**Schedule 6 – DWP Travel, Accommodation and Expenses Policy**

The following principles and guidance are extracted from the Buyers expenses policy and are only intended to be a summary of the key areas and further guidance can be provided by the Buyer upon request from the Supplier, as the policy may change from time to time.

When making a claim for any payment the Supplier shall provide the Buyer with reasonably requested documentary evidence of actual expenditure to support the claim.

**MEALS**

Each meal purchased at greater expense than when you are on detached duty/official business at another workplace can be reimbursed provided receipts are retained. Each meal to be reimbursed is restricted to the receipted actual amount up to a ceiling of £5.00.

For absences of: Number of meals which can be reimbursed

5-10 hours 1

10-12 hours 2

12+ hours 3

Overnight 1

|  |  |  |
| --- | --- | --- |
| Meal type | Maximum amount | SOP expense type |
| Day meal | Actual cost up to £5.00 for each meal | Breakfast and / or Lunch Where you are eligible for and are claiming a 3rd Day Meal you should use Evening Meal |
| Evening Meal | Actual cost up to £15.00 per meal | Evening meal |
| Overnight meal | Actual cost up to £20.00 per meal | Overnight meal |

**HOTEL ACCOMODATION**

Eligibility

1. You can stay overnight in hotel accommodation for a maximum of 30 nights.
2. Hotel accommodation should only be booked for the actual nights you stay in the accommodation and will not be payable during any absence from work or time away from the accommodation unless you are off sick and:

* are certified medically unfit to travel; or
* you have a short period of illness of 3 days or less and no appreciable savings would be made if you returned home during your illness.

1. Hotel accommodation can only be used for the night of your last day of duty if you were unable to return to your home by 20:00 hours and subsequently stayed a further night.

**OVERNIGHT EVENING MEAL POLICY**

Eligibility

1. You may be able to claim Overnight Evening Meals to reimburse any additional evening meal costs you incur when staying away overnight in hotel accommodation on business.

Reimbursement

1. Actual cost of an evening meal you purchase at greater expense than your normal costs, up to the appropriate limits may be reimbursed, as detailed on the receipts provided. No amount can be paid towards the cost of alcohol.
2. Payment will be made for the actual nights you stay in the accommodation and purchase an evening meal. It will not be payable during any absence from work or time away from the accommodation unless you are off sick and:

* are certified medically unfit to travel; or
* you have a short period of illness of 3 days or less and no appreciable savings would be made if you returned home during your illness.

1. Payment will only be made for the night of your last day of duty if you were unable to return to your home by 20:00 hours and subsequently stayed a further night in the hotel.

Limits

1. Receipted actual cost, excluding alcohol, within a limit of £20 per meal.

**HOTEL ROOM EXPENDITURE LIMITS**

The following regional maximum expenditure limits are in place:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 night stay | 2 night stay | 3 night stay or over |
| London | £130 | £130 | £145 |
| Rest of the country (except London) | £80 | £85 | £85 |

**RAIL TRAVEL**

First Class rail travel is not permitted. Economy class only.

Restricted/Advance Purchase tickets must be booked for your journey. As well as being the cheapest option this will also ensure that you have a definite train booked and a seat for your journey(s). ‘Anytime’ tickets should only be purchased where they are the cheapest available ticket.

**TAXI’S**

Staff must always consider whether travelling by taxi is a necessity, having considered alternative travel methods, business needs, sustainability issues and increased public scrutiny of expenses and cost.

When Can I use a Taxi?

Note: Journeys undertaken by taxi must be solely for business use. Private journeys must not be undertaken, except in the exceptional circumstances.

Taxi fares can only be claimed back when:

* Heavy luggage has to be handled
* A taxi can be shared with colleagues, constituting a saving over public transport
* There is no suitable method of public transport
* It is necessary due to long term health problems
* In exceptional circumstances, the savings of official time is important.

The following reasons are the only exempted personal reasons for booking a taxi that would be accepted. Their application should be in infrequent and exceptional circumstances:

* Where travel is after 9pm and public transport is limited
* Where an individual considers their personal safety to be at risk

**AIR TRAVEL (including International Air Travel)**

Key Policy Points

* Business journeys must only be booked when meeting in person is essential.
* Staff must travel by rail not air when travelling between; Manchester and London, Newcastle and London, or Birmingham and Newcastle
* Economy Class air travel must always be booked when travelling on domestic flights within the UK or for any flights under 2.5 hour duration.
* Restricted tickets must be purchased where it is the cheapest option.
* All flights must be booked through the service provider.
* Recommended that travel bookings are made at least 14 days in advance.
* All booking issues must be taken up with the travel provider/supplier.

In any applicable instance return air fares (including cost of taxi to and from airports) to the UK shall not exceed £1,000 one-off per associate.