



TRAVEL AND SUBSISTENCE POLICY for Icon for Child and Adult Nurturing (I-CAN) Enterprise

1- Purpose

This document sets out the policy of ICAN in relation to travel and subsistence. It details the principles to be applied in organising, authorising and undertaking travel and the procedures and processes to be followed. The policy aims to provide a fair and consistent enabling framework in which persons undertaking travel on behalf of the Enterprise do so with due regard to personal safety and comfort consistent with the nature and purpose of individual journeys.

2- Scope

The policy applies to any person who incurs travel and subsistence expenses on behalf of the Enterprise.

The policy applies:

- a. To claims for travelling on approved business and to travel and subsistence expenses so incurred, regardless of funding source.
- b. In situations where the claimant is carrying out their duties for the Enterprise while temporarily away from their normal place of work.
- c. To claims of costs incurred in the performance of Enterprise duties where the claimant may not have travelled as part of incurring the cost.

3- Policy Statements

3.1 General Principles for Claiming Travel and Subsistence Expenses

3.1.1 It is ICAN policy to reimburse claimants for properly authorised and reasonable travel and subsistence expenses incurred in the performance of their duties for the Enterprise while temporarily away from their normal place of work.

3.1.2 This policy takes account of the financial constraints facing the Enterprise .

3.1.3 Travel must be undertaken only when necessary and must be consistent with the needs of the Enterprise .

3.1.4 The Enterprise reimburses necessary travel and subsistence expenses based on a fully vouched process. The emphasis at all times is on value for money.

3.1.5 The only exceptions to the use of a fully vouched process are for external members of the Governing Authority, staff abroad on sabbatical leave and those involved in a very limited number of research activities (including visiting researchers) or where research terms and conditions prescribe that per diems must be used. In such cases, the prior approval of the Chief Financial & Performance Officer is required. In such circumstances, claims must include proof of travel.

3.1.6 Civil service rates are used to cover costs associated with using one's private transport on a business journey (including fuel, tax and insurance, toll charges, wear and tear, maintenance, etc.) and meals and accommodation costs while away from one's normal place of residence.

3.1.7 Items of an unusual nature should be raised with the Finance Department before the cost is incurred, and any such clearance should be attached to the subsequent expense claim.

3.1.8 All travel should be planned as far in advance as possible to take advantage of discounted air fares and other economies that may be available by advance purchasing and to afford adequate time for processing insurance, visa, etc.

3.1.9 Staff must consider alternatives to travel, such as video conferencing and other available media, where appropriate.

3.1.10 Under certain circumstances, staff may be provided with an advance for travel purposes.

3.1.11 Claims for reimbursement of expenses must be made as soon as possible and, in any event, no later than three months after the date incurred. Only in very exceptional circumstances will claims submitted late be paid, and a clear explanation must be attached to any late expense claim. Approvers should reject claims where a detailed explanation has not been provided by the claimant. For research grants, claims must be submitted and paid on or before the end of the project.

3.1.12 If there are two or more employees present when the expense is incurred (e.g. restaurant meal), the expense claim should be made by the most senior member of staff.

3.1.13 The expenses of a spouse, partner, family member or other person accompanying the claimant are not allowable expenses except when the person's presence is appropriate for a bona fide purpose and their travel is authorised in advance.

3.1.14 In addition to complying with this policy, claims for reimbursement from externally funded research projects should comply with the eligibility requirements for reimbursement of travel and subsistence as set out in the grant agreement and/or funding rules.

3.1.15 It is the responsibility of every claimant to act in a prudent and reasonable manner when incurring expenditure on behalf of the Enterprise . Claimants must comply with this policy in all claims they submit for payment.

3.1.16 The submission of a false or exaggerated expense claim is a serious matter and may lead to disciplinary action (up to and including dismissal) being taken by the Enterprise .

3.2 Principles for Travel

Public Transport

When travelling on behalf of the Enterprise , public transport must be used, where feasible, and claimants should choose the most economical means of travel.

Private Car

Where the use of public transport systems is not feasible, the following criteria for private car usage will apply:

- All business kilometres must be claimed based on the shortest route from UL to destination.
- The date, destination and purpose of the trip must be clearly outlined on the claim.

Foreign Travel

Expenditure on foreign travel and subsistence (whether recouped by a third party or not) should be strictly appraised, monitored and approved in advance. Confirmation of the advance approval of the foreign travel by the Approver should be attached to the expense claim. It is the duty of approvers to ensure that only essential travel is undertaken and that the number of persons travelling on official business is kept to a minimum, consistent with the requirements of official business.

4- Travel Advances

4.2.1 Staff may apply for an advance payment prior to travelling abroad by submitting a travel advance claim. Supporting documentation to demonstrate why a travel advance is necessary must be provided for all advance payments (hotel booking confirmations, conference registration fees, etc.).

4.2.2 Travel advances must be appropriately authorised in line with the terms of this policy.

When the trip is complete, a final expense claim showing the advance claimed and the balance due for reimbursement must be submitted for the entire trip.

4.2.3 Receipts are required to be submitted within two weeks from the return date. Any delay in submitting a final expense claim may delay payment for subsequent claims.

4.3 Purpose of Travel

4.3.1 The purpose of travel should be clearly stated on each claim. For example, the name and date of the conference or purpose of the meeting should be given.

4.3.2 General purposes such as “business trip” will not be accepted.