

Introduction

This policy does not form part of any Employee's contract of employment and it may be amended at any time. The NDA may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.

1 General

- 1.1 All NDA Employees have the responsibility to ensure that expenditure is reasonable, cost effective and that there is a legitimate business need for the expenditure. Expenses have to be wholly necessary and exclusively for business purposes.
- 1.2 The NDA will reimburse Employees for any legitimate business expense necessarily incurred in the course of NDA business, providing a valid claim on HRP04-F03 is submitted. Employees must exercise prudence and discretion in their expenditures and consider the business need and reasonableness of any expense. Where provided contracted suppliers must be used to obtain discounts available to the NDA as a government body
- 1.3 An historic, detailed and auditable transaction log must be maintained by Travel Bookers, to ensure an historic audit trail is maintained for all travel bookings.
- 1.4 The NDA is a non departmental public body and therefore has an obligation to manage its expenditure in line with the "Managing Public Money" and "Regularity Propriety and Value for Money" reports. These documents are produced by Her Majesty's Treasury and can be found at www.hm-treasury.gov.uk. All expenses are at the tax payers' cost, therefore requiring a significantly high degree of care and attention.

2 Travel Justification and Authorisation

- 2.1 Travel should only take place if it is critical to maintaining or improving business performance. Less expensive, safer and more environmentally responsible alternatives such as telephone and video-conferencing should be considered as a first option prior to travelling.
- 2.2 The number of individuals travelling must be kept to a minimum. Where possible, travellers should share vehicles or utilise transport provided by the NDA. Multiple meetings - where possible - should be planned to remove the need for additional travel.
- 2.3 When travelling on NDA business Employees should choose their mode of transport based upon safety, time effectiveness and best value for money. When selecting their method of travel they should consider the practicalities of the journey in terms of their time and other related costs, as well as the actual transportation costs. All travel must be booked via the NDA's Travel Providers using the "lowest logical" rates, (this is determined by the lowest available fare on any given route whilst taking into account the schedule timings) unless there is a clear business benefit for not doing so (with a subsequent duly authorised justification by the budget holder).
- 2.4 Any requests for travel bookings which are outside this Policy will require managerial authorisation before the booking is made.
- 2.5 All overseas travel will require the prior approval of the employee's line manager before any travel commitment is made. Employees should send an email to their line manager detailing the business need and expected costs of the travel for authorisation.

The Head of International Relations should be copied in on the authorisation to ensure international relations activities are co-ordinated and undertaken in line with the international relations strategy. Advice should also be sought from the Security Manager to ensure there are no restrictions the employees need to be aware of.

Prior to travelling a copy of the travel details, e.g. flight times, hotel bookings, itinerary and contact details for the employee should be sent to the PA / admin support for the function so that contact can be made if necessary and the employee's calendar should be updated accordingly. Contact with the employee's line manager or PA / admin support for the function should be maintained throughout the duration of the trip.

- 2.6 When preparing the expense claim HRP04-F03 for overseas travel on their return to the office, employees should attach the email showing prior approval to the back of the claim form before submitting for payment.

3 Travelling Overseas - Specific Travel Requirements

- 3.1 Managers and Employees have a joint responsibility to ensure that those travelling on company business are medically fit to do so, where there is any doubt, advice should be sought from the HR Department. In addition, travellers should check the Foreign and Commonwealth Office website (<http://www.fco.gov.uk/travel>) for specific advice on their destination country. There is also a regulatory requirement to report all foreign travel outside Europe to the Security Department (security@nda.gov.uk)
- 3.2 Employees travelling to Europe from a member state should carry a European Health Insurance Card (EHIC) in order to obtain general cover in the event of an emergency. If they have not been issued with an EHIC from the Department of Health, they can contact the Customer Services Department on 020 7210 4850, or the website is <http://www.dh.gov.uk>
- 3.3 Employees are responsible for ensuring that they hold a valid passport. Passport renewal fees are not reclaimable from the NDA. There is an exception if you require a second passport or if you require your passports renewed at an accelerated rate because of the number of entry and exit stamps, visas and general wear and tear arising from business travel. This exception is operated at the discretion of the NDA subject to the approval of a Director.
- 3.4 All vaccination, inoculation, medical examination expenses, work permit and visa charges which Employees incur in connection with a business visit will be paid for by the NDA. These costs should be claimed using the expenses claim form HRP04-F03.
- 3.5 Receipts should be obtained for all meals and other expenses. For smaller items of expenditure, i.e. gratuities, it is recognised that there are instances where it is not always possible to obtain a receipt. Where there are un-receipted items contained within an expense claim form these must be individually recorded and sufficient information given to allow the authoriser to validate the expense.
- 3.6 Expense claims for expenditure incurred in a foreign currency must be converted to UK Sterling with evidence of the exchange rate used for the conversion. The evidence should be on the appropriate receipt or credit card statement. The cost of conversion of currency is reclaimable.

4 General Travel

- 4.1 Travelling Employees must help the NDA's Travel Providers to provide an efficient and economical service by:
- Planning travel well in advance wherever possible – this will ensure the best and most economical prices are obtained.
 - Planning travel with as much certainty as possible – 'open' tickets are expensive and should be avoided. The use of fixed tickets is highly recommended, even if it is one leg of the journey that is fixed, for example the outbound journey may be fixed and return journey open.
 - Complex travel arrangements should be discussed with the appropriate NDA Travel Provider as they may assist with the Employee itinerary and will ensure that promotional fares are

taken advantage of where possible. Employees must take advantage of savers and special reduced fares and should be prepared to justify why if they fail to do so.

- Specifying any non-standard criteria such as the need for flexibility – this will avoid late changes to bookings which can be costly.
- Employees must ensure that under no conditions are unused tickets discarded but returned to the NDA's Travel Provider for possible refund.

4.2 **Expense Float** - The NDA provides employees the option to obtain an Expense Float up to £250, with exceptional amounts being available, for the purpose of paying incurred expenses whilst on NDA business. Individuals will pay for the incurred expenses from their own bank accounts. On completion of the NDA expense claim form, the NDA will reimburse the individual.

- An annual review (in February/March each year) of those in receipt of an expenses float will determine if it should be retained, increased, decreased or removed;
- A review will also take place to determine the need for an expenses float for anyone changing roles, including those not in receipt of an expenses float, with options to introduce it, increase it, decrease it, remove it;
- With one month's notice, the right to remove the float at any time.

4.3 **Advance of Expenses** - NDA employees, who are planning to incur expenses whilst on NDA business, can request an advance payment to cover the partial or full expense cost. Where advances are made for specific, one-off events then the money should be deducted from the expense claim submitted immediately after the event (rather than by deduction from payroll), with either a net payment to the individual (where actual expenses for the trip exceeded advance) or repayment of the balance by the individual (where actual expenses were less than the advance).

5 Air Travel

- 5.1 Travel by air on NDA business should be booked through the NDA's Travel Provider. The details on how to book air travel can be accessed via the NDA's Travel Portal on the intranet.
- 5.2 The NDA will settle all air travel cost directly with the Travel Providers.
- 5.3 Short haul flights (under 5 hours) will be Economy class. Long haul flights (i.e. 5 hours and over) will, in justifiable circumstances and by prior approval of budget holder, be Business class. Employees should use the lowest logical airfare on all routes. This is determined by the lowest available fare on any given route whilst taking into account the schedule of timings.
- 5.4 Where air miles are collected they must be offset against future business travel, and not used for personal travel.

6 Rail Travel

- 6.1 Travel by rail on NDA business should be booked through the NDA's Travel Provider.
- 6.2 Employees should travel Standard Class on train journeys under two hours. For longer train journeys First Class or Business Class travel may be permitted where fixed price tickets or special reduced fares or savers are used. Employees should not use, under normal circumstances, full open First Class or Business Class tickets.
- 6.3 Employees should also take into consideration, especially when booking travel by rail, scenarios when a 2 single tickets combination may be considerably cheaper than a return.
- 6.4 The NDA incurs a fee for every transaction used to book tickets, therefore Employees should

endeavour to book multiple tickets in one transaction to help reduce these booking fees paid by the NDA.

6.5 Communal Oyster Card Controls

6.5.1 Cards are held at Herdus House Reception:

When an employee requires an Oyster card for travel around London, they request a communal Oyster Card from one of the above cardholders. If one is available, the Control Sheet is completed and a Travel Log is given to the employee with the Oyster card. The employee completes the Travel Log with details of each journey charged to the Oyster card. Upon return to the office, the employee hands back the Oyster card and completed Travel Log to the cardholder who checks and completes the Control Sheet.

6.5.2 Topping Up

If a company Oyster card requires topping up, the employee should top it up and keep a copy of the receipt to reclaim via expenses. Please identify the top up on the expense claim form by describing as 'Communal Oyster Card Top-Up'.

Please note that these communal cards are not to be used for personal travel. They are for business travel only.

i.e. If you break your tube journey for personal reasons (e.g. to visit Oxford Street en route from Victoria to Euston) then you should only use the Oyster card for one journey and pay for the other yourself by another method (e.g. personal Oyster card/purchasing a separate ticket). This is because the Oyster card is charged for each journey, unlike the normal tube day passes where you can roam around zone 1/2 doing as many journeys as you like for one price.

7 General Road Travel

- 7.1 It is an HMRC requirement that all drivers should keep a log of business mileage (i.e. mileage in own car, where they have claimed rate per mile via expenses). HRP01-F05 – Mileage Tracker can be used by employees to do this. Where Employees are sharing a journey whilst on company business it is a requirement that an accurate log of who was driving at any particular time is kept. This is in order to comply with legal and insurance requirements.
- 7.2 If Employees are in receipt of contractual car allowance or essential car user allowance they are required to use their own car for business travel and will not normally be allowed to utilise hire cars. Where a hire car is required following a rail journey or flight, clear justification must be stated and Line Manager approval must be obtained/agreed.
- 7.3 If a privately owned vehicle is used it is the employees responsibility to ensure that their car is roadworthy and they hold the required insurance and legal documents. If employees undertake business travel by car they must ensure that:
 - They hold a current drivers licence
 - They have the appropriate insurance for the vehicle which includes use for business
 - The vehicle is roadworthy and legally compliant. If over 3 years old, the vehicle must have a valid MOT.
- 7.4 All employees who are required to drive on company business are responsible for compliance with these requirements.
- 7.5 The HRP04-F03 expenses claim form includes a declaration that the above requirements have been met in respect of any journey for which an expense claim is made.
- 7.6 Employees not in receipt of a car allowance or essential car user allowance should ordinarily

make use of public transport, pool or hire cars. If a hire or pool car would be left for long periods unused then it may be appropriate to use their own privately owned vehicle for a business journey provided the conditions in section 7.3 are met.

- 7.7 Wherever possible, employees should share vehicles whether a hire car or NDA pool vehicle. If two or more NDA Employees are travelling in a privately owned vehicle, NDA insurance covers the passenger(s) to drive the vehicle but only when it is being used for business purposes.
- 7.8 The use of hire cars or NDA pool cars is provided by the NDA for business use only. Hire or pool cars can be available or delivered the day before the journey, but you are only permitted to drive it for the duration of the business journey itself. You can have a trial or practice, but if you have a hire car, this MUST be on the day of the hire itself.

Note that you are not permitted to drive the hire or pool car for journeys that would be deemed as social, domestic and pleasure, e.g. to meet up with friends, family or colleagues in the evenings, and should make your own arrangements, at your own expense, for such journeys.

- 7.9 In making a formal written request for a hire car, employees are confirming that they have a valid driving licence. Note: It is the employee's responsibility to ensure they hold a current driving licence not the travel bookers.
- 7.10 In making a request for a pool car, employees will be required to confirm at the time of collecting the pool car keys that they hold a current drivers licence before the pool car will be made available to them. Signing to accept the pool car keys and take over the pool car will be confirming that a valid driving licence is held.
- 7.11 NDA Internal Audit programmes shall include periodic audits of compliance.
- 7.12 Cars may be hired up to the 'Car Groups' shown below based on the number of passengers and length of journey. Every effort should be made to share hire cars when two or more Employees are travelling to the same destination.

Number of Passengers	Recommended Car Group	
	Total Miles Driven <100	Total Miles Driven >100
1	C	C
2	C	C
3	C	D
4	D	D
>4	M	M

- C = Ford Focus 1.6 LX
- D = Ford Mondeo 1.8 LX or similar
- M = Toyota 2.4 GS or similar

- 7.13 Where car users have special needs for H&S reasons, these should be discussed with either their line manager or HR.
- 7.14 At the termination of the rental period, the car must be returned with a full tank of fuel, to avoid the NDA incurring an unnecessary and expensive refuelling charge. Employees should comply with the conditions of the hire agreement.

8 Taxis

- 8.1 Employees requiring a taxi should book them through their Travel Booker.

- 8.2 When there is a clear business need, health and safety requirement, or it is more cost efficient compared to other arrangements, taxis may be used. When used, waiting time must be kept to a minimum.
- 8.3 Claims for taxis must be accompanied by receipts and details/purpose of the journey must be shown on the expense claim form.
- 8.4 Employees who are in receipt of contractual car allowance or essential car user allowance should normally travel to railway stations, airports or ports in their own car whenever the charge to park the car at these locations for onward travel is less than the cost of a taxi. However, H&S considerations should also be taken into consideration to avoid or minimise driving late at night or at the end of a long day. Please see HSWI001 for further reference.

9 Mileage Allowance

- 9.1 A mileage allowance can be claimed when you use your private car for business trips. The mileage allowances payable are as follows in line with the HMRC guidelines.

Usage in tax year	With Car Allowance	No Car Allowance
first 10,000 miles	18p	45p
In excess of 10,000 miles	15p	25p = HMRC Rate- - Consideration should be given to ECUA
Passenger	1 st add 5p per mile each additional passenger add 2p per mile	1 st add 5p per mile Each additional passenger add 2p per mile

- 9.2 Business mileage guidelines: -
- Normal commuting i.e. travel to and from home (including any temporary residence) and permanent place of work is not reclaimable.
 - Travelling to and from the permanent place of work to a business destination, Employees can claim for actual mileage incurred.
 - Common sense should be applied as to whether a journey should reasonably commence from home or the permanent workplace. Where a claim is for mileage, details of the start and end point of the journey should be stated including the post code.
 - The increased mileage rate for Employees without a car allowance is to provide a contribution towards the overheads of running a vehicle.
 - Car parking, toll costs and congestion charges may be claimed.
 - Speeding and other fines will not be reimbursed. If costs are incurred by the NDA from the travel provider following fines incurred whilst using hire vehicles, these must be met by the Employee concerned.
 - In circumstances where an Employee is likely to routinely travel extensively, an essential car user allowance may be available subject to the approval of the HR Director. Any allowances approved are subject to taxation.
 - Where an Employee is reimbursed at less than 45p per mile they may be eligible to claim additional tax relief. Further information available on Nucleus
<https://intranet.nda.gov.uk/staff/pay/car-allowance.cfm>

10 Hotel Accommodation

- 10.1 Hotel rates should be confirmed at the time of booking to ensure they fall within hotel rates limit. Employees should make full use of the listed hotels and rates on the hotel preferred programme on the NDA's Travel Portal. These are Hotels with negotiated client rates, making them

considerably cheaper than rack rates, Employees are therefore strongly advised to use these hotels.

- 10.2 Charges for bed and breakfast in UK Hotels are paid directly by the NDA through the travel provider via the Bill Back Scheme. Any other charges incurred with the hotel, e.g. evening meals should be settled by the employee directly with the hotel when checking out and reclaimed through the expense claim process. Employees should ensure that the invoices are written in the NDA's name to ensure VAT can be recovered.
- 10.3 Employees should ensure that they make use of the rates on the Hotel Preferred Programme when booking hotel accommodation, where this is not possible the maximum UK hotel rates per night, inclusive of breakfast and VAT is as follows
- London £200
 - Other UK Cities £150
 - Other regions £100
- 10.4 The maximum non UK rate is £200 per night:
- 10.5 Compliance with these thresholds will be monitored while non-compliance will be investigated and reported.
- 10.6 The NDA will not reimburse pay-tv, newspapers, laundry, (unless travel exceeds 5 days), mini bar and other private expenses.
- 10.7 Short telephone calls home and other business calls will be paid for where Employees do not have the use of an NDA mobile telephone. Where business calls have been made, the name of the person or organisation called must be annotated next to the corresponding item on the hotel account.
- 11 Staying With Friends or Family**
- 11.1 When staying with friends or family it may be appropriate to make a payment or buy a gift. A maximum amount of £25 per night may be claimed. This amount will be grossed up and paid through payroll (subject to national insurance contribution and tax deduction). These should be submitted on the normal expense claim form via Finance.
- 12 Expenditure**
- 12.1 All reasonable business related expenditure incurred while on NDA business can be claimed. The test of what is reasonable should be based upon business need, not grade. In circumstances where it is necessary to determine what is/is not reasonable', Employees should clear the matter with the budget holder prior to incurring the expense. Areas to consider when determining 'reasonableness' include, but are not limited to, the following:
- Purpose
 - Duration of trip (if applicable)
 - Destination - local customs, security, etc.
 - Incremental costs - has the claimant had to spend additional amounts as a result of business travel
 - Personal circumstances
 - Flexibility - claimants should be flexible when arranging itineraries to ensure the most cost effective travel arrangements are booked
- 12.2 In determining the reasonableness of expenses clarification can be requested from the Head of Financial Operations.

13 Meals Whilst On Company Business (Home & Abroad)

13.1 Where Employees are away from their normal place of work and have to make their own arrangements for meals they may make a claim supported by a receipt. Maximum amounts claimable are as follows:

Meal	Maximum Claimable (including VAT)	Notes (including gratuities)
Breakfast	£ 15.00	You must commence the business journey before 7.00 am, or your hotel is booked on a room only basis.
Lunch	£10.00	No alcohol to be consumed at breakfast or lunch time
Evening Meal	£ 35.00	This can include the cost of one alcoholic beverage i.e. a large glass or a half bottle of moderately priced wine to accompany a meal and a reasonable quantity of non-alcoholic beverage. The cost of any additional alcohol must be met by the Employee.

13.2 Expenses relating to business meetings between NDA Employees only may be reimbursable provided that they are essential business meetings or training which span a normal meal time. Such events must be kept to an absolute minimum and prior written approval must have been obtained from the Employee's Director. Please note that the standard limits still apply (see Section 13.1).

14 Gratuities

14.1 When a service charge has not already been included on a bill, gratuities for meals etc., the amount paid should be recorded separately on the expense claim. Gratuities should be made at a level appropriate to local customs e.g. the guideline for UK gratuities is up to 10% and for the US is up to 15%. Note that gratuities are included in the meal limits listed in Section 13.1

15 Hospitality and Entertaining

15.1 Employees are expected wherever possible to use 'in house' catering services as a cost effective first choice for hospitality.

15.2 Only the cost of entertaining undertaken solely in the interests of the NDA, and with the prior written approval of the appropriate authorised signatory is permitted. This type of expenditure should be paid and claimed for by the host, this normally being the most senior NDA Employee present. The level of entertainment should be commensurate with that reasonably expected by the nature of the event.

15.3 For tax reasons, the following information must be shown on the expense claim form

- Names of all attendees (internal and external)
- Organisations of attendees represent
- Purpose of the entertainment

15.4 On certain occasions it may be appropriate to include Employee's spouses/partners in the entertainment of particular guests. In such circumstances, the specific and prior written approval of the Chief Executive Officer or the Employee's Director must be obtained and the particular expenditure involved must be separately disclosed and explained on each expense claim to allow the correct tax treatment.

- 15.5 Expenses in entertaining other Employees of the NDA only (i.e. without third parties as detailed above) are not reimbursable. Note this would include instances where an Employee staying away from home and is joined for a meal by a locally based Employee. Only the cost of the Employee staying away is subsistence, the remainder would be classed as entertainment and cannot be reclaimed.
- 16 Conferences/ Events/ Workshops/ Seminars**
- 16.1 All conferences/ events/ workshop/ seminars that relate to an Employee's Continuous Professional Development (CPD) should be booked through the NDA Learning & Development Department.
- 16.2 Where the booking is made at a delegate rate, any additional costs incurred will be paid in line with this policy.
- 17 Telephones**
- 17.1 Where the Employee does not have an NDA mobile phone, business calls from hotels, public phones or private phones will be reimbursed. You must attach the itemised bill with the business calls highlighted and noted with the person and company called. The NDA will not reimburse a percentage of a phone bill or line rental costs for phones at home.
- 17.2 The NDA's mobile phone policy ITP05 applies to internet access and calls made on mobile phones.
- 18 Subscription to Associations**
- 18.1 Subscriptions to professional bodies will normally be reimbursed if they are business related, subject to the approval of the budget holder. Where it is a business requirement that membership of more than one professional body is required, the costs will be paid subject to approval by the budget holder.
- 19 Independent Financial Advice**
- 19.1 All employees are eligible to claim up to a maximum of £100 for independent financial advice with regard to the transfer of their pension on entering employment or at partial retirement stage. Claims should be submitted via the normal expense route to accounts payable and supported by a receipt.
- 20 Insurance**
- 20.1 Cover for loss or damage to personal property only exists for those personal effects taken by Employees on company business which are deemed relevant to the business journey. You must ensure that adequate private household insurance exists to cover expensive valuables taken on business travel (e.g. watch, wedding ring, necklace etc). Valuable/theft-attractive items should be carried in hand luggage/on the person and not put in baggage holds.
- 20.2 NDA will not pay the premiums for personal effects, or insurance excess amounts in the event of a claim.
- 21 Non reclaimable Expenditure**
- 21.1 Expenses, which are private, normally incurred outside work and not work related, are not to be claimed unless special circumstances exist that make it reasonable to do so, and are subsequently approved by the relevant Line Manager/ Budget Holder. These include but are not limited to:
- Cigars and cigarettes
 - Personal gifts, for example Employee birthday presents
 - Hairdressing and hire of clothes
 - Traffic violation fines, including car park fines and clamping

- Toiletries, luggage, magazines and books when staying away
- Car washing (including washing of hire cars), valeting and car related consumables
- Hotel videos and pay TV
- Passport replacements (other than recognised exceptions set out above)
- Items of personal clothing
- Stationery (via stationery suppliers)
- Newspapers

22 Claims Procedure

- 22.1 Claims should be submitted promptly on a regular basis using the expense claim form HRP04-F03. Expenses that are claimable must not be allowed to build up. Expenses more than 3 months old may not be paid and will be reported to the Head of Financial Operations.
- 22.2 The expense claims should be properly coded. Failure to do this could result in the costs being incorrectly recorded in the accounts
- 22.3 Original VAT receipts should support all expenditure being claimed, including claims for petrol. UK VAT receipts should include the suppliers' VAT reference number. Photocopies, credit card vouchers and credit card statements are not acceptable as proof of expenditure. When no receipt is available, the circumstances should be stated; descriptions such as 'other' or 'miscellaneous' are not acceptable. The NDA is unable to reclaim VAT without a VAT receipt and your claim may not be paid.
- 22.4 Full details of the reason why the expense was incurred should be given.
- 22.5 Claims that do not meet the requirements set out above will either be returned to the claimant or authoriser unpaid, or paid net of the item disputed. If paid net of a disputed item, the claimant and authoriser will be informed.
- 22.6 When an expense claim has been processed by Finance, payment will be made by BACS transfer to an Employee's nominated bank or building society. No claims will be paid by cash. Please ensure Accounts Payable hold your correct bank details.

23 Authorisation of Claims

- 23.1 Completed claim forms must be signed by the Employee making the claim, and then authorised by the appropriate authorised signatory who has delegated authority as per FNM02 for the Employee's cost centre (see FNG01 for list of NDA staff and their cost centres). Authorised signatories may not approve claims in excess of their authority level nor approve claims of senior colleagues or those of a similar status. If a claim is not authorised by the correct signatory, it will be returned to the Employee by the Finance Department which will inevitably delay payment.
- 23.2 Employees and authorised signatories are responsible for checking the accuracy of expenses and ensuring that expenses conform to policies and guidelines in issue at that time. They are also responsible for ensuring that expenses are reasonable. The test of what is reasonable should be based upon business need, not grade.
- 23.3 Authorised signatories have a responsibility to challenge late submission of expenses.
- 23.4 Falsification of claims will result in disciplinary action being taken against you and/or the authoriser of a claim.
- 23.5 All expense claims may be subject to detailed review by the following: -
- Internal Audit
 - External Audit
 - FOI Requests

- Human Resources
- Finance

24 Expenses for Non-NDA Employees

- 24.1 There must be an essential business requirement for the non-Employee to travel. Such travel will require the approval of the appropriate Line Manager.
- 24.2 A valid purchase order for the travel expenses must be in place prior to any expense being incurred (see table below for further info).
- 24.3 Reimbursement of expenses for non-Employees will be processed as follows: -

Category of Worker	Settlement Process	Purchase Order Raised to
Agency	Travel will be booked through the NDA's Travel booking system. Worker to pay for any expenses, then reclaim via Agency. (Agency will then invoice NDA)	Agency
Interim	Travel will be booked through the NDA's Travel booking system. Worker to pay for any expenses, then reclaim via Agency. (Agency will then invoice NDA)	Agency
Graduate	Travel will be booked through the NDA's Travel booking system. Worker to pay for any expenses, then reclaim via Agency.	Graduate
Seconded	Travel will be booked through the NDA's Travel booking system. Costs to be reclaimed as per individual's secondment agreement	As per secondment agreement

- 24.4 Travel arrangements for Consultancy staff will not be paid within this policy. Arrangements will be in place with the Consultancy to pay expenses.

25 Expenses for Non-Executive Directors

- 25.1 Expenses incurred for travel on NDA business will be paid in line with this policy.

26. Childcare

- 26.1 Where additional child care costs are incurred as a result of business travel outside of normal working hours, the NDA will reimburse the additional cost. Proof of the additional costs must be provided, and claimed using an expense claim form. Payments will be made via payroll and subjected to Tax and National Insurance Contribution deductions.

Records Table

Record Description	Record Owner	Retention Time	Record Format. Electronic/ Hardcopy	Record Location
HRP04-F03 – Expense Claim Form	Finance	7 years	Electronic	Livelink - Finance
HRP01-F05 – Mileage Tracker	Employee	3 years	Electronic	Livelink – A – Admin / Personal Workspace