

Document Ref	QP035	Document Title	Travel & Expenses Policy			
Owning Department	Finance	Effective Date	08-Nov-23	Review Date	8-Nov-25	

1. Purpose

This document sets out London & Partners' guide on staff travel and expenses. This covers booking travel and claiming expenses to ensure that staff are promptly reimbursed for all reasonable authorised business expenses.

2. Scope

This document is a guide for all employees, contractors and individuals working for London & Partners at all levels and grades, both in the UK and overseas; and to individuals such as contractors, consultants, volunteers and agency employees who are not employees but who work at or for London & Partners (collectively 'staff'). Failure to comply with any part of this policy will result in the non-payment of applicable expenses.

3. Responsibilities

The responsibility for this policy and adherence to it rests with the Managing Director, Strategy & Operations.

4. Overview

Whilst being fairly reimbursed for expenses, staff are expected to seek to minimise costs wherever possible in the interests of London & Partners.

Wherever possible, suppliers should be asked to invoice London & Partners following the issue of a purchase order, and staff should only incur expenses requiring reimbursement when this is not possible.

When arranging travel both in London and otherwise, all staff must follow [FAC014 Travel Management Guide](#) and seek to achieve value for money and choose a mode of transport with the least impact on the environment where practical and economical. Your safety comes first, please use your judgement.

If you are unclear about any expense you have to incur, or the procedure by which the expense can be redeemed or authorised, please contact your Line Manager BEFORE the expense is incurred.

5. Expenses

All expenses must have the following before submitting to the Finance team at least monthly:

1. Attach a full receipt showing details of expense and amount
2. Clearly state reason for each expense
3. State the budget code for each expense/transaction
4. Be authorised (authorisation list [here](#))
5. Be entered on the relevant commitment record

All expenses and credit card claims must be submitted within 3 months. If not, London & Partners reserves the right to rejected these (for expenses) or credit card limits will be reduced to nil.

Note:The CEO's expenses are authorised by the Managing Director, Strategy & Operations up to £5,000 and then by the Chair. The Chair's expenses are authorised by a member of the Audit & Finance Committee.

Contractors must invoice their agreed expenses and have the first two items in the above list.

Cash Advance Request Form: All cash advance requests must be authorised by the appropriate budget holder and submitted to the Finance Team using this. All advances must be reconciled and / or repaid within 5 working days of return to the office.

Company credit card holders will need to ensure all expenses are submitted online at least monthly. This is to be used for company business and secure payment services should be used. London & Partners reserves the right to deduct from an individual's salary the cost of any transactions undertaken with a company credit card that are not supported by a valid expense claim

Entertainment

Approval should be requested in advance and in writing.

Entertainment type	Amount (total)			
	Up to £50	£50 up to £250	£251 up to £500	Over £500
Staff	Senior Leadership Team (SLT)	Senior Leadership Team (SLT)	Management Committee	CEO
Business	No prior approval required		Managing Director	CEO

Note for Business Entertainment:

All claims for entertainment must state the name of the person(s) entertained, the organisation(s) they represent, the London & Partners' staff present and a clear rationale for the purpose of the expenditure. Business entertainment specific rules and guidance are contained in the Gifts and Hospitality Policy.

Meals

Outside London / Abroad

Breakfast	Lunch	Evening meal
£15	£15	£35

Note: These amounts are a guide and are flexible depending on the situation. Proper judgement should be applied in all situations and bearing in mind the best interest and reputation of the company. For example, If you are travelling to a market with significantly higher costs, please use these amounts as a guide rather than a limit and exercise your own judgement.

Within London

If the exhibition or trade show is being held in a venue that is deemed expensive or where outside refreshment shops are unavailable, London & Partners will pay for a lunch not exceeding £15. London & Partners will reimburse the cost of any non-alcoholic beverages of up to £5 per day where reasonable.

Tips and gratuities will only be reimbursed where a service charge has not been made and should be of a reasonable amount i.e. no more than 10%. Where possible this should be added to the bill so that a receipt is provided.

6. Travel

Travel to and from the office or your contracted place of work cannot be claimed on expenses. Additional travel expenses incurred during job-related activities can be claimed.

For travel costs incurred for job-related travel in London, the claimable amount would be the total cost of travel less the normal cost of commuting to the office at peak travel times. Examples are provided below to illustrate:

Travel	Claimable amount
Traveling to the office and then subsequently onto another meeting at a different location in London	The additional costs incurred over and above the cost of your commute to the office can be claimed
Traveling from home directly to a meeting or alternative work location that is not in the same location as the office	The cost of travel, less the cost of a normal commute to the office, can be claimed. The deduction of the normal commute costs should be shown on the expense claim.
Travel to the office and subsequent travel home	No travel expenses can be claimed for normal commuting costs.

Travel insurance

Please bring a copy of the [Travel Insurance Certificate](#) with you when travelling to other countries. Details on what to do, should you incur medical expenses will be on the certificate.

Transport for London (TfL)

Staff should register their Oyster or contactless debit / credit card with TfL. Once registered, attach a journey summary from the website to your expenses claim, highlight those journeys undertaken for L&P business and the reason on the summary.

No employee may claim for TfL travel in London if they have been provided with a travel card covering the London zones in which they are travelling for Business.

Rail

Train is the default option for all domestic travel and for international travel for journeys under 5 hours. Please use standard class for rail travel if within UK and on Eurostar. Any business reason for travelling First Class needs to be agreed in writing by Managing Director (MD) or by CEO if MD's travel.

North America has identified the train routes that are equivalent to c. 5 hours e.g. New York to Boston, Washington D.C., Philadelphia AND Toronto to Montreal and Ottawa.

Car

Personal or hire car used for business should be pre-agreed with a Managing Director in writing, highlighting any expectation of charges associated with this usage. For car hire, please first choose an electric vehicle / green provider where you can, as long as it is no more than 20% more expensive. Staff must ensure their car has the correct insurance coverage. Mileage allowance will be paid in line with [HMRC guidelines](#) or the equivalent in other markets.

London & Partners will not pay parking fines or traffic violations in any circumstances.

Taxi

When on official business (e.g. accompanying clients, carrying equipment, etc), you may either use the London & Partners account with GLH, a local taxi, Uber or similar local platform. Please first choose an electric vehicle / green provider where you can, as long as it is no more than 20% more expensive. If you're not using GLH, please retain and attach receipts when claiming the costs from your expenses.

If you would like to book with GLH, the Office Manager (facilities@londonandpartners.com) will have more details on how to do this.

Air travel

International travel should be taken by train for journeys under 5 hours unless train is inappropriate for health and safety reasons.

Economy class is the default for journeys of less than 6 hours, or if the individual adds holiday before or after the business activity.

Premium Economy is an option for journeys longer than 6 hours where the individual is expected to work on the journey, to work the same day they land, or if there is a health and safety requirement.

Business Class travel can only be used in exceptional circumstances approved by MD Business Growth.

Accommodation

As a general rule staff should stay in accommodation graded no higher than 4-star (or equivalent) and within a reasonable commute time to the place of work (within one hour). An exception being where an event or conference is held in a higher grade hotel and it is necessary to stay in that hotel. London & Partners will only reimburse the cost of room and meals.

Laundry

Where it has been necessary to stay away from home on business for five or more consecutive days, hotel laundry costs will be paid up to the maximum value of £40.00 for each 5-day period.

7. Change history

- Grouped expenses and the different types together
- Travel management made into latter part of guide
- Grouped information in each sections in to table for easier understanding
- 2023 review

8. Training requirements

All staff must read, understand and comply with this document.