

DESNZ Expenses Policy

The DESNZ expenses policy should be used as a benchmark for agreeing any expenses. Any instances where the Supplier wishes to deviate from this will only be considered on an exceptional basis, will need approval by DESNZ, and will need to provide strong evidence it delivers value for money for the programme, limits the potential for misuse or fraud, allows for efficient payment to contractors, and is as transparent and auditable as possible.

The key principles of the DESNZ expenses policy are:

1. DESNZ never intends for staff to be out of pocket because of official business. Compliance with this policy should always mean staff are reimbursed the costs they have incurred.
2. When incurring costs we are expending public money and all that we do must be guided by ensuring we deliver value for money (see *Managing Public Money*¹)
3. When incurring costs we must consider the reputational impact of our spend, as well as the financial implications.
4. All expenses must be within agreed rates with receipts.

The key rates to be aware of are:

Description	Relevant Rates
Hotel rates	£140 London and international
Hotel rates	£100 outside London (UK)
Incidental expenditure	up to £5 per day UK, up to £10 per day overseas
Economy Class	<3.5hrs flight time
Premium Class	3.5hrs to 5.5hrs flight time
Business Class	>5.5hrs flight time – requires strong rationale (e.g. going straight into meetings) and Director sign-off
Advance open return	Standard Class flexible ticket
Breakfast (early start) costs receipted.	£5 benchmark (UK and overseas travel outside of Europe and North America) £10 benchmark (Europe and North America)
Lunch costs receipted	£5 benchmark (UK and overseas travel outside of Europe and North America) £15 benchmark (Europe and North America)
Dinner costs receipted	£15 benchmark (UK and overseas travel outside of Europe and North America) £25 benchmark (Europe and North America)
Staying with friends and family	£5 Lunch and £15 Dinner (£20 limit per 24hr period) – requires line manager approval.
Car journeys ≤10,000	45p per mile

A copy of the full policy will be provided to the Supplier in the Inception Period.

¹ Available at <https://www.gov.uk/government/publications/managing-public-money>