whilst attending a training course you will be entitled to claim reasonable meal expenses, in line with the amounts shown below.

Under no circumstances should members book their own hotel accommodation without first having obtained written confirmation from our education department.

**Meals**

Breakfast, lunch and dinner will normally be organised for you at or near the training venue. Where, exceptionally, meals are not provided, you may claim your expenditure in respect of these. If your travel from one of our training courses means that you expect to arrive at home later than 8pm on the day your course concludes, you may claim expenditure in respect of dinner. Please confirm your home arrival time on your claim form. The maximum that can be claimed for each meal (including any drinks taken) is detailed below:

Breakfast £6

Lunch £10

Dinner £25

If your claim exceeds these limits, the amount claimed will be automatically reduced to the maxima shown above before being processed for payment. If special circumstances exist, please contact our education department before you submit your claim.

**Travel**

In line with Prospect’s environmental policy we encourage members to travel to courses/events using public transport wherever possible. We do however accept that this may not always be practical, the following gives detailed arrangements for differing modes of transport.

**Air Travel**

Reps should take advantage of advance-purchase and other discounted fares whenever possible. All travel should be in economy class unless otherwise agreed in writing. It is Prospect policy not to use RYANAIR whilst traveling on official business.

**Rail/Coach Travel**

We ask members, where possible, to take advantage of advance-purchase and other discounted rail/coach fares. Rail travel should normally be at the cheapest available rate, normally this will be standard class. **Tickets should always be booked in advance**, unless this facility is not available or there are no discounts or there are exceptional reasons for not doing this which should be stated on the expenses form.

**Private Car**

We will pay mileage at the current prevailing rate (£0.33/mile as at January 2018) **up to the cost of the equivalent standard rail fare**. You may claim an extra 2p per mile for the first additional passenger and 1p per mile for the second and subsequent passengers. Please note any additional passengers on the claim form. Necessary parking charges, tolls, congestion charges etc incurred will also be refunded upon production of proof of payment. It is your responsibility to ensure that you have adequate and appropriate motor insurance cover for your journey.

**Company Car**

Where members use cars provided by their employer, reimbursement will be at the employer’s mileage rate for that car up to a maximum of 16p per mile.

**Hire Car**

Where the use of a hire-car is being considered, **you must obtain prior written authorisation from our education department.**

**Taxis**

Taxis should only be used **where no feasible public transport alternative exists** and then generally only for short journeys. If you need to take a taxi, please explain why you have done so on your claim form.

1. **Motor Cycles**

Reimbursement for use of motor cycles is at the rate of 24p per mile.

1. **Pedal Cycles**
2. Reimbursement for use of a pedal cycle on Prospect business is at a rate of 20p per mile

**Reclaiming Expenses**

All travel and subsistence claims must be submitted on the appropriate form which must be signed and dated by the claimant in order to be valid. Scanned forms and electronic signatures are not acceptable. All claims must be supported by fully-itemised receipts. Where receipts are unavailable for single transactions of less than £5, an explanation as to why no receipt was obtained should be provided on the claim form. No receipts are required for mileage claims. Credit card transaction slips are not acceptable proofs-of-purchase. Incomplete claims will be returned to the claimant unpaid. Claims should be submitted as soon as practicable after the expenditure is incurred but no later than one month after the completion of the associated travel.

We remind you that travel and subsistence claims are funded from membership subscriptions. Claims that do not comply with Prospect’s policy may not be paid.

If you need further assistance, we’d be delighted to help. Email us at education@prospect.org.uk