



Historic Royal Palaces is the independent charity that looks after the Tower of London, Hampton Court Palace, the Banqueting House, Kensington Palace and Kew Palace. We help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

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TRAVEL & SUBSISTENCE POLICY AND PROCEDURES *(Effective 26 May 2009)*

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1. INTRODUCTION

- 1.1 This policy sets out the procedures for claiming travel and related expenditure incurred on official business for HRP. It defines the responsibilities of both the claimant and the authorising manager.
- 1.2 The guidance cannot cover every eventuality. If you have any queries please speak to your line manager in the first instance. If you need further advice please use the contacts detailed in Paragraph 12.

2. GENERAL PRINCIPLES

- 2.1 HRP will reimburse the necessary costs incurred by staff when travelling and working on official business away from home or their normal workplace.
- 2.2 Staff should strive and endeavour to use the most effective and economic means of travel and/or accommodation at all times, taking into account both cost and time.
- 2.3 HRP may refuse to meet any expenses that are considered unreasonable or which could have been avoided had the journey been better planned.
- 2.4 All overseas travel requires the prior approval of your departmental manager
- 2.5 It is the claimant's responsibility to submit an accurate claim for expenses which complies with these travel and expenditure rules. This should be approved by the line manager (or in his/her absence a more senior member of the department). All travel, regardless of how it is paid for, must be covered by an expense claim completed by the traveller. **Any person who makes a false claim under this policy renders themselves liable to disciplinary action.**
- 2.6 Supporting documentation/ receipts must be attached to the claim form prior to approval by your manager who is also responsible for ensuring that the claim is properly completed
- 2.7 You may claim for reasonable actual personal expenses whilst travelling on official business up to the limits set out in paragraphs below. These limits are based on

agreements made with the Inland Revenue. **Claims must be supported by receipts**

2.8 Claims made for expenses under this policy should be coded to:

- 51420 Travel UK
- 51425 Travel Overseas
- 51421 Accommodation & Subsistence UK
- 51426 Accommodation & Subsistence - Overseas

3.0 ACCOMMODATION & MEALS

3.1 Hotel accommodation should be equivalent to a UK 3-star standard. All reasonable costs of such accommodation, breakfast, lunch and evening meal when staying overnight in a hotel are reclaimable.

Personal incidental expenditure incurred during overnight accommodation, such as private telephone calls, video hire, laundry and bar bills are reclaimable subject to a maximum of an average of £5 per night (Overseas £10).

Any expense claim which exceeds the maximum renders the entire incidental expenditure liable to a personal tax liability.

If you stay with relatives or friends, rather than in a hotel, no payments will be made as no cost is incurred (change in tax legislation 6/4/09).

3.2 In addition daily subsistence can be reclaimed when travelling on your own or with HRP colleagues (but not visiting other HRP managed sites). Such subsistence claims must be fully receipted and has to be reasonable. Lunches and other meals with business contacts are covered by the Hospitality guidelines.

3.3 Directors' approval needs to be obtained in advance for hotel and associated costs in order to be located close your normal place of work. Such expenditure will give rise to a personal tax liability

4.0. TRAVELLING EXPENSES

HRP will not reimburse the costs of travel between home and your normal workplace whether or not in normal working hours (subject to the exceptional

circumstance detailed in 4.2). Your normal place of work being the location set out in your contract of employment

If a person is transferred from their normal place of work to another place of work on a temporary basis claims can be made for travelling expenses.

- 4.1 Staff are reminded that they should travel using standard class wherever practical.
- 4.1.1 All journeys via public transport will be reimbursed on production of the ticket or ticket receipt. Therefore staff should try to avoid using automatic exit gates on London Underground if this means the ticket is retained by the barrier machine.
- 4.1.2 Staff using Oystercards do not need to produce a receipt but should claim for fares in accordance with the fare structure published on the Transport for London website (www.tfl.gov.uk/tickets/faresandtickets).

HRP will not pay for top up fees.

Please ensure you refer to the use of the Oystercard on your expense claim to explain the lack of receipt. For information, the current main fare structure, as at 2nd January 2009, is as set out below (note - this list does not cover all zone combinations, only those most likely to apply to HRP journeys)

	Single fare Mon-Fri 6.30- 9.30am & 4-7pm	Single fare All other times
<i>Including Zone 1 -</i>		
Zone 1	£1.60	£1.60
Zone 1-2	£2.20	“
Zone 1-3	£2.70	£2.20
Zone 1-4	£2.80	“
Zone 1-5	£3.70	“
Zone 1-6	£3.80	“
<i>Excluding Zone 1 -</i>		
Within one Zone - 2,3,4,5,6	£1.10	£1.10
Between two Zones - 2-3, 3-4, 4-5, 5-6	“	“

DLR only in Zones 2-3	“	“
Bus	£1.00	£1.00

4.1.3 HRP will not pay for staff to purchase an initial Oystercard.

4.2 Taxis:

Taxis can only be used when:

- there is no access to public transport; or
- you are carrying heavy baggage; or
- you are suffering from any impediment that makes public transport impractical; or
- there would be a saving of either time or cost; or
- you are required to work past the time of realistic safe public transport facility.

4.3 Air Travel

4.3.1 The appropriate class of air travel is governed by the duration of the flight and the airline's fare structure. The entitlements are as follows:

Total flying time	Entitlement
Up to 4.0 hours	Economy(or equivalent)
Over 4.0 hours	Economy or Economy Plus (or equivalent)

4.3.2 In some circumstances staff can travel in a higher class regardless of flying time:

- if the application of the above entitlements might not be cost-effective (for example, if there were restrictions on economy-class bookings); or
- when a journey of four hours or more has to be made overnight; or
- when it is necessary for staff to travel with a colleague from outside HRP who is travelling in that class; or
- where leg-room or inadequate privacy for work is a problem.

In these cases upgrades must be approved by a Director prior to booking.

4.4 Vaccinations. If you require advice on vaccinations, or need to arrange to be vaccinated, please discuss with your travel company or agent. In some instances vaccinations need at least 10 days to become effective. It is therefore

advisable to arrange vaccinations at least a month before travelling.

4.5 Overseas travel insurance

4.5.1 HRP have Group Travel Insurance to cover staff for trips outside of the UK. The cover includes; accidental death or bodily injury, all reasonable medical expenses, loss of or damage to any personal baggage and loss of money. Precise details of the cover are available from the Financial Planning Department.

4.5.2 **Prior to any overseas trip, travellers must provide the Financial Planning Department with their full name, the country or countries being visited and the dates of travel.** A Travel Assistance Card, giving emergency telephone numbers, will be issued to the traveller by the Financial Planning Department. The card must be returned to the Financial Planning Department upon return to the UK.

4.5.3 The Insurer will reimburse staff for the cost of emergency medical or dental treatment needed whilst outside the UK on official business. Details are issued with the Travel Assistance Card.

4.5.4 If you intend to participate in either unusual or potentially dangerous activities while travelling on business, the insurance cover may be invalidated. Please contact the Finance Planning Department so that the appropriate clearance can be given prior to travel.

5. MOTOR VEHICLES

5.1 You may use a private motor vehicle and claim the mileage rate provided you fulfil the conditions in paragraph 5.6.

5.2 You can use short-term car hire if this offers a reasonably efficient and economic means of transport.

5.3 If you use a motorcycle or bicycle for official journeys you can claim the appropriate allowance.

5.4 You will be reimbursed the cost of reasonable and necessary garaging and parking fees, tolls and ferry charges incurred.

5.5 If using a private motor vehicle you can claim the distance travelled provided you have taken the route you judge to

be quickest. However standard distances between Palaces are set out in paragraph 5.7 to be used for expense claims.

5.6 Conditions for claiming mileage rate for a private car

A Mileage

- i) **You must keep a permanent record of the mileage travelled on official business within each financial year.** You must specify on each claim for payment, the cumulative total of such mileage during each tax year.
- ii) You may be asked to provide details of your mileage at the end of each financial year if the Inland Revenue require it.

B Motor Insurance

- i) Your own insurance must cover business use. In the remote event you are involved in an accident whilst on HRP business you need to ensure you and your passengers can claim against your own insurance. HRP does not have insurance in place to cover you and your passengers whilst travelling on business.
- ii) You must provide a copy of your insurance document on request from either your line manager or Financial Accounting
- iii) In exceptional circumstances, HRP will reimburse the incremental cost of insurance cover for business use. Reimbursement will be at the discretion of your line manager, and will depend on the likely frequency of journeys and advantage of your using your vehicle compared with other forms of transport.

5.7 Artefacts must not be carried in private vehicles. The only HRP assets that can be carried in private vehicles are those that have been specifically assigned to you (e.g laptops and mobile telephones)

5.8 Mileage Allowance Rates

Car (for all Staff and Trustees, excluding Directors)

Size of car engine	On the first 10,000 miles in the tax year	On each mile over 10,000 miles in the tax year
All	40p	25p

Car (for Directors) 15p per mile regardless of size of engine and mileage.

Motor cycles: 24p/mile regardless of engine size
Bicycles 20p/mile

These rates are within Inland Revenue limits and cannot create a personal tax liability

There are no supplementary allowances for carrying a passenger.

Mileage can be claimed for the entire journey unless you are already at an HRP location and travelling to another HRP location. In these cases the following grid of standard mileages between Palaces is the maximum that can be claimed

	HCP	KEW	KP	BH	TOL
HCP		9	13	15	18
KEW	9		5	9	11
KP	13	5		3	6
BH	15	9	3		3
TOL	18	11	6	3	

6. CONGESTION CHARGE

6.1 The Tower of London and The Banqueting House fall within the congestion charging zone – see www.cclondon.com for detailed information.

6.2 If using a motor vehicle for official business purposes on behalf of HRP, the following applies when travelling in the congestion charging zone:

- When travelling away from your normal place of work the charge can be reclaimed on an expense claim form, alongside mileage expenses. Your claim should be submitted to Financial Accounts, HCP or claimed via your usual petty cash service;
- When required to bring a vehicle to your normal place of work prior to undertaking a journey for business purposes (for staff based at Tower of London & Banqueting House), your claim for the charge must be submitted to Employee Services. The charge will be repaid to you by grossing up for tax purposes within the payroll.

6.3 Penalties that are incurred for non-payment of the charge will be the responsibility of the employee.

7. EXPENSES INCURRED IN ATTENDING INTERVIEWS

7.1 External candidates for HRP posts

Reimbursement of candidates' travel expenses is at the discretion of the recruiting manager.

8. CASH ADVANCES FOR TRAVEL

8.1 Requests for cash advances in sterling should be discussed with the Site Sales Supervisor, Financial Accounting and they will be arranged as required. The advance of cash must be approved by the line manager. The advance must be collected either in person or by the traveller's representative with written approval from the traveller. Notice is required for advances in excess of £100.

8.2 The purchase of currency is to be arranged by the traveller. A sterling advance may be used for the purchase of currency. The receipt showing the exchange rate must accompany the final expense claim.

8.3 Upon return the traveller is required to complete an expense claim form detailing the expenditure less the advance. This must be approved and sent to Financial

Accounting. Any unspent monies must be promptly reimbursed to HRP in sterling.

9. REIMBURSEMENT OF EXPENSES

- 9.1 Accounts Payable and Petty Cash Payments
The following form must be used for all expense claims

[FIN01/11.04 for travel and other expenditure claims](#)

- 9.2 It is the claimant's responsibility to ensure that the necessary approvals are obtained and that claims are correctly completed. Invoices, tickets, vouchers, Director's approval (where required), hospitality forms and any other documents needed to support the travel claim must be attached to the form. All claims must be signed by the line manager of the claimant.
- 9.3 Claims of £50 or less may be reimbursed through the local Petty Cash facility. Please check days and times of availability.
- 9.4 Claims more than £50 should be sent to Accounts Payable, Financial Accounting, Hampton Court Palace. They will be reimbursed directly to the claimant's bank account in the next available payment run.
- 9.5 All claims should be in sterling. The actual exchange rate(s) incurred should be used as the basis for all foreign currency expense claims.

10. COMPANY PROCUREMENT CARDS

- 10.1 Company procurement cards can be used to make travel related purchases.

The following form must be used for all procurement purchases

[FIN03/11.04 for procurement card claims](#)

11. CONTACT TELEPHONE NUMBERS

T&S Policy Tax liabilities	Employee Services Department	Employee Services Manager	020 3166 6083
Progress of claim	Financial Accounting	Accounts Payable Supervisor	020 6133 6058
Overseas travel insurance cover queries	Financial Planning Department	Assistant Financial Planning Manager	020 3166 6091