

LOW VALUE PURCHASING NOTICE TO LVP MENTORS 01/2012

January 2012

The use of the Government Procurement Card (GPC) for Travel and Subsistence

1. The Government Procurement Card (GPC) can be used by an individual (deemed as a regular traveller), or by an individual on behalf of a group of individuals, to pay for Travel and Subsistence, including hotel bills, meals and refreshments, **and providing their Letter of Delegation supports this**. Where the card is used for group Travel and Subsistence, the cardholder must list all the individuals paid for by using the GPC on their monthly LVP Transaction Log.
2. Where the GPC is used by an individual for their own **Personal Subsistence**, the qualification for a regular traveller is defined as:
 - 40 nights per year for UK only travel, or
 - 25 nights per year for Overseas travel or a combination of UK and Overseas travel

Please note that this qualification does not apply to the use of the GPC for the payment of Group (2 or more persons) Subsistence.

3. It is important that LVP Managers ensure that in Section A of the "Approvals Form for New Cardholders", cardholders record whether the card is to be used for Travel and Subsistence. LVP Managers must send a copy of the "Approvals Form for New Cardholders" to their TLB LVP Mentor for all new card applications. This will allow TLB LVP Mentors to have an oversight of how the cards in their TLB are being used, and for each TLB to have a central record of which cards are used for Travel and Subsistence.
4. **Cardholders must use the Defence Hotel Reservation Service (DHRS)**. The Defence Hotel Reservation Service (DHRS) is a **mandated** service which will provide you with hotel accommodation at discounted rates. Unless there are exceptional reasons not to (please see paragraph 5 below for exemptions), you will be expected to use the DHRS for both UK and overseas hotel bookings. The DHRS may be able to make your booking on a Dinner, B&B (DB&B) basis. Cardholders must annotate the DHRS booking reference number on the LVP Transaction Log.
5. DHRS is a **mandated** service, however there may be **exceptional** circumstances when hotel accommodation cannot be arranged through the DHRS, perhaps because of unexpected last minute arrangements. Alternatively, you may be attending a course, seminar or conference in a hotel arranged outside of the DHRS by the organisers. In such cases, **and subject to Defence Travel Hotels Business Manager and Line Management agreement**, the GPC can

be used for actual receipted costs for Civilian Personnel and receipted costs to a capped rate as detailed in JSP 752 for Service Personnel. For overseas bookings claims are subject to the appropriate financial ceiling for subsistence in the appropriate country/area as issued by MOD Service Personnel Policy.

Details of the exemption provided by the Defence Travel Hotels Business Manager must be attached to the LVP Transaction Log in all cases.

6. **It is also important to reiterate that all air, rail (including Eurostar) and overseas car hire bookings must be booked through Defence Travel.** Individual GPCs are not required as cards have been lodged with Hogg Robinson Group to capture details of the transactions. However, individual GPCs can be used to make Ferry, Eurotunnel and Airport Express bookings. The following link provides details: <http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Admin/ArrangeTravel/UseDefenceTravel/>

7. Where the Cardholder is delegated to use their card for travel and subsistence, the nominated GPC Checking Officer must contact the Line Manager of the cardholder so a check of HRMS and JPA can be undertaken to ensure that the cardholder has not submitted a claim for any costs that have been met by using the GPC. Where the GPC is used to pay for a group of individuals, the Checking Officers must contact all their respective Line Managers as well. Where the Line Manager is unable to confirm the required details, the Checking Officer must liaise with their Budget Office to confirm that claims have not been submitted that have been met by using the GPC. Budget staff have the ability to produce staff cost reports from Discoverer for Civilian staff and through the JPA Portal for Military staff.

GPC Management Team
Defence eProcurement Services (DePS) IBT
Oak West, Level 2, #6226,
MoD Abbey Wood North,
BRISTOL
BS34 8QW

Tel: 9679 83160