

HS2 LTD BUSINESS EXPENSES POLICY

BUSINESS EXPENSES POLICY

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Internal information

1. CHIEF EXECUTIVE'S FOREWORD



HS2 Ltd is publicly funded and we all have an obligation to manage our business expenses prudently and responsibly and to consider public perception. The business expenses policy is intended to ensure that staff are reimbursed for costs that are necessarily incurred in the performance of their duties. It sets out a series of principles and rules within which staff must operate, and provides a transparent and an auditable process. The policy is an enabler for us to do our jobs effectively – and all staff must comply with the policy and the spirit of the policy. When travelling, or staying away from home on behalf of HS2 Ltd, your safety and that of your colleagues should always be a prime concern.

2. PURPOSE AND RESPONSIBILITY



Purpose

This policy sets out the parameters under which High Speed Two Limited (HS2 Ltd) will reimburse business expenses incurred in the performance of duties on behalf of HS2 Ltd.

Scope

The principles of this policy apply to everyone working for, or on behalf of, HS2 Ltd. It applies to employees, secondees, board members, agency staff, interim staff, interns, and panel members. Development partner staff and any other third parties working on HS2's premises and sites should follow the fundamental principles of this policy and the specific rates detailed in Appendix A, but must ensure they comply with their own specific contractual terms relating to expenses.

Reimbursement

HS2 Ltd will directly reimburse only those who are paid via HS2 Ltd's payroll. For all other parties, reimbursement will be in accordance with the terms of the contract between them and HS2 Ltd. However, business expenses incurred when working on behalf of HS2 Ltd must be claimed in accordance with this policy.

Responsibilities

All claimants are asked to read this policy carefully, together with the appendices and any relevant reference policies, before making a claim. It is the responsibility of anyone making a claim under this policy to do so only where the business expenses were incurred wholly, exclusively and necessarily in the performance of their duties on behalf of HS2 Ltd.

It is the responsibility of anyone approving business expenses claims to ensure that such claims are in line with this policy, and that the appropriate supporting documentation is provided.

Failure to comply

Failure to observe this policy may result in your reimbursement being delayed or your business expenses claims being refused.

Any attempt to claim expenses fraudulently, or in breach of this policy, may result in disciplinary action.

When considering disciplinary action, HS2 Ltd will assess the extent to which the individual has followed both the rules and the spirit of this policy.

If you believe someone may be in breach of this policy or submitting fraudulent claims or invoices, you have a duty to report your concerns to your line manager or HR business partner. Please refer to the *Whistle blowing Policy*.

Adherence

This policy must be adhered to at all times. If you have any questions or require further advice, please email HS2Expenses@hs2.org.uk.

3. FUNDAMENTAL PRINCIPLES



HS2 Ltd is publicly funded through the Department for Transport (DfT) and, ultimately, by taxpayers. Accordingly, the corporate behaviour of HS2 Ltd – and the behaviour of those working for it and on its behalf – will be closely scrutinised and monitored. All claimants have an obligation to manage business expenses prudently and responsibly, and to consider public perception.

When you incur business expenses, you must achieve the best value for money.

HS2 Ltd's Business Expenses Policy is built on the following values:

Safety

Safety is at the heart of everything we do. When travelling, or staying away from home on behalf of HS2 Ltd, your safety and that of your colleagues should always be your first consideration. Please refer to the [Health and Safety Policy](#).

Respect

We work as a team. HS2 Ltd is committed to equality, diversity and inclusion.

Leadership

We are all responsible for our deliverables. This includes being responsible for both our own compliance and the compliance of others where you provide approval.

Integrity

We always aim for the highest standards of public service in our conduct and care with public money. You must always consider the public's perception and value for money when incurring expense.

4. CLAIMING EXPENSES



Making claims

All HS2 Ltd employees should complete the business expenses claim form via our online business expenses system, SAPPHIRE. Here is a link to the [SAPPHIRE quick guides for submitting expenses and approving expense claims.](#)

For all other parties, please refer to your local business expenses claim policy for how to make a business expense claim.

- “Dos and Don’ts” to consider when making and claiming business expenses are detailed in Appendix B.
- Guidance on claiming expenses can be accessed at [SAPPHIRE 'Submit Expenses' e-learning module.](#)
- Business expenses incurred on Corporate Cards (ePCS – Electronic Purchasing Card Solutions) must comply with the [ePCS Policy.](#)

Approver’s responsibilities

- When approving expenses, it is your responsibility as line manager to confirm that every line of an expenses claim is both compliant and correct, satisfying yourself that:
 - all of the expenses being claimed were wholly, exclusively and necessarily incurred by the individual while performing duties on behalf of HS2 Ltd;
 - the expenditure is in accordance with this policy and represents value for money;
 - the expense claim contains sufficient supporting details and documentation, including adequate descriptions of the business nature and business reason for the incurred expenditure and, in the case of travel, the start and end point of journeys undertaken. In the case of business and staff entertaining, the details of all attendees are to be included in the business expense claim.
- Guidance for business expenses approvers can be accessed at [SAPPHIRE 'Approve Expenses' e-learning module.](#)
- In the case of Board members, business expenses claims are reviewed and approved by the Director of Finance Operations.

4. CLAIMING EXPENSES



Review

- All business expenses claims (including directors' and Board members' expenses) are subject to a periodic review by an independent member of our Finance team.
- Expense claims of £500 or over are routed via the SAPPHIRE workflow for approval by both the line manager and then the Director of Finance Operations.
- Expenses should be submitted on a timely basis and no more than 3 months after they were incurred. Failure to submit expenses on time may result in your reimbursement being delayed or your expenses claim being refused.
- It is the responsibility of the line manager to check every line of an expense claim submitted to them for approval. The Finance team will undertake sample checks on expense claims to confirm compliance and correctness.
- If clarification is required in respect of business expense claims you have submitted, a member of the Finance team will contact you directly.

5. RECEIPTS AND PRIOR APPROVAL



Receipts

- Receipts for all UK and overseas business expenditure must be obtained and included with your business expense claim as a scanned attachment. Failure to provide receipts to support your claim may result in your reimbursement delayed or your expenses claim being refused.
- Where possible, obtain a VAT receipt. VAT receipts detail the amount of VAT paid as well as the VAT registration number – they are normally readily available when making a purchase. VAT receipts should be requested when making a transaction. Please note that credit card receipts do not enable HS2 Ltd to reclaim VAT.
- Where a VAT receipt is unavailable (e.g. for train travel), you should provide an alternative appropriate proof of expenditure, such as a travel ticket or a bank/credit card statement.
- Exceptionally, where proof of purchase cannot be obtained (e.g. when using a vending machine), you must include a note on the business expense claim outlining the business purpose and reason for the lack of receipt.
- Expenses should be submitted on a timely basis, no more than three months after they were incurred. Failure to submit expenses on time may result in your reimbursement being delayed or your expenses claim being refused.

Prior approval

Where prior approval is required for incurring expenses, it is your responsibility to retain a record of the approval and to send a copy to the Travel Mailbox (HS2Expenses@hs2.org.uk). Where a Redfern booking is made on your behalf by a local travel booker, then a copy of the prior approval will be submitted by the local travel booker to the Travel Mailbox. This record may be subject to further checks or audit scrutiny.

Examples of where prior approval is required include;

- air travel requires prior approval from your director;
- hotels outside the limits in Appendix A require prior approval from your line manager; and
- season tickets require prior approval from the Director of Finance Operations.

6. TRAVEL



Definition

- Business travel is any travel incurred in the performance of duties on behalf of HS2 Ltd.
- **The journey between your home and your permanent workplace is not business travel.** These costs cannot be claimed.

Permanent workplace

Your permanent workplace is defined as the places you regularly attend for the performance of your duties on behalf of HS2 Ltd.

For tax purposes, there may be circumstances where you may be deemed to have more than one permanent workplace. If you are unsure what you can claim, please seek guidance from the Director of Finance Operations or Head of Financial Governance and Treasury.

If you are working regularly in two or more workplaces, please make sure that your Outlook calendar clearly states which office you are working in on a daily basis.

When to travel

- In order to limit cost and environmental impact, **alternatives to travel should always be considered**, and should be adopted wherever possible. You should travel only if your journey is the best way to achieve your business objectives and they cannot be achieved by other means, such as:
 - video or telephone conferencing; or
 - only one member of the team attending rather than a number of team members
- If travel is required, you should **travel by public transport where possible.**

6. TRAVEL



How to book

- Other than in exceptional circumstances, **travel tickets must be booked through HS2 Ltd's official travel supplier, Redfern.** Tickets can be booked by contacting your *local travel booker*, who will arrange the booking.
- By doing this, HS2 Ltd will achieve volume discounts, sometimes in addition to the saving you see on screen. Booking through an official agency also enables us to meet our duty of care requirements, by knowing where our employees are in case of emergencies.
- Travel tickets booked through Redfern will not require a separate expense claim: HS2 Ltd will be invoiced by Redfern directly to cover the cost of travel tickets, and will settle these costs with Redfern directly. However, it is your responsibility to ensure that all bookings made are in accordance with this policy.

- The facility to book train travel and hotels through Redfern is open to all HS2 staff including agency staff, non-executive directors and secondees. You must book Redfern in all but exceptional circumstances. Tickets can be booked through your *local travel booker*. Consultants should book their own travel and, if an allowable expense, charge back to HS2 Ltd under the terms of their contract.
- You are not permitted to redeem loyalty points/awards earned on any form of transport or accommodation in the performance of duties on behalf of HS2 Ltd unless the beneficiary is HS2.

Emergency helpline

- If you need to notify HS2 Ltd of any issues or incidents while travelling out of hours, please call the Helpdesk on **020 7944 6570**.

6. TRAVEL



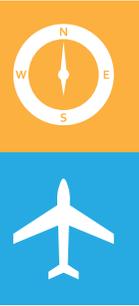
6.1 TYPES OF TRANSPORT

The following principles apply to travel via the specific modes of transport detailed below. You should always book via Redfern wherever possible:

Train

- All train journeys are to be completed in standard class. First class travel is prohibited.
- Journeys should make best use of available discounts (e.g. advance ticket, day returns and use of railcards). Consideration should be given to securing the best value for money, factoring in length of journey and effective use of time.
- You cannot claim for the costs incurred when purchasing a personal railcard (e.g. Young Person's or Senior railcard).
- You should plan your journey in advance where possible and be flexible on when you travel to take advantage of discounts (e.g. by travelling at off-peak times or by booking tickets in advance rather than open returns, if appropriate).
- Weekly, monthly or annual season tickets must not be purchased without the express permission of the Director of Finance Operations. It is recognised that season tickets may offer better value for money but they may also have personal tax implications and therefore will usually only be permitted in exceptional circumstances.
- Tickets must be booked through Redfern. This can be done by contacting your *local travel Booker*.
- Pre-booked train tickets can be collected from station collection machines or from the on-site ticket machines located in Canada Square, Sanctuary Buildings, Snow Hill and Grosvenor Place. Your *local travel Booker* can assist with printing tickets.
- Where possible print your tickets just before you need them to travel. If you need to cancel train tickets and these have not yet been collected, no action is necessary. Redfern will automatically refund HS2 Ltd.
- If you have collected your train tickets and no longer need them, please return these to your *local travel Booker* who will return them to Redfern to obtain a refund.

6. TRAVEL



Air

- All air travel requires prior authorisation from your director. In their absence, or if you are a director, prior authorisation must be obtained from the Chief Executive.
- Flights may be taken within the UK or internationally where this represents better value for money or use of time.
- If travelling to destinations such as Brussels and Paris, consideration should be given to the use of Eurostar in terms of cost and as an alternative to air travel.
- All flights should be undertaken in economy class unless the flight exceeds eight hours where business class tickets may be permissible. No first class travel is permitted.
- You, your line manager and your director are responsible for ensuring that the most appropriate type of ticket is used. However, these should be restricted to the best value for money option.
- You must adopt sensible travel planning practices, such as early booking and flexibility in travel times, to minimise the cost of air travel.
- Tickets must be booked through Redfern. This can be done by contacting your local travel booker.

6. TRAVEL



Bus/coach, underground

- All business expenses claims for business travel by bus or coach should be supported with an appropriate receipt or travel ticket, making use of any personal travelcards or discounts, where possible.
- Oyster cards or contactless debit/credit cards should be used where possible when travelling on the Transport for London network (on either the Underground, buses or trains).
- If a London travelcard is required, this should be requested for the relevant zones – for example, zones 1-2, if travelling from Euston to Canary Wharf.
- An Oyster card journey history log (available at <https://account.tfl.gov.uk/oyster> on the TfL website for up to eight weeks after travel) must be obtained and submitted as evidence of your claim. Contactless debit/credit cards can also be registered to obtain a journey history log.
- Alternatively, the details of your previous eight journeys can be obtained from any London Underground ticket office.
- Oyster card top-up receipts will not be accepted without accompanying journey details.

6. TRAVEL



Taxi

- **You are normally expected to travel by public transport.**
- Taxis are not normally permitted, except where:
 - it would be unreasonable, for reasons of personal safety or staff welfare, to use public transport.
 - it is impractical to use public transport (e.g. transporting heavy equipment or luggage, or because of specific personal requirements) or where public transport does not exist; or
 - it is more cost effective to take a taxi (e.g. when travelling in a group).
- Use of taxis should not be a regular or long term form of transport. Any requirement for regular business journeys by taxi will require advance approval by the Director of Finance Operations.
- If you cannot provide sufficient explanation and justification for the use of a taxi, your claim will be rejected.
- Use of taxis should not be a regular or long term form of transport. Any requirement for regular business journeys by taxi will require advance approval by the Director of Finance Operations.
- When required to work late, taxi journeys between your permanent workplace or home station and your home are only reimbursable if you are required to work beyond 9pm and if:
 - it would be unreasonable, for reasons of personal safety or staff welfare, to use public transport; or public transport is sporadic, unreliable or unavailable when you finish work; or
 - out-of-hours working occurs irregularly; or
 - public transport is sporadic, unreliable or unavailable when you finish work; or
 - it is cheaper to get a taxi than stay in a local hotel within the HS2 Ltd policy rates.
- Where possible, taxis should be booked via Redfern. This can be done by contacting your *local travel booker*.

6. TRAVEL



Use of vehicles

You are normally expected to travel by public transport.

- If it is impossible, or inefficient (in terms of cost or time), to use public transport, the use of a hire car or a privately owned vehicle for work purposes may be authorised by your line manager and the HR team.
- However, consideration should be given to environmental issues before car use is authorised. If a car is the most viable option, car sharing should be considered.
- Before driving a hire car or a private car, you must have read HS2 Ltd's *Driving Policy* and completed the *Drivers' Declaration Form* (the form requires a validation of your licence, MOT, and insurance). It is a requirement to have a valid insurance policy which covers you and your vehicle for business usage. A completed and signed *Drivers' Declaration Form* must be submitted to HRAdmin@hs2.org.uk and permission to drive obtained. Without this permission, your claim will not be paid.
- The driving policy also identifies that all journeys should be properly planned. You should read the standard *Driving at Work Risk Assessment*. Where there are specific hazards or risks not included in this standard risk assessment, a risk assessment needs to be completed capturing these specific risks. If a risk assessment is required, please consult the Health and Safety team at HealthSafety@hs2.org.uk.
- You must obey the law and drive with due care and attention at all times. You are personally liable for any parking fines, penalty charge notices, and the cost and personal/legal implications of any traffic offences. If you incur a criminal conviction (for example, driving without due care and attention while performing duties on behalf of HS2 Ltd), you may be subject to disciplinary action.

6. TRAVEL



Hire car use

- The vehicle is hired solely for conducting HS2 Ltd business. Using hire cars for personal use is not permitted (excluding collection of the hire car prior to use on HS2 Ltd business, if an early morning or late finish is required).
- When using a hire car, you are entitled to be reimbursed for the cost of parking, tolls, congestion charging, and fuel.
- You should select the car model/class that is most suited to the HS2 Ltd duties you will be performing (e.g. a 4x4 may be required for some sites due to the terrain) and also the number of HS2 Ltd employees and equipment/luggage being transported.
- Hire cars must always be booked through HS2 Ltd's official hire car provider, Enterprise. This can be done by contacting your local Enterprise booker (see Appendix C for access to list of bookers) who will arrange this and provide the terms and conditions of hire. Before booking, your Local Enterprise booker will require confirmation from the HR Team that you have formal permission to drive a hire vehicle (see Appendix C for the HS2 Ltd *Driving Policy*).

Private vehicle use

- Prior to using a private vehicle for work purposes, you must have formal permission from the HR Team to drive a private vehicle (see Appendix C for HS2 Ltd's *Driving Policy*).
- When using your private vehicle, you are entitled to be reimbursed for the cost of parking, tolls and congestion charging. You are entitled to claim allowances for the number of miles travelled at the set rates detailed at Appendix A, as amended from time to time.
- A supplementary allowance may be claimed for each additional passenger carried on official HS2 Ltd business in accordance with Appendix A. Details of each passenger should be recorded within the claim. This supplement is to encourage sharing journeys, improve sustainability, and obtaining better value for money.
- The mileage rate in Appendix A includes all the costs of using your personal car for business travel including, but not limited to: fuel, business insurance, vehicle tax, vehicle maintenance, roadside assistance, etc.

6. TRAVEL

6.2 TRAVEL INSURANCE

HS2 has business travel insurance in place for those travelling at the direction of and on the business of HS2 Ltd. The insurance covers: employees, agency staff, non-executive directors, and contractors performing HS2 Ltd staff roles. The *Travel Insurance Policy* is available to view on eB. In the event of a medical emergency whilst travelling on business, call 0044 20 8763 3155 or email corporate.ops@capita.co.uk.

The services can be accessed 24 hours a day, 365 days a year.

Please contact the Director of Finance Operations for further information.



7. ACCOMMODATION AND MEALS



7.1 HOTEL ACCOMMODATION

When accommodation is claimable

- Accommodation costs will be reimbursed in line with the rates included in Appendix A only if there is a clear business requirement for you to stay away from home overnight, so you can perform your duties on behalf of HS2 Ltd.
- All efforts should be made to schedule meetings at suitable times to allow time for travel and to avoid the need to book hotel accommodation.

Pre-approval requirements

- When booking outside the rates included at Appendix A, you must obtain prior written approval from your manager, except in exceptional circumstances such as:
 - out-of-hours booking for same-day accommodation; or
 - unforeseen circumstances (e.g. adverse weather conditions or a requirement to work when public transport is unavailable).

Booking process

- Hotels should be booked through Redfern, via your *local travel booker*, except in exceptional circumstances. For example, where better located accommodation can be found, not available through Redfern, and the total cost is lower (e.g. the hotel is closer to the meeting venue and cheaper than the Redfern hotel options, plus the cost of transport to the meeting venue) or if the accommodation is provided as part of a conference (or similar) package and delivers value for money. Where booking accommodation outside of Redfern, please obtain approval from your line manager.

Accommodation rates

- Appendix A lists the prescribed rates for accommodation. HS2 Ltd will reimburse accommodation expenses in accordance with these values.
- All reasonable endeavours should be made to work within these rates. Any booking made outside these rates will need pre-authorization from your line manager. Post-authorization will not be given, except in exceptional circumstances: you must provide a detailed explanation with your claim.
- If payment is not made via Redfern or by using an HS2 Procurement Card, you must settle your hotel bill personally and submit an expense claim.
- You are required to ask the hotel to provide an itemised VAT invoice detailing all expenses incurred during your stay.

7. ACCOMMODATION AND MEALS

7.2 STAYING WITH FRIENDS AND FAMILY

- If you wish to stay with friends or family while away on HS2 business, rather than staying in a hotel, you must obtain the prior approval of your line manager. You can claim an allowance of up to £30 a night through SAPPHIRE; such payments will be paid via payroll. This is to recompense the householder for meals and lodging. You cannot also claim for any actual costs of meals and accommodation.



7. ACCOMMODATION AND MEALS

7.3 INCIDENTAL OVERNIGHT EXPENSES

Incidental overnight expenses (UK and overseas) are no longer claimable.



7. ACCOMMODATION AND MEALS



7.4 TRAVEL COSTS OF SPOUSE, PARTNER OR FAMILY MEMBERS

- Spouses, partners and other family members are not permitted to travel with you at HS2 Ltd's expense unless prior approval has been obtained from the Director of Finance Operations. Such approval will only be given in exceptional circumstances.
- For example, approval may be given if it is considered that the presence of your spouse, partner or other family member is essential to the satisfactory performance of your particular duties (e.g. they act as a translator, negating the need to employ a translator, or if it is local custom and practice).
- It is not sufficient for your spouse/partner to attend functions because other guests are accompanied.
- Please note that the reimbursement of such business expenses is likely to give rise to a taxable benefit.

7. ACCOMMODATION AND MEALS



7.5 MEALS AND REFRESHMENTS

Overnight stays

- Meals and refreshments can be claimed if you need to stay overnight away from home in the performance of duties on behalf of HS2 Ltd.
- You may claim reimbursement of meals and non-alcoholic drinks only in line with the agreed rates detailed at Appendix A. You cannot claim reimbursement for alcoholic drinks in any circumstances.
- Remember that you are responsible for ensuring that any claims are made in accordance with this policy; any claims in excess of these rates will not be reimbursed.

Working away from your permanent workplace

- You may, in certain circumstances, be entitled to purchase a meal whilst working away from an HS2 Core Office (as defined in Appendix A) or when staying away from home overnight in the performance of your duties on behalf of HS2 Ltd.

Where eligible, you are entitled to claim for meals (excluding alcoholic drinks which are not claimable in any circumstances) at the rates shown in Appendix A;

- **Breakfast:** where you are either:
 - staying away from home overnight and where breakfast is not included in the hotel tariff, or
 - you have a pre-6.00am start for an official journey away from your normal place of work.
- **Lunch:**
 - Not claimable, except where working away from an HS2 Core Office for over five hours.
- **Dinner:** where you are
 - staying away from home overnight and where dinner is not included in the hotel tariff.

- **Late evening meal:**

- you work beyond 8pm and you have worked your normal day where approved by your line manager.

Snacks and drinks taken between meals are not a claimable business expense.

The hours are determined by the time spent travelling away from your home during the working day and away from a HS2 Core Office until you return home or back to a HS2 Core Office. If you do not return directly home or to a HS2 Core Office, any personal journeys should be excluded from this time.

- Breakfast (pre-6am start) and late evening meal rates are for use in exceptional circumstances only with the approval of your line manager and are not intended for employees with regular early or late work patterns.
- You cannot claim any business expenses where the meal(s) are taken at home, at a permanent place of work (or within 10 miles of an HS2 Core Office), or where the meal(s) are provided by a third party at no cost to you.

8. OTHER BUSINESS EXPENSES

8.1 GENERAL BUSINESS EXPENSES

- You must only claim for business expenses that are directly related to the performance of your duties for HS2 Ltd.
- All business expenses must be justifiable as a business need and not for personal convenience or use.
- It is impossible to identify and categorise all of the types of business expenses that may occur. Therefore you must adhere not only to the express terms of this policy, but also to apply the *Fundamental Principles* in Section 3, to ensure that all claims are within the spirit of this expenses policy.



8. OTHER BUSINESS EXPENSES



8.2 NON-REIMBURSABLE EXPENSES

- This list provides some examples of expenses that CANNOT be reimbursed. It is not exhaustive.
 - Personal car repair, roadside assistance, servicing costs and insurance/excess
 - Traffic, parking and speeding fines and penalties, or other avoidable fines or penalties, regardless of whether you are travelling during working hours
 - Films and other personal entertainment
 - Childcare costs
 - Hair stylist, barber or other personal grooming costs
 - Inoculations/visa and passport costs for family members accompanying an employee on HS2 Ltd business
 - Clothing and toiletries
 - Alcoholic drinks, including mini-bar drinks
 - Fitness facility costs
 - Personal credit/debit card interest charges or annual fees
 - Stationery, IT or office equipment
 - Line rental of a personal mobile phone
 - Snacks and drinks taken between meals are a personal expense and are not a claimable business expense.

8. OTHER BUSINESS EXPENSES



8.3 GIFTS AND HOSPITALITY

'Gifts and hospitality' means any form of gift, entertainment, personal reward or favour, or anything of value, offered by or to you or other representatives of HS2 Ltd.

You must familiarise yourself with the HS2 Ltd *Gifts and Hospitality Policy* and refer to it before making any expense claims in respect of gifts or hospitality.

Gifts to third parties or to HS2 Ltd staff and promotional items which feature HS2 Ltd's logo (e.g. branded pens, etc.) must comply with the *Gifts and Hospitality policy*

Business gifts and hospitality

You must ensure that relevant business gifts and expenditure are recorded in the *Gifts and Hospitality electronic form*.

8. OTHER BUSINESS EXPENSES



Staff gifts and hospitality

In line with government policy, generally entertainment or hospitality provided to colleagues using public funds is considered inappropriate and likely to be a breach of the 'Managing Public Money' guidance issued by HM Treasury.

Key principles of the HS2 Ltd Gifts and Hospitality policy:

- Gifts and hospitality for staff are not allowed, except hospitality as part of team building or training events.
- You may reclaim the cost of staff hospitality only on the basis that the expenses incurred, per member of staff, are reasonable, within an approved budget, and agreed by the Director of Finance Operations (if required).
- The public and media perception of HS2 Ltd is an important factor to take into account. Staff hospitality expenditure must be at a level which does not have an impact on the reputation or good standing of HS2 Ltd.
- You cannot purchase food or biscuits for working meetings unless the following criteria are met; a) there are external guests, b) it is a genuine business occasion such as a working meeting with a key stakeholders, or similar event where business is formally discussed, c) the meeting is scheduled to last at least two hours over a mealtime (between 7am-9am for breakfast, 11.30am-2pm, for lunch, and 7pm-9pm for dinner), and d) you have approval from the head of department before proceeding.
- A limit of £10/head for attendees is considered reasonable. However, when catering for larger meetings, the cost per head would be expected to be lower.
- It is essential that any expenses incurred are reasonable in nature, and will not cause any detriment to HS2 Ltd's reputation or image (e.g. no alcohol, no luxury items, etc).
- Where the criteria are met, catering at HS2 Core Offices (see Appendix A) must be ordered through our 'in-house' caterers on a catering order form (the form for each building is accessible through *Interchange*, on the *Facilities* pages).
- Catering for working meetings outside HS2 Core Offices can be either be purchased and claimed back through expenses, or purchased on a corporate card. When selecting a supplier consideration should be given to securing best value for money.

8. OTHER BUSINESS EXPENSES



Staff gifts and hospitality

- All costs must be fully supported by receipts, approval from the authorising head of department, a list of names and employing organisations of all participating individuals, and reasons for the business hospitality expense. This supporting documentation must be attached to any expense claim or to the card portal where purchased on an HS2 procurement card. The cost must also be included on the *Gifts and Hospitality register* where appropriate.
- In exceptional circumstances, lunch can be ordered for HS2 staff (e.g. out of office team training). However, in compliance with the *Gifts and Hospitality Policy* (section 4.2) this must be based on a clear written case and approved by the Director of Finance Operations and a Director/CEO and must take into account the reputation of HS2 as a public body.
- No hospitality should be accepted or provided to suppliers in a live or upcoming procurement.

8. OTHER BUSINESS EXPENSES



8.5 HS2 LTD-PROVIDED ELECTRONIC DEVICES

- Use of a company mobile telephone or iPad is permitted for business purposes. They should primarily be used for HS2 Ltd-related calls, email and other business applications.
- Reasonable and incidental personal use is permitted, but this usage should be kept to a minimum. Usage will be monitored and excessive use will be investigated.
- When using HS2 Ltd equipment, you must comply with the *Acceptable Use Policy*.
- HS2 Ltd reserves the right to monitor equipment use in accordance with the Telecommunications (Lawful Business Practices) (Interception of Communications) Regulations 2000. Unauthorised or inappropriate use will be investigated.

8.6 PERSONAL MOBILE PHONES

- If you use a personal mobile telephone for business calls, you may claim reimbursement of the actual cost of any business calls you have made.
- An itemised telephone bill must be submitted with the business expense claim, which clearly identifies the business calls you are claiming and the costs incurred.
- You may not claim for the cost of telephone, line rental or data usage, or the use of 'free minutes' included in your personal mobile telephone package.
- If you are making regular business calls, you should discuss with your line manager whether to apply for a HS2 Ltd mobile telephone.

8. OTHER BUSINESS EXPENSES

8.7 EYE TESTS AND SPECTACLES

- Display Screen Equipment (DSE) users may claim for the cost of an eye test and spectacles if they meet the criteria in the *Display Screen Equipment Policy*.
- An optician's declaration form must be completed and must be specific to DSE. For further details of the criteria and how to claim, please refer to the DSE policy.



8. OTHER BUSINESS EXPENSES



8.8 TRAINING

- You must seek approval from the Learning and Development Team before attending a training event endorsed by your line manager. HS2 will normally meet the cost of the event directly, however, if you are asked to pay for the cost of the training event directly, please contact the Learning and Development team before making any payment.
- All training must be authorised by the Learning and Development Team
- Associated travel and accommodation expenses, incurred directly by you may also be claimed, with prior approval from your line manager.
- You will need an invoice or other appropriate proof of expenditure to make such a business expense claim.
- Please refer to the *Learning, Development and Study Leave Policy* for further information or contact the Learning and Development Team directly for guidance.

8. OTHER BUSINESS EXPENSES

8.9 PROFESSIONAL MEMBERSHIPS

- HS2 Ltd has a separate policy for claiming the cost of subscriptions – recognised by Her Majesty’s Revenue and Customs (HMRC) – in respect of one membership to a relevant professional body. The fees must first be paid by you and an Application for Professional Membership form needs to be completed and sent to HS2StaffDevelopment@hs2.org.uk for approval. Once approved, the finance team will reimburse the monies owed. You do not need to complete an expense claim form.
- See the [*Learning, Development and Study Leave Policy*](#) for further information.



8. OTHER BUSINESS EXPENSES

8.10 FOREIGN CURRENCY

- You should directly purchase foreign currency for overseas business travel, and claim for it as business expenses.
- Business expenses incurred in foreign currency with a documented exchange rate will be reimbursed at that rate. In the absence of an exchange rate applied to a particular transaction, the applicable HMRC daily exchange rate shall be used.



8. OTHER BUSINESS EXPENSES

8.11 MISCELLANEOUS BUSINESS EXPENSES

You may claim the cost of miscellaneous business expenses incurred in the performance of duties on behalf of HS2 Ltd, on the basis of evidence of the actual costs incurred, for example, internet access to allow working on a train or in a hotel.



APPENDIX A: MEALS, ACCOMODATION, MILEAGE RATES AND HS2 CORE OFFICES

You can only claim the actual receipted business expenses incurred up to the rates detailed below:

	UK RATES	OVERSEAS RATES
Meal limits (no alcohol permitted in the claim)	Breakfast: £10.00 Lunch: £10.00 Dinner: £25.00	There are no set rates for meals, although you should not spend more than is reasonable for a meal given your location and circumstances. The UK figures should be used as a guide.
Accommodation limits	Within London: £140 per night Outside of London: £100 per night Staying with friends or relatives (all areas): £30 per night (flat rate).	While there are no set rates for accommodation, you should seek value for money. The UK figures should be used as a guide.
Standard mileage rate	Higher (first 10,000 miles) - 45p per mile Lower (above 10,000 miles) - 25p per mile	
Passenger supplement	5p per mile for each additional passenger otherwise entitled to be reimbursed	

UPPER WOBURN PLACE, EUSTON

16 Upper Woburn Place
London WC1H 0BS

ONE CANADA SQUARE

1 Canada Square
Canary Wharf
London E14 5AB

SANCTUARY BUILDINGS

20 Great Smith Street
London SW1P 3BT

TWO SNOWHILL

2 Snowhill
Snow Hill Queensway
Birmingham B4 6GA

APPENDIX B: FURTHER INFORMATION

B

Dos

- **DO** ensure you consider value for money before incurring business expenses.
- **DO** provide a scanned copy of a VAT receipt and a clear explanation as to why business expenses were incurred.
- **DO** ensure that the business expenses incurred are in accordance with the policy rates included at Appendix A.
- **DO** use public transport wherever it is practicable.
- **DO** book any travel and hotel accommodation via our official travel supplier, Redfern.
- **DO** submit your business expenses on a timely basis and no more than 3 months after they were incurred.
- **DO** collect your train tickets from the on-site ticket machine located in HS2 Ltd offices at One Canada Square, Sanctuary Buildings, Grosvenor Place and Snow Hill prior to travelling.
- **DO** plan your journey in advance where possible and be flexible on when you travel to take advantage of discounts

Don'ts

- **DON'T** claim for alcoholic drinks – these are prohibited under the business expenses policy in all circumstances.
- **DON'T** travel first class on trains – only standard class is permitted.
- **DON'T** print/collect your train tickets until you need them – HS2 Ltd receive a full refund on tickets cancelled, provided they have not been printed.
- **DON'T** book your travel or accommodation at the last minute – try to plan and book in advance, where possible.
- **DON'T** travel late at night, openly carrying possessions or property that pose a threat to your personal security if it can be avoided.
- **DON'T** incur business expenses over £750 or book foreign travel without the pre-authorisation from your director or the Chief Executive.

APPENDIX C: FURTHER INFORMATION



This policy and all associated HS2 Ltd policies must be adhered to at all times. Please ensure that when you are undertaking business trips on behalf of HS2 Ltd, or incurring business expenditure, the following policies are also referred to:

Travelling by Car

- [Driving policy](#)
(HS2-HS2-HS-POL-000-000002)
- [Driving at Work Risk Assessment](#)
(HS2-HS2-HS-POL-000-000008)
- [Drivers' Declaration Form](#)
(HS2-HS2-HS-FRM-000-000001)

Travel Booking

- [Redfern and Enterprise Rent-a-Car Travel Bookers](#)

Gifts and Hospitality

- [Gifts and Hospitality Policy](#)
(HS2 -HS2 -FN-POL-000-000016)
- [Gifts and Hospitality Register](#)

Anti-Fraud and Anti-Bribery

- [Anti-Fraud and Anti-Bribery Policy](#)
(HS2-HS2-FN-POL-000-000014)
- [Anti-Bribery: Responsibilities and Procedures](#)
(HS2-HS2-FN-PRO-000-000003 - Rev P02)
- [Anti-Fraud: Responsibilities and Procedures](#)
(HS2-HS2-FN-PRO-000-000002 - Rev P03)

Training and Professional Subscriptions

- [Learning, Development and Study Leave](#)
(HS2-HS2-HR-POL-0000-000030)
- [Application for Professional Membership](#)
(HS2-HS2-HR-FRM-000-000015)

Health and Safety

- [Health and Safety Policy](#)
(HS2-HS2-HS-POL-000-000001)

Home Working

- [Flexible Working Policy](#)
(HS2-HS2-HR-POL-000-000044)
- [Display Screen Equipment Assessment Policy](#)
(HS2-HS2-HS-PRO-000-000018)
- [SAPPHIRE guidance on 'How to Claim' and 'How to approve'](#)

Whistle blowing

- [Whistle blowing Policy](#)
(HS2-HS2-HR-POL-000-000031)

Others

- [Acceptable Use Policy](#)
(HS2-HS2-IM-POL-000-000016)
- [Electronic Purchasing Card Solutions \(ePCS\) Policy](#)

Should you have any questions or require further advice, please email HS2Expenses@hs2.org.uk.

APPENDIX D: FAQs/GUIDANCE



Q1. Why should I book via Redfern?

A. HS2 Ltd benefits in many ways from booking travel and accommodation through a central booking travel supplier - for example:

- *Security:* Centrally held data enables us to meet our duty of care requirements, by knowing where our employees are in the event of an emergency.
- *Cost efficiencies and reduced administration:* We are also able to receive volume discounts driven by collective bookings, sometimes in addition to the saving you see on screen. Redfern also have our policy limits built into their system, making it quicker to find travel and accommodation and avoiding the need to make a claim via the expenses system.

Q2. I haven't been on the SAP training - how do I make an expense claim?

A. You can access the SAPPHIRE training module for submitting expenses via SAPPHIRE 'Submit Expenses' e-learning module.

Q3. How do I book through Redfern?

A. Travel tickets (including rail, air and taxis) and accommodation can be booked through Redfern by contacting the HS2 Ltd Travel Booking Coordinator or your local travel booker. You can also book car hire through the HS2 Ltd Travel Booking Coordinator.

Q4. Can I stay in a hotel if my meeting starts early the next day?

A. All efforts should be made to schedule meetings at suitable times to allow time for travel, without the need to stay in a hotel.

Before booking, you should always consider whether there is an alternative to travel: could you achieve your business objectives through video/telephone conferencing instead?

You should be able to identify a clear business requirement to stay away from home overnight when booking hotel accommodation. Value for money should be considered.

Q5. Can I claim my professional subscription? How many can I claim?

A. You can claim for one professional membership fee if you are a permanent HS2 Ltd employee, provided that the membership is a key requirement of your role and it appears on HMRC's list of approved providers.

To claim for a professional subscription, an Application for Professional Membership Form needs to be completed and approved by both your manager and the Learning and Development Manager.

APPENDIX D: FAQs/GUIDANCE



Q6. Can I book first class train tickets if these are cheaper?

A. No. If you wish to upgrade on the day of travel, this will be at your expense.

Q7. Can I purchase a season ticket if it is cheaper?

A. Only in exceptional circumstances will season tickets be purchased on behalf of employees. They must not be purchased without prior approval from the Director of Finance Operations.

Q8. When will my expenses be paid?

A. Once submitted, expenses claims require approval from your line manager. Once approved, the Finance team seek to pay all expense claims within 10 working days from the date of approval.

Q9. What do I do if I'm not sure what my Permanent Workplace is?

A. If you are unsure, please contact the Head of Financial Governance and Treasury or the Director of Finance Operations.