



Business Expenses Policy

1. Purpose

This policy sets a framework for claiming expenses incurred on behalf of Monitor. The policy ensures members of staff act reasonably when incurring expenses and achieve value for money.

2. Scope

This policy applies to all members of staff who work under a contract of employment with Monitor and to members of the Board. It also applies to agency staff, contractors, secondees and others employed under a contract of service.

3. Expenses

When incurring business expenses, as defined by the list provided below, it is not necessary to obtain approval from a budget holder in advance of incurring the expense. Provided that the most economical type of travel and accommodation is used and meal allowance limits are observed, all expenses reasonably incurred while on Monitor's business will be reimbursed. All staff must seek value for money through obtaining best prices for accommodation and travel (e.g. by using advance booking and restricted travel times where appropriate for rail travel, see Appendix A). Claims must be supported by detailed receipts unless specified.

For any expenditure, incurred on behalf of Monitor that does not fall within the normal definition of a business expense, Monitor's policy on procurement applies and it is imperative that approval is obtained from a budget holder in advance of incurring the expenditure, through Monitor's purchase ordering system.

i) Train travel

- Train travel should always be in standard class unless there are exceptional circumstances that warrant first class travel.

- If first class travel is to be booked, it should be signed off by the appropriate level of management first, as indicated in the table below.

Assessment	Assessment Director / M&A and Restructuring Director
Compliance	Compliance Director
Knowledge Management	Knowledge Management Director
Legal	Director of Legal Services
Communications	Director of Communications & Public Affairs
HR/Corporate Services	Director of HR & Corporate Services
Strategy	Director of Strategy
Co-operation and Competition Panel	Director of Co-operation and Competition Panel
Transition Programme	Transition/Build Directors

ii) **Air travel**

- If it is more cost efficient to do so, air travel may be considered. Prior approval from your Director should be sought. Budget airlines should be used in preference to full-fare airlines where there is a choice of carriers.
- First class air travel should never be used for business purposes.

iii) **Travel by car or motorbike**

- Where it is more economical than alternative means of travel, cars may be hired. Full insurance cover should be purchased at the time of hiring the car.
- If an employee uses their own vehicle, the mileage claimed need not be receipted. However, evidence should be provided of the distance travelled.
- Car mileage for business use is paid at 45 pence a mile for the first 10,000 miles and 25 pence a mile after that.
- Motorcycle mileage for business use is paid at 24 pence a mile.
- All employees who use their vehicle on Monitor's business must be appropriately insured for business purposes. It is the responsibility of the employee to ensure this. Employees are asked to consider alternative travel arrangements (such as rail) for long journeys as this may prove safer, cheaper and allow continued working.
- Parking fines or penalties will not be reimbursed unless there are exceptional circumstances and this is at the discretion of the Accounting Officer. Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.

iv) Taxi travel

- Where it is in the interest of business efficiency or value for money (i.e. groups travelling together) taxis may be used and the fares claimed. Claims must be supported by receipts.

v) Meals

- The cost of breakfast can be claimed, up to a maximum of £5, when on business travel that requires you to be travelling before 7am. This does not include travel to the office.
- The cost of lunches purchased will be reimbursed, up to a maximum of £10, when travelling on business for a period of 5 hours or more in a single day.
- When meals are not included in the cost of accommodation or if you are on business travel that means that you will not return home before 9pm, you will be reimbursed for cost of an evening meal, up to a maximum of £30, including beverages. Claims must be supported by detailed receipts.
- Meal allowances represent a limit rather than a suggested level of expenditure and they should be applied individually to each meal rather than aggregated to pay for one more expensive meal.

Where a hotel booking includes breakfast, lunch or dinner as part of the agreed rate, staff should try to avail of this where possible and not claim for meals additionally.

vi) Entertainment

- Only budget holders have the authority to incur costs relating to entertainment and team meals. If you are not a budget holder, prior approval from the head of your directorate must be obtained and a purchase order completed and signed off in advance.

vii) Accommodation

- Government rate hotels should be used when on business by booking in advance through your team PA. If this is not possible, then you need to ensure the most cost effective rate is obtained and ideally not exceed an upper limit of £155 (in London) and £135 (outside London) unless exceptional circumstances can be demonstrated.
- As most employees are based in London, overnight accommodation in London will not normally be allowed unless there are special business reasons which have the prior approval of a member of the Senior Management Team.

- As with meal allowances, the amounts described above are intended to be upper limits rather than a suggested level of expenditure. Therefore, if it is possible to book appropriate accommodation at a lesser amount, then this ought to be done.

viii) Mobile telephones

- Where Monitor deems a mobile phone is necessary for the performance of your duties this will be provided. Monitor will pay for the rental cost, business calls and up to £10 (including VAT) of personal calls per month.
- Where total monthly calls exceed £10 for any member of staff, the finance team will send a copy of the monthly invoice to the member of staff concerned, who must mark which calls are personal and return the invoice to the finance department. Where personal calls exceed the £10 allowance, the finance team will seek reimbursement from the staff member.
- Staff should avoid using their phones in an area that might expose them to risk. If a phone is snatched, staff should not attempt to prevent this but should make a note of as many details as possible and immediately report the incident to the police and Monitor.
- Monitor only provides mobile phones for hand held use in safe situations. Hands free kits are not provided and staff should not use their mobile phone whilst driving or in any other unsafe situation. Monitor will not accept responsibility for any damage or injury caused by a member of staff using a mobile phone in an unsafe manner.

ix) Eye tests

- Monitor will reimburse staff for the cost of an eye test every two years up to a maximum of £30. The eye test form (see Appendix B) needs to be completed, authorised by the relevant line manager and copied to HR and Finance.
- The form 'Result of VDU Eyesight Examination' (see Appendix B) must be completed by the optician after your examination and handed in to HR. This form, and any other personal information from the optician, will be kept on the relevant personnel file.
- If spectacles are needed for display screen equipment use only, Monitor will contribute up to £60 for basic single vision spectacles.

Some or all of the amounts you can claim may be reviewed from time to time. You will be told if the amounts you can claim change.

4. Claims

Claims should be submitted as soon as possible after they are incurred by means of the online expenses management portal which can be accessed via Connect 2. Once all the details of the claim have been entered, it should be printed off and sent to your line manager, with receipts attached, for approval.

It is the responsibility of the line manager to ensure that all items claimed are legitimate and supported by a receipt. In the event that a receipt cannot be provided for an otherwise legitimate expense, this should be highlighted by the line manager and it is then at the discretion of the budget holder whether or not that item is approved for payment. Line managers should initial the printed claim as evidence of their review before passing it to the budget holder, i.e. the head of the directorate, for payment approval. Once the directorate head has signed, the form must be returned to finance to ensure that the claim is paid and so it can be filed for audit purposes.

5. Monitoring

The Director of HR & Corporate Services and the Finance & Procurement Manager are responsible for monitoring application of the business expenses policy to ensure compliance.

Fraud is always a disciplinary offence, generally resulting in dismissal and possible prosecution.

6. Queries

Any queries relating to this policy should be addressed to the Director of HR & Corporate Services or the Finance & Procurement Manager.

This policy has been in operation since August 2004 and was last reviewed in May 2011.

APPENDIX A

Travel booking procedure

To the extent that it is possible, travel and accommodation should be booked well in advance of the date of travel through your team PA. This allows Monitor to achieve value for money by obtaining the best fares and hotel rates, with bookings being made through a supplier under a centrally procured government framework. There is no specified form that the request should take, but it should include

- date of travel,
- time of travel,
- destination station; and
- the names of all the individuals who are travelling.

If anyone travelling has a travel card and is willing to let Monitor use this to obtain a discount on the booking, the number of the card should be given to the team PA with the travel request. Please also make sure that all those staff, who you are making the booking request on behalf of, are informed of the travel arrangements.

It should be noted that it is generally much cheaper to purchase two singles, with the outbound ticket being for a particular train departure, than an open return. Therefore, please cooperate with your travel booker in identifying the most appropriate train departure time and only ask for an open return if it is impossible to know what time the outgoing journey will take place.

Provided the travel request conforms to Monitor's standard business expenses policy, there is no need to get sign off by your line manager in advance of making the booking request. However, if you wish to travel first class or intend to stay at a hotel, the cost of which exceeds the specified rate, you must first get approval by the appropriate manager for your team, as detailed on page 2 of this policy, ahead of making the booking.

If a trip is cancelled or does not take place for any reason, the unused ticket should be passed as soon as possible to the person who booked the travel, as it may be possible to obtain a refund.

APPENDIX A

Guidance to line managers and travel bookers

Line managers should satisfy themselves that, if first class travel is requested, it meets certain criteria linked both to the duration of the journey, the length of time away from home in any one day and the amount of work expected to be completed during travel time.

Treasury guidance is quite clear that first class travel may be considered if a journey begins before 7am and that the person will be away from home for 12 hours. Additionally, line managers should satisfy themselves that a reasonable level of work will be undertaken during the journey.

Staff should be encouraged to book travel as far in advance as possible. This ensures the best price for standard class travel. Better prices can also be obtained by booking a train for a specific time on the outgoing journey and an open single for the return journey, rather than an open return. On the occasion that a journey has to be cancelled or a specific train is missed another ticket can be booked, but these occurrences tend to be rare and do not outweigh the cost benefits of booking in advance.

When booking travel for staff it is reasonable to ask if they are happy for their travel cards to be used to reduce the ticket cost. Complying with this is however entirely at the discretion of the individual

VDU EYESIGHT EXAMINATION

SURNAME	FIRST NAMES	TITLE
DATE OF BIRTH	DIRECTORATE	DATE OF EXAMINATION

DECLARATION TO BE SIGNED IN ALL CASES	
<p>I confirm that I have a contract of employment with Monitor. I habitually use display screen equipment as a significant part of normal work (for continuous spells of an hour or more at a time) and request an eyesight test to be carried out at an opticians.</p>	
<p>I normally wear spectacles or contact lenses for reading or general use. (Please delete as appropriate)</p>	<p>Yes/No</p>
<p>Date of last eyesight examination:</p>	
<p>Signed:</p>	
<p>Date:</p>	
<p>Job title:.....</p>	
<p>Counter signed by line manager:.....</p>	

RESULT OF VDU EYESIGHT EXAMINATION

SURNAME	FIRST NAMES	TITLE
DATE OF BIRTH	DIRECTORATE	DATE OF EXAMINATION

DECLARATION TO BE SIGNED IN ALL CASES

I am fully conversant with the standard recommended by the Association of Optical Practitioners for VDU Operators

In my opinion the above named individual:-
(Please tick one as appropriate)

1 Satisfies the standard without spectacles or with existing spectacles

2 Fails to satisfy the standard and requires spectacles to correct a refractive error **but not solely for VDU use**

3 Fails to satisfy the standard and requires spectacles or a modification to an existing appliance **solely for VDU use**

I recommend re-examination in.....year(s).

Additional comments (if appropriate)

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Signed.....

Name/Qualifications.....

TO BE COMPLETED BY THE MEMBER OF STAFF FOLLOWING THE EYE TEST:

I am/ am not claiming any costs as a result of this visit

- Costs claimed:
- EYE TEST
 - CONTRIBUTION TO SPECTACLES £60
 - RECEIPT ATTACHED

Signed..... Date.....

Please return to HR or Finance