



**NCER**<sup>CIC</sup>  
National Consortium for Examination Results  
Community Interest Company

## **NCER CIC TRAVEL AND EXPENSES POLICY – 2020**

This policy has been put in place as NCER needs to be open and transparent about the care we take with the public funds entrusted to us. This policy mirrors standard good practice in local authorities. The aim of this policy is to ensure that NCER members are properly and fairly compensated for costs incurred while at the same time minimising cost to the NCER.

The Managing Director has general delegated authority to approve specific arrangements where set out below. The Chair will approve specific arrangements for the Managing Director. Expenses claims should be submitted to the Managing Director as soon as possible after costs have been incurred. Directors paid via a private limited company or partnership may elect to include travel and subsistence claims in their regular invoices.

The principle is that Management Board and Steering Group members should be offered transport costs and expenses when they are working as Management Board or Steering Group members. The same would apply for any member when they are acting on behalf of NCER, such as speaking for NCER at a conference when asked to do so by the Management Board and attending Regional Meetings.

This will mean that Management Board members will be reimbursed for travel costs and related expenses when they attend NCER meetings. Steering Group members will be reimbursed for travel and related expenses associated with Steering Group meetings but not for other meetings including the Annual Conference unless they are contributing to the delivery of the event.. Steering Group members acting on behalf of NCER at the request of the Management Board will be reimbursed for travel costs and related expenses.

As a matter of general principle, reimbursements will be offered as described above but it is a matter for the individual and their LA whether to take up the offer.

All travel should be made at the lowest possible cost without incurring undue inconvenience. Similarly any other expenses must be kept to the lowest practicable level. Colleagues are trusted to do their best to achieve this, though there will be checks where costs seem excessive, and NCER reserves the right not to pay excessive levels of expenses. Where there are good reasons for increased costs, colleagues should note these on the Travel Form to be submitted to the Managing Director.

Where an overnight stay or air travel seems the best way of avoiding undue inconvenience, approval should be sought in advance from the Managing Director as set out below and for the Managing Director to the NCER Chair.

If there are any queries with this policy, or for advice on specific instances, please refer to the Managing Director.

## **RECEIPTS**

If a receipt below the level of £30 cannot be provided the claim will be paid subject to the discretion of the Managing Director or for the Managing Director the Chair. The claimant will be required to certify that the claim is accurate and the Managing Director (or Chair) will be required to certify that the payment is reasonable. However, for claims in excess of £30 without a receipt the claim will not be paid except in exceptional circumstances.

Copies of rail tickets or a proof of purchase must always be provided.

## **RAIL TRAVEL**

Management Board and Steering Group members are expected primarily to use standard class rail only, advance tickets where possible, and split ticketing where appropriate. No prior approval is required.

Copies of rail tickets or a proof of purchase must always be provided with the Travel Form.

Where a member has a Railcard, we encourage its use as it leads to reduced costs for NCER. Rail tickets should be scanned and the scanned copy sent to the Managing Director together with a completed NCER Travel Form for reimbursement. Where advance tickets have been purchased, but travel has not been possible, the tickets may still be submitted for reimbursement even though NCER or the individual may be unable to obtain any refund from the rail company concerned.

NCER will offer to reimburse the cost of a personal Railcard as it will bring significant savings for NCER.

## **TRAVEL BY CAR**

Mileage for cars, where agreed, will be reimbursed in line with HMRC (Her Majesty's Revenue & Customs) AMAP (Approved Mileage Allowance Payment) at £0.45p per mile.

Travel by car will normally only be agreed where reimbursement will be cheaper than an advance 2nd class rail fare, or in circumstances where there are benefits to NCER and approval has been sought and agreed in advance by the Managing Director.

Should an officer elect to travel by car when there is no benefit to NCER, the maximum amount to be claimed and reimbursed will be the equivalent of an advance standard class rail fare.

## AIR TRAVEL

Any air travel must be authorised in advance by the Managing Director and should only be used when there is a business benefit for NCER, and would normally require return travel on the same day, thus avoiding the need for overnight accommodation.

## OVERNIGHT ACCOMMODATION

Whether travelling by train, or by car with advanced approval, overnight accommodation will be paid where circumstances necessitate this, such as a need to arrive early in the morning, and this will be by agreement of the Managing Director. Costs reimbursed will be the actual rate paid to the maximum of the current standard rate (see table below) and a VAT receipt sent to the Managing Director together with a completed NCER Travel Form for reimbursement.

## REIMBURSEMENT OF OTHER EXPENSES

Reimbursement of other legitimate expenses (such as car park charges, bridge tolls, public transport, (bus, tram, tube etc.), and taxi fares) to be claimed using the NCER Travel Form to the Managing Director, or via invoice – together with receipts when they have been provided.

Refer to Receipts above.

Where an overnight stay has been agreed, if not included with the accommodation charge, breakfast can be claimed up to the rate applicable below on submission of a receipt or other proof of purchase. Other meals will only be reimbursed in exceptional circumstances where there is a business case for this to be claimed, and it has been agreed by the Managing Director.

Note - claims for soft beverages may be made within each meal claim provided that receipts are produced and the claim falls within the applicable maximum as outlined below. Claims for the purchase of alcoholic beverages are not permitted under any circumstances.

<b>Meal Allowances</b>	
	Maximum payment
One meal (5 hour)	£7.00
Two meal (10 hour)	£12.00
Three meals (12 hour)	£18.00
24 hour	£25.00

<b>Accommodation</b>	<b>Upper Limit</b> (with effect from 1 <sup>st</sup> April 2019)
London – bed and breakfast	£115.00

UK Major cities (bed and breakfast) (Birmingham, Bristol, Coventry, Durham, Leeds, Liverpool, Manchester, Sheffield, York )	£85.00
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These expenses CANNOT be claimed if:

- A meal or beverage is not purchased
- The meal does not constitute additional expenditure.
- Meals have been taken at home
- Meals are provided during a training course, conference or similar activity
- Meals are provided on the train or plane and included in the ticket cost

Additionally:

- Alcohol cannot form part of any claim

This policy was approved by the NCER Management Board on 17<sup>th</sup> March 2020

This policy will be reviewed annually together with an annual review of the compliance and effectiveness of the policy.

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***Company registration number: 7960839***

18<sup>th</sup> March 2020