

Council, 2 December 2015

Review of expenses policies

Executive summary and recommendations

Introduction

The expenses policies were last reviewed by Council in December 2014. There are similar but separate policies for employees, Council members and partners.

The main changes now proposed to the policies are as follows:

- Making the use of the travel management company mandatory (all policies)
- Enabling first class rail travel, when it is genuinely cheaper than standard class on a like for like comparison (all policies)
- Reflecting direct payment of Partners and Council members (Partners and CCM)
- Clarification of the circumstances where alcohol is acceptable (Employees and CCM)
- Clarification of the limits for hotels with or without breakfast (all policies)
- Clarification of fees payable on cancellation/postponement of hearings (Partners).

Decision

Council are asked to approve the revised policies. The recommended effective date for the revised policies is 1 January 2016.

Resource implications

None

Financial implications

Some extra cost from levelling up of the bed and breakfast hotel rate. Based on recorded accommodation costs for 2014-15, the maximum extra cost is c£40k.

Appendices

Draft revised expenses policies, tracking the changes.

Date of paper

16 November 2015

Expenses Policy for Employees

INTRODUCTION

1. This policy sets out rules and guidance for employees on how to claim expenses while carrying out work on behalf of the HCPC.
2. Employees are expected to act honourably and sensibly within the spirit of this policy.
3. The revised policy came into effect from 1 January 2016~~November 2014~~.
4. The rates and allowances in this policy are intended to provide a reasonable standard of travel, accommodation and subsistence consistent with HCPC's position as a public sector body funded by Registrants' fees. Rates are kept under review, including feedback from Council and Committee members, Partners and employees, and fFrom time to time, the Council will make changes to the rates quoted in this policy. These changes will be notified to Employees via the HR info system.
5. The HCPC shall reimburse employees, on production of VAT receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred by employees in relation to their attendance at meetings or events where they are representing the HCPC. Credit card receipts are not accepted.
6. Expenses will only be paid if approved by the HCPC. If employees are uncertain as to whether an expense will be reimbursed, they should seek clarification from their line manager before the expense is incurred.
7. Employees are expected to arrange their travel and accommodation in the way that is most cost effective for the HCPC, while minimising the environmental impact.
8. The employee's line manager's prior approval is required for international travel and for any non-travel or accommodation related expense that is greater than £100.
9. Should further clarification or advice be required with regards to this policy, please contact your line manager or the Finance department.

SUBMITTING EXPENSES CLAIMS

10. Employee expense claims, authorised by the relevant line manager with supporting tax receipts, should be submitted via email on the claim form provided for the purpose which can be found on the intranet.

11. All claims submitted must be accompanied by supporting receipts, except for mileage and purchases under £5 where obtaining receipts is not required. If a receipt for a cost over £5 is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier ~~and attached to the claim form~~. If the receipt is not located, the circumstances and the details of the purchase should be explained on the claim form or in the covering email ~~a lost receipt form should be completed and submitted with the claim~~.
12. Payments of expenses will be made into employees' bank accounts. ~~Expenses forms should be submitted to the Finance Department by close of play on a Tuesday for payment to be credited to your account on the Friday that same week~~.
13. Employees are asked to submit their claims within one calendar month of the expense having been incurred.

TRAVEL MANAGEMENT COMPANY

14. HCPC has appointed a travel management company through a government framework contract. The travel management framework agreement provides favourable terms and conditions and efficient business processes to HCPC. Travel and accommodation ~~must therefore~~ be booked through the HCPC's contracted travel management company. The performance of the travel management company is reviewed at regular intervals and the contract provides a process to address any performance issues.
15. All travel should be booked at the earliest opportunity as cheaper rates can be obtained.
16. Bookings through the travel management company should be made on-line via the link on the intranet. On-line bookings are free of charge for train and hotel bookings, but fees are charged for bookings by telephone or email. Air travel bookings incur a charge both online and via telephone or email. ~~The fees incurred by HCPC are significantly lower for online bookings by telephone or email.~~
17. Bookings made through the travel management company are covered by their cancellation policy. Rail travel bookings can be cancelled on-line free of charge. However, the cancellation of hotel bookings is dependent on the type of room booking made, as some cheaper room-only rates are non-refundable, where most hotels can be cancelled up to 24 hours in advance and train tickets can be cancelled, incurring a one-off admin charge.

17.18. Employees are responsible for cancelling their own bookings. Cancellations should be made as soon as the related meeting, hearing or visit has been cancelled to minimise cancellation charges.

TRAVEL AND SUBSISTENCE

18.19. Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred while travelling on HCPC business to a location other than the HCPC offices. Costs incurred while travelling from home to the HCPC offices cannot be claimed, except in the case of late night working as set out in paragraph 3029. If the employee already holds a season ticket for the relevant journey, no additional cost has been incurred and therefore no cost can be claimed.

Rail

19.20. All rail travel on HCPC business must be standard class. The only exceptions to this are where first class travel has been agreed in advance as a reasonable adjustment for an employee with a disability or with other mobility issues, and where, exceptionally, a first class ticket is cheaper than the equivalent standard class ticket. ~~Unless otherwise agreed in advance as a reasonable adjustment for an employee with a disability or with other mobility issues, and where, exceptionally, a first class ticket is cheaper than the equivalent standard class ticket, all rail travel on HCPC business must be standard class.~~ The travel management company booking system will only allow the purchase of a first class ticket when the first class ticket is cheaper than the equivalent standard class ticket. Employees must not artificially manipulate the point at which they book, their journey time, route or ticket conditions to try to bring first class travel into scope. ~~standard class fares.~~

Air Fares

20.21. Standard Class must be used when the duration of the single airline flight is less than five hours. If the single journey comprises more than one airline flight, Standard Class tickets must be used for the different flights if the combined air travel time is less than five hours.

21.22. Premium Economy tickets may be used when the duration of a single airline flight is longer than five hours but less than eight hours. If Premium Economy tickets are unavailable, Standard Class tickets must be used.

22.23. Business Class tickets may be used when the duration of a single airline flight is longer than eight hours. If Business Class tickets are unavailable, Premium Economy tickets may be used.

Tube, coach and bus fares

23-24. All tube, coach and bus fares will be reimbursed as incurred. Those employees travelling within London are encouraged to purchase an Oyster Card or use a contactless debit/credit card in order to take advantage of the cheaper fares available. A receipt is not required although you must state clearly those journeys made when claiming.

Mileage allowance

24-25. Mileage allowance is payable for the use of employees' own cars. Employees must have the appropriate insurance cover for business use of the car. ~~These~~The allowances are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

Cars:- 1st 10,000 miles: 45p per mile
Additional miles: 25p per mile

Motorcycles:- 24p per mile
Cycles:- 20p per mile

25-26. Rates for rental cars are available upon request.

26-27. Mileage can only be claimed where it is the most cost efficient way of travelling or where rail/air travel is not available.

27-28. Expenses incurred in respect of tolls, parking and ferries may be claimed.

Taxi Fares

28-29. Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:

- where there is a time constraint and a taxi will be quicker;
- where a taxi will be cheaper than public transport or
- public transport is unavailable;
- if the journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or the HCPC equipment; and
- where there is a disability which affects mobility, or other mobility issues.

Please state circumstances for using a taxi on the claim.

Late night Taxis from the HCPC offices to home

29-30. Where there is a requirement to work until at least 9pm, which does not form part of the normal work pattern, a taxi journey from the HCPC offices to

home may be claimed providing that it would not be reasonable to expect the use of public transport.

Away day travel expenses

~~30-31.~~ For travel to away days, training and similar events, the difference between an employee's normal travel fare (from home to HCPC offices) and the amount of the new journey will be reimbursed. Employees are therefore encouraged to purchase extension tickets where appropriate and purchase oyster card fares, which are cheaper than cash fares.

If an employee uses a private car journey as either part of their usual or extended/ alternative journey, the mileage rates as stipulated in paragraph [2524](#) will be applied.

Hotel

~~32.~~ Hotel accommodation must be booked through the travel management company and should use HCPC's preferred hotels, where availability allows. A list of HCPC's preferred hotels, where we have agreed special rates, is maintained on the intranet.

Commented [AG1]: Need to update guidance

~~33.~~ The maximum nightly rates for hotels including VAT are as follows:-

~~31.~~ Expenses can be incurred for hotels as follows:-

	<u>Room only, incl VAT £</u>	<u>Bed and breakfast, incl VAT £</u>
<u>London within the M25</u>	<u>170</u>	<u>180</u>
<u>Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester (other cities with high market rates for hotel accommodation)</u>	<u>140</u>	<u>150</u>
<u>All other areas in the United Kingdom</u>	<u>120</u>	<u>130</u>
<u>Abroad: The line manager's prior approval is required for all overseas travel, including the choice of hotel. Hotel room rates should not exceed the equivalent rates for the UK, ie hotels in a capital city should not exceed the equivalent of £180 per night including VAT and breakfast; other large cities should not exceed the equivalent of £150; other areas should not exceed the equivalent of £130</u>		

Commented [AG2]: Previously, we have had a maximum hotel rate of £170 (in London) whether breakfast was included or not. So people could get a room only rate of £170 then go outside the hotel and spend another £10 on breakfast.

Clearer and makes more sense to have the same total limit for bed and breakfast whether it's inside the hotel or outside.

~~London: When staying at hotels within the M25, employees will be reimbursed up to £170 (inc VAT) to cover the overnight accommodation and breakfast.~~

~~Other cities in the UK with high market rates for hotel accommodation: When staying at hotels in Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow, and Manchester, employees will be reimbursed up to _____ £140 (inc VAT) to cover the overnight accommodation and breakfast.~~

~~All other areas in the UK: When staying at hotels anywhere else in the United Kingdom, employees will be reimbursed up to _____ £120 (inc VAT) to cover the overnight accommodation and breakfast.~~

~~Abroad: The line manager's prior approval is required for all overseas travel, including the choice of hotel. Hotel room rates should not exceed the equivalent rates for the UK, ie hotels in a capital city should not exceed the equivalent of £170 per night including VAT for room and breakfast; other large cities should not exceed the equivalent of £140; other areas should not exceed the equivalent of £120.~~

~~32-34. When a bed and breakfast rate is booked, the cost attributable to breakfast does not matter so long as the total is within the bed and breakfast limit in the table. When a room only rate has been booked, breakfast may still be taken in the hotel provided the total for the room plus breakfast is within the bed and breakfast limit in the table, and the breakfast is charged on the hotel bill. Alternatively, when a room only rate is booked, breakfast may be taken outside the hotel subject to the £10 limit per paragraph 37-35.~~

Other accommodation

~~35. Employees staying with friends or relatives may claim for evening meals and breakfast up to the maximum allowances set out in paragraph 37, if the meals are not provided by their host. Claims must be supported by receipts.~~

Meals

~~33-36. This section covers meals paid for by employees while on day to day HCPC business, and meals charged to employees' hotel bills. It does not cover food provided and organised directly by the HCPC at special events. HCPC will not pay for the cost of alcohol consumed by employees on day to day business, and the maximum allowances for meals stated below are for the cost of food and non-alcoholic drinks. HCPC may pay for the cost of alcohol at certain special events, where the amount is reasonable and the provision of alcohol is appropriate in the circumstances. Any expense that includes alcohol must be approved in advance by the Chief Executive.~~

34-37. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:

- Breakfast £10 (when purchased outside the hotel);
- Lunch £10;
- Evening Meal £25 (whether taken inside or outside the hotel);

Breakfast can be claimed

- when travelling on HCPC business to a location other than the HCPC offices and leaving home before 7.30am, or
- when staying in overnight accommodation and breakfast is not included in the room rate

An evening meal can be claimed

- when travelling on HCPC business to a location other than the HCPC offices but not staying in overnight accommodation, and arriving home after 8pm, or
- when working late at the HCPC offices and arriving home after 8pm, subject to the prior approval of the line manager.

Lunch can normally only be claimed when the employee is out of the office on business for more than 4 hours during the working day.

Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.

Incidentals incurred though the course of a day can be claimed up to a value of £5 to cover the costs of non-alcoholic drinks and snacks.

38. HCPC may pay for the cost of alcohol at certain special events, where the cost and quantity amount is reasonable and the provision of alcohol is appropriate in the circumstances. Any expense that includes alcohol must be approved in advance by the Chief Executive.

39. Special events at which it may be appropriate for HCPC to provide alcohol include team Christmas meals and awaydays. Where the provision of alcohol is approved, the applicable per head limits for the amount claimable from HCPC funds will normally remain the same (£10 per head for lunch, £15 per head for team Christmas lunch, £25 per head for evening meal) but alcohol can form part of those per head limits.

CARERS

35-40. A maximum daily allowance of up to £65 will be paid in respect of care for children and dependants while the employee is travelling on HCPC business.

This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.

36.41. Where the allowance is claimed in respect of care for a child, the employee must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the child-carer is registered with the appropriate agency, and only against a valid invoice addressed to the employee.

37.42. Where the allowance is claimed in respect of a dependant over the age of 16, the employee must be the normal provider of care. Payment will only be made against a valid invoice addressed to the employee of the HCPC.

ABUSE OF THE POLICY

38.43. If it is found that an employee has abused this policy then the HCPC will reserve the right to take further action.

REVIEW OF THE POLICY

39.44. This policy will be reviewed on an annual basis by the Executive Management Team. Any issues or proposed changes will be brought to the attention of the Council for approval.

Fees and Expenses Policy for Council and Committee members

INTRODUCTION

1. This policy sets out rules and guidance for Council and Committee members on how to claim their fees and expenses while carrying out work on behalf of the HCPC.
2. Council and Committee members are expected to act honorably and sensibly within the spirit of this policy.
3. The revised policy came into effect from 1 January 2016 ~~November 2014~~.
4. The rates and allowances in this policy are intended to provide a reasonable standard of travel, accommodation and subsistence consistent with HCPC's position as a public sector body funded by Registrants' fees. Rates are kept under review, including feedback from Council and Committee members, Partners and employees, and fFrom time to time, the Council will make changes to the rates quoted in this policy. These changes will be notified to Council and Committee members.
5. The HCPC shall reimburse members, on production of VAT receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred by members in relation to their attendance at Council or Committee meetings or those events where they are representing the HCPC. Credit card receipts will not be accepted.
6. Expenses will only be paid if approved by the HCPC. If members are uncertain as to whether an expense will be reimbursed, they should seek clarification from the Secretariat department before the expense is incurred.
7. Members are expected to arrange their travel and accommodation in the way that is most cost effective for the HCPC, while minimising the environmental impact.
8. The HCPC's prior approval is required for international travel and for any non-travel or accommodation related expense that is greater than £1,000.
9. Should further clarification or advice be required with regards to this policy, please contact the Secretariat or Finance departments.

SUBMITTING EXPENSES CLAIMS

- ~~10.~~ Members must submit their claims for reimbursement of expenses electronically by email to finance@hcpc-uk.org with scanned or

~~photographed copies of the receipts should complete and submit their claim forms to the Finance Department within four weeks of the applicable Council or Committee meeting. Claim forms can be submitted electronically to finance@hcpc-uk.org with scanned receipts. Alternatively claims and original receipts can be submitted by post, for the attention of the Finance Department.~~

~~11. —~~

~~12.10. _____ However, to speed up payment of expenses, members can submit their claim forms to the Council or Committee secretary at the conclusion of each meeting.~~

~~13.11. _____ All claims submitted must be accompanied by scans or photographs of supporting receipts, except for mileage and purchases under £5 where obtaining receipts is not required. If a receipt for a cost over £5 is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier ~~and attached to the claim form~~. If the receipt is not located, the circumstances and the details of the purchase should be explained on the claim form or in the covering email ~~a lost receipt form should be completed and submitted with the claim.~~~~

~~14.12. _____ Members should submit their claims within four weeks of the applicable Council or Committee meeting. Payment of expenses will be made directly into the Council member's bank account.~~

FEES

~~15.13. _____ Fees at a daily rate are payable for:-~~

- attendance at Council meetings or Committee meetings;
- other meetings attended on behalf of the HCPC where prior approval has been given;
- attendance at a conference or event which forms part of the member development programme, where prior approval has been given and with the maximum allowance being 6 days per year.

~~16.14. _____ Fees for attendance at Council or Committee meetings will be paid proactively based on HCPC's attendance records for the meetings, so claims are not required. Members ~~should submit~~ can only make a claim for fees for attendance at other meetings or events ~~fees (other than for Council and Committee meetings)~~ when that attendance has been authorised in advance by the Chair or Chief Executive. This includes claims for the six events or conferences that Council members are permitted to attend each year as part of their ongoing development.~~

~~47-15.~~ Members are “office holders” in tax law and therefore their fees must be paid through PAYE and subject to tax and National Insurance deductions at source. There are two options:

- The HCPC deducts tax and National Insurance (NI) contributions and pays the member directly; or
- Where the member is employed by an institution and the institution invoices the HCPC for the member’s attendance, the HCPC pays the member’s employer, who deducts tax and NI contributions from any payments made to the member.

TRAVEL MANAGEMENT COMPANY

~~18-16.~~ HCPC has appointed a travel management company through a government framework contract. The travel management framework agreement provides favourable terms and conditions and efficient business processes to HCPC. Travel and accommodation ~~must therefore~~ should be booked through the HCPC’s contracted travel management company. The performance of the travel management company is reviewed at regular intervals and the contract provides a process to address any performance issues.

~~19-17.~~ All travel and accommodation should be booked at the earliest opportunity as cheaper rates can be obtained. Bookings should be made at least one month in advance unless the booking of Council member time occurs less than one month in advance.

~~20-18.~~ Where the start time of a meeting is known an advanced ticket must be purchased on a specific scheduled train or flight. In some cases, purchasing two single tickets may be cheaper than purchasing a return ticket. Open tickets for the entire journey (ie an open return type ticket) are not permitted. However, if the end time of an event is unknown then an open ticket may be purchased for the return leg of the journey

~~21-19.~~ Bookings through the contracted travel management company should be made on-line ~~where possible via the link on the Council extranet. On-line bookings are free of charge for train and hotel bookings, but fees are charged for bookings by telephone or email. Air travel bookings incur a charge both online and via telephone or email. [provide-link] The fees incurred by HCPC are significantly lower for online bookings than for bookings by telephone or email.~~

~~20.~~ Bookings made through the travel management company are covered by their cancellation policy. Rail travel bookings can be cancelled on-line free of charge. However, the cancellation of hotel bookings is dependent on the

type of room booking made, as some cheaper room-only rates are non-refundable.

22-21. Members are responsible for cancelling their own bookings. Cancellations should be made as soon as the related meeting, hearing or visit has been cancelled to minimise cancellation charges, where most hotels can be cancelled up to 24 hours in advance and train tickets can be cancelled, incurring a one-off administration charge.

TRAVEL AND SUBSISTENCE

23-22. Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred. If only a proportion of the expense is HCPC related (for example a journey that combines HCPC business and other business), only the relevant pro-rata share of the expense should be claimed. If the member already holds a season ticket for the relevant journey, no additional cost has been incurred and therefore no cost can be claimed.

Rail

24-23. All rail travel on HCPC business must be standard class. The only exceptions to this are where first class travel has been agreed in advance as a reasonable adjustment for a Council or Committee member with a disability or with other mobility issues, and where, exceptionally, a first class ticket is cheaper than the equivalent standard class ticket, all rail travel on HCPC business must be standard class. The travel management company booking system will only allow the purchase of a first class ticket when the first class ticket is cheaper than the equivalent standard class ticket. Council members must not artificially manipulate the point at which they book, their journey time, route or ticket conditions to try to bring first class travel into scope, standard class fares.

25-24. Where a Council member can purchase a railcard, the cost of the railcard will be reimbursed

Air

26-25. Standard Class must be used when the duration of the single airline flight is less than five hours. If the single journey comprises more than one airline flight, Standard Class tickets must be used for the different flights if the combined air travel time is less than five hours.

Premium Economy tickets may be used when the duration of a single airline flight is longer than five hours but less than eight hours. If Premium Economy tickets are unavailable, Standard Class tickets must be used.

Business Class tickets may be used when the duration of a single airline flight is longer than eight hours. If Business Class tickets are unavailable, Premium Economy tickets may be used.

Tube, coach and bus fares

~~27-26.~~ All tube, coach and bus fares will be reimbursed as incurred. For travel within London, you are strongly encouraged to purchase an Oyster Card or use a contactless debit/credit card in order to take advantage of the cheaper fares available. The HCPC will refund the cost of journeys travelled. A receipt is not required although you must state clearly those journeys made when claiming. The cost of 'Topping-up' an Oyster card will not be reimbursed, only the cost of individual journeys.

Mileage

~~28-27.~~ Mileage allowance is payable for the use of members' own cars. Members must have the appropriate insurance cover for business use of the car. ~~These~~ The allowances are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

Cars:- 1 st 10,000 miles:	45p per mile
Additional miles:	25p per mile
Motorcycles:-	24p per mile
Cycles:-	20p per mile

~~29-28.~~ Mileage can only be claimed where it is the most cost efficient way of travelling or where rail/air travel is not available.

~~30-29.~~ Expenses incurred in respect of tolls, parking and ferries may be claimed.

~~31-30.~~ No car journeys will be reimbursed when travelling into central London, as public transport is widely available, unless by prior arrangement.

~~32-31.~~ Rates for rental cars are available upon request.

Taxi fares

~~33-32.~~ Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-

- where there is a time constraint and a taxi will be quicker;
- where a taxi will be cheaper than public transport or public transport is unavailable;
- if a journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or HCPC equipment; and
- where there is a disability which affects mobility, or other mobility issues.

Taxi fares will only be reimbursed where it is clearly stated on the claim the reason for getting a taxi and the journey taken. This must be supported by a receipt.

Other travelling expenses

Hotel

33. Hotel accommodation must be booked through the travel management company and should use HCPC's preferred hotels, where availability allows. A list of HCPC's preferred hotels, where we have agreed special rates, is available from Finance.

34. The maximum nightly rates for hotels including VAT are as follows:-

~~34. Expenses can be incurred for hotels as follows:-~~

	<u>Room only, incl VAT £</u>	<u>Bed and breakfast, incl VAT £</u>
<u>London within the M25</u>	<u>170</u>	<u>180</u>
<u>Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester (other cities with high market rates for hotel accommodation)</u>	<u>140</u>	<u>150</u>
<u>All other areas in the United Kingdom</u>	<u>120</u>	<u>130</u>

Commented [AG1]: Previously, we have had a maximum hotel rate of £170 (in London) whether breakfast was included or not. So people could get a room only rate of £170 then go outside the hotel and spend another £10 on breakfast.

Clearer and makes more sense to have the same total limit for bed and breakfast whether it's inside the hotel or outside.

~~London: When staying at hotels within the M25, members will be reimbursed up to £170 (inc VAT) to cover the overnight accommodation and breakfast.~~

~~Other cities in the UK with high market rates for hotel accommodation: When staying at hotels in Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester, members will be reimbursed up to £140 (inc VAT) to cover the overnight accommodation and breakfast.~~

~~All other areas: When staying at hotels anywhere else in the United Kingdom, members will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.~~

The accommodation should be booked through the travel management company using HCPC's preferred hotels, where rates have been agreed and availability allows.

HCPC preferred hotels in London are:
Novotel London Waterloo

Dolphin House
Mercure London Bridge
Premier Inn London Waterloo and County Hall
Ibis Southwark

35. When a bed and breakfast rate is booked, the cost attributable to breakfast does not matter so long as the total is within the bed and breakfast limit in the table. When a room only rate has been booked, breakfast may still be taken in the hotel provided the total for the room plus breakfast is within the bed and breakfast limit in the table, and the breakfast is charged on the hotel bill. Alternatively, when a room only rate is booked, breakfast may be taken outside the hotel subject to the £10 limit per paragraph 39.

36. Accommodation costs outside the UK will be considered on a case by case basis and must be authorised in advance.

Other accommodation

35-37. Members staying with friends or relatives may claim for evening meals and breakfast up to the maximum allowances set out in paragraph 39, if the meals are not provided by their host. Claims must be supported by receipts.

Meals

36-38. This section covers meals paid for by Council and Committee members while on day to day HCPC business, and meals charged to members' hotel bills. It does not cover food provided and organised directly by the HCPC at special events. HCPC will not pay for the cost of alcohol consumed by members on day to day business, and the maximum allowances for meals stated below are for the cost of food and non-alcoholic drinks. ~~HCPC may pay for the cost of alcohol at certain special events, where the amount is reasonable and the provision of alcohol is appropriate in the circumstances. Any expense that includes alcohol must be approved in advance by the Chief Executive.~~

37-39. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:

- Breakfast £10 (when purchased outside the hotel)(if this has not already been covered within the hotel room rate);
- Lunch £10;
- Evening Meal £25 (whether taken inside or outside the hotel).

Breakfast can be claimed when leaving home before 7.30am or when staying in overnight accommodation, where breakfast is not included within

the room rate. An evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.

Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.

~~38.40.~~ Incidentals incurred though the course of a day can be claimed up to a value of £5 to cover the costs of non-alcoholic drinks and snacks.

Special events

~~41.~~ HCPC may pay for the cost of alcohol at certain special events, where the amount is reasonable and the provision of alcohol is appropriate in the circumstances. Any expense that includes alcohol must be approved in advance by the Chief Executive.

CARERS

~~39.42.~~ A maximum daily allowance of up to £65 will be paid in respect of care for children and dependants while the member is away from home on HCPC business. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.

~~40.43.~~ An allowance of up to £65 per day is also payable for the cost of a support worker accompanying a member to a meeting or event of the HCPC, where the member's attendance is required and where the cost of the support worker is not covered by Access to Work funding

~~41.44.~~ Where the allowance is claimed in respect of care for a child, the member must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the child-carer is registered with the appropriate agency, and only against a valid invoice addressed to the member.

~~42.45.~~ Where the allowance is claimed in respect of a dependant over the age of 16, the member must be the normal provider of care. Payment will only be made against a valid invoice addressed to the member.

ABUSE OF THE POLICY

~~43.46.~~ If it is found that a member has abused this policy then the HCPC will reserve the right to take further action.

REVIEW OF THE POLICY

44.47. This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes to be brought to the attention of the Council for approval.

Fees and Expenses Policy for HCPC Partners

INTRODUCTION

1. This policy sets out rules and guidance for Partners on how their fees will be paid and how to claim their ~~fees and~~ expenses while ~~est~~ carrying out work on behalf of the HCPC.
2. Partners are expected to act honorably and sensibly within the spirit of this policy.
3. The revised policy came into effect from ~~1 January 2016~~ 1 October 2015 ~~1 November 2014~~.
4. The rates and allowances in this policy are intended to provide a reasonable standard of travel, accommodation and subsistence consistent with HCPC's position as a public sector body funded by Registrants' fees. Rates are kept under review, including feedback from Council and Committee members, Partners and employees, and fFrom time to time, the Council will make changes to the rates quoted in this policy. These changes will be notified to Partners.
5. The HCPC shall reimburse Partners, on production of VAT receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred by Partners in relation to their HCPC work. Credit card receipts will not be accepted.
6. Expenses will only be paid if approved by the HCPC. If Partners are uncertain as to whether an expense will be reimbursed, they should seek clarification from the Partner Manager before the expense is incurred.
7. ~~Partners~~Members are expected to arrange their travel and accommodation in the way that is most cost effective for the HCPC, while minimising the environmental impact.
8. The HCPC's prior approval is required ~~for international travel and~~ for any non-travel or accommodation related expense that is greater than £100. If expenses fall outside of this policy, the HCPC may contact Partners to seek clarification over the expenditure. Partners are advised that reimbursement may be delayed in these circumstances.
9. Should further clarification or advice be required with regards to this policy, please contact the Partner Manager or the Finance department.

SUBMITTING EXPENSES CLAIMS

10. Partners ~~must~~ submit their claims for reimbursement of expenses electronically by email ~~or in the post~~. ~~Claim forms can be submitted electronically to finance@hcpc-uk.org with scanned or photographed copies of the receipts. Alternatively claims and original receipts can be submitted by post for the attention of the Finance Department.~~
11. All claims should be made on the appropriate ~~forms~~ documentation, detailing ~~the fee claimed and any additional expenses.~~
12. All claims submitted must be accompanied by ~~scans or photographs of~~ supporting receipts, except mileage and purchases under £5 where obtaining receipts is not required. If a receipt for a cost over £5 is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier ~~and attached to the claim form~~. If the receipt is not located, ~~the circumstances and the details of the purchase should be explained on the claim form or in the covering email~~ a lost receipt form should be completed and submitted ~~electronically with the claim~~.
13. Partners are required to submit their claims directly to the Finance Department at the HCPC within one calendar month in which the work is carried out. ~~Payments of fees and reimbursement of e~~ Expenses will be paid direct into the Partner's bank account.

Commented [g1]: Since we are making use of the travel management company mandatory, makes sense to make electronic claim forms mandatory as well

FEES

~~14.~~ HCPC will pay Partners' fees proactively based on HCPC's records of the work done (for example, assessments completed, days of hearing attended by panel members). ~~Partners are not required to submit invoices. HCPC's remittance advices will provide details of the work for which payment is made. Partners should compare remittance advices with their own records of the work done and query any discrepancy with the department that commissioned the work.~~

~~14.~~15. The daily rates or case rates payable to Partners are set out in the schedule to the Partner Agreement.

~~15.~~16. For any work undertaken lasting 3.5 hours or less, Partners from all roles ~~will be paid~~ should claim a half day fee. This excludes any reading time. Partners are reminded that HCPC does not pay reading or travelling time.

If a Partner is booked for Fitness to Practise Panels work, which requires attendance ~~are cancelled and; is cancelled, postponed, adjourned or concludes early~~, the following will be reimbursed to Fitness to Practise Panel Members, Panel

Chairs, and Legal Assessors, the fees that will be paid/reimbursed to Fitness to Practise Panel Members, Panel Chairs, and Legal Assessors will be based on when a panel is notified that scheduled work will no longer go ahead:

~~16.17.~~

~~Cancellation~~ Notification on the day of hearing: full fee

~~Cancellation~~ Notification on the working day before: ~~one day~~ full fee

~~Notification between 1 and 2 working days before~~ ??

~~Cancellation~~ Notification between 2 and 5 working days before: ½ day fee
~~Cancellation~~ Notification more than 5 working days before: no fee

Each day that a Partner is booked to attend HCPC work is dealt with separately, even if they are consecutive days.

~~17.18.~~ If a CPD, test of competence or aptitude test assessment day is cancelled the same cancellation rates apply as for FTP panels.

~~18.19.~~ If Visits are cancelled, the following will be reimbursed to Visitors:

Cancellation on day of visit:	full fee
Cancellation less than 5 working days before:	one day fee
Cancellation 1-8 calendar weeks before:	½ day fee
Cancellation more than 8 calendar weeks before:	no fee

20. Partners are self-employed contractors and are responsible for their own tax affairs. The HCPC will pay fees gross, without deductions for tax and National Insurance.

TRAVEL MANAGEMENT COMPANY

~~19.21.~~ HCPC has appointed a travel management company through a government framework contract. The travel management framework agreement provides favourable terms and conditions and efficient business processes to HCPC. Travel and accommodation must therefore should be booked through the HCPC's contracted travel management company. The performance of the travel management company is reviewed at regular intervals and the contract provides a process to address any performance issues.

~~20.22.~~ All travel should be booked at the earliest opportunity as cheaper rates can be obtained. Bookings should be made at least one month in advance

unless the booking of the Partner time occurs less than one month in advance.

~~23.~~ Where the start time of a meeting is known an advanced ticket must be purchased on a specific scheduled train or flight. In some cases, purchasing two single tickets may be cheaper than purchasing a return ticket. Open tickets for the entire journey (ie an open return type ticket) are not permitted. However, if the end time of an event is unknown then an open ticket may be purchased for the return leg of the journey.

~~24.~~ ~~24.~~ Partners need to present must ensure that for hotel bookings made through the travel management company that they have access to the booking confirmation when checking into the hotel. This can be either printed or accessible through a mobile phone.

~~22.~~ ~~25.~~ Bookings through the travel management company should be made on-line via the link on the Partners page of the HCPC website. On-line bookings are free of charge for train and hotel bookings, but fees are charged for ~~The fees incurred by HCPC are significantly lower for online~~ bookings by telephone or email. Air travel bookings incur a charge both online and via telephone or email.

~~26.~~ Bookings made through the travel management company are covered by their cancellation policy. Rail travel bookings can be cancelled on-line free of charge. However, the cancellation of hotel bookings is dependent on the type of room booking made, as some cheaper room-only rates are non-refundable.

~~23.~~ ~~27.~~ Partners are responsible for cancelling their own bookings. Cancellations should be made as soon as the related meeting, hearing or visit has been cancelled to minimise cancellation charges.

~~where most hotels can be cancelled up to 24 hours in advance and train tickets can be cancelled, incurring a one-off admin charge.~~

TRAVEL AND SUBSISTENCE

~~24.~~ ~~28.~~ Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred. If only a proportion of the expense is HCPC related (for example a journey that combines HCPC business and other business), only the relevant pro-rata share of the expense should be claimed. If the Partner already holds a season ticket for the relevant journey, no additional cost has been incurred and therefore no cost can be claimed.

~~25.~~ ~~29.~~ Any costs incurred travelling from outside the UK will not be reimbursed.

Rail

~~26-30.~~ All rail travel on HCPC business must be standard class. The only exceptions to this are where first class travel has been agreed in advance as a reasonable adjustment for a Partner with a disability or with other mobility issues, and where, exceptionally, a first class ticket is cheaper than the equivalent standard class ticket. ~~Unless otherwise agreed in advance as a reasonable adjustment for a Partner with a disability or with other mobility issues, and where, exceptionally, a first class ticket is cheaper than the equivalent standard class ticket, all rail travel on HCPC business must be standard class.~~ The travel management company booking system will only allow the purchase of a first standard class ticket fares when the first class ticket is cheaper than the equivalent standard class ticket. Partners must not artificially manipulate the point at which they book, their journey time, route or ticket conditions to try to bring first class travel into scope.

31. Where a Partner can purchase a railcard, the cost of the railcard will be reimbursed.

Air fares

~~27-32.~~ Standard Class must be used when the duration of the single airline flight is less than five hours. If the single journey comprises more than one airline flight, Standard Class tickets must be used for the different flights if the combined air travel time is less than five hours.

~~28-33.~~ Premium Economy tickets may be used when the duration of a single airline flight is longer than five hours but less than eight hours. If Premium Economy tickets are unavailable, Standard Class tickets must be used.

~~29-34.~~ Business Class tickets may be used when the duration of a single airline flight is longer than eight hours. If Business Class tickets are unavailable, Premium Economy tickets may be used.

Tube, coach and bus fares

~~30-35.~~ All tube, coach and bus fares will be reimbursed as incurred. For travel within London, you are strongly encouraged to purchase an Oyster Card or use a contactless debit/credit card, in order to take advantage of the cheaper fares available. The HCPC will refund the cost of journeys travelled. A receipt is not required although you must state clearly those journeys made when claiming. The cost of 'Topping-up' an Oyster card will not be reimbursed, only the cost of individual journeys.

Mileage allowance

~~31.~~36. Mileage allowance is payable for the use of Partners' own cars. Partners must have the appropriate insurance cover for business use of the car. ~~These~~The allowances are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

Cars:- 1 st 10,000 miles:	45p per mile
Additional miles:	25p per mile

Motorcycles:-	24p per mile
Cycles:-	20p per mile

~~32.~~37. Rates for rental cars are available upon request.

~~33.~~38. Mileage can only be claimed where it is the most cost efficient way of travelling or where rail/air travel is not available.

~~34.~~39. Expenses incurred in respect of tolls, parking and ferries may be claimed.

~~35.~~40. No car journeys will be reimbursed when travelling into central London, as public transport is widely available, unless by prior arrangement.

Taxi fares

~~36.~~41. Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:

- where a taxi will be cheaper than public transport or public transport is unavailable;
- if the journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or HCPC equipment; and
- where there is a disability which affects mobility, or other mobility issues which the Partner Manager is aware of and has agreed extenuating travel arrangements.

~~37.~~42. Taxi fares will only be reimbursed where it is clearly stated on the claim the reason for getting a taxi and the journey taken. This must be supported by a receipt. It is envisaged that journeys with hearings bundles would be restricted to the arrival at the start of the hearing only, and provision to safely store bundles overnight at the venue will be made.

Hotel

43. Hotel accommodation must be booked through the travel management company and should use HCPC's preferred hotels, where availability allows. Exceptions to the requirement to book through the travel management company will be considered if there is a relevant disability or other mobility case or a compelling value for money case for using accommodation that is not available through the travel management company. All exceptions must be agreed in advance by the Head of Financial Accounting who is the relationship owner for the travel management contract. A list of HCPC's preferred hotels, where we have agreed special rates, is maintained on the Partners page of the HCPC website.

Commented [AG2]: Need to update the travel guidance on the Partners page

44. The maximum nightly rates ~~Expenses can be incurred~~ for hotels including VAT are as follows:-

	<u>Room only, incl VAT £</u>	<u>Bed and breakfast, incl VAT £</u>
<u>London within the M25</u>	<u>170</u>	<u>180</u>
<u>Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester (other cities with high market rates for hotel accommodation)</u>	<u>140</u>	<u>150</u>
<u>All other areas in the United Kingdom</u>	<u>120</u>	<u>130</u>

Commented [AG3]: Previously, we have had a maximum hotel rate of £170 (in London) whether breakfast was included or not. So people could get a room only rate of £170 then go outside the hotel and spend another £10 on breakfast.

Clearer and makes more sense to have the same total limit for bed and breakfast whether it's inside the hotel or outside.

London: When staying at hotels within the M25, Partners will be reimbursed up to £170 (inc VAT) to cover the overnight accommodation and breakfast.

Other cities with high market rates for hotel accommodation: When staying at hotels in Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester, Partners will be reimbursed up to £140 (inc. VAT) to cover the overnight accommodation and breakfast.

All other areas: When staying anywhere else in the United Kingdom, Partners will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.

38-45. When a bed and breakfast rate is booked, the cost attributable to breakfast does not matter so long as the total is within the bed and breakfast limit in the table. When a room only rate has been booked, breakfast may still be taken in the hotel provided the total for the room plus breakfast is within the bed and breakfast limit in the table, and the breakfast is charged on the

~~hotel bill. Alternatively, when a room only rate is booked, breakfast may be taken outside the hotel subject to the £10 limit per paragraph 4949.~~

Commented [AG4]: Reworded in line with the proposed change in the table above

~~39-46.~~ If Partners are requested to travel outside the UK on HCPC business, subsistence and accommodation costs outside the UK will be considered on a case by case basis.

Other accommodation

~~40-47.~~ Partners staying with friends or relatives may claim for evening meals a dinner and breakfast up to the maximum allowances set out in paragraph 4948, if the meals are not provided ~~for~~ by their host. Claims~~Where a meal is bought, this must be supported by~~ receipts ~~and must be to feed one person.~~

Meals

~~48.~~ This section covers meals paid for by Partners while on day to day HCPC business, and meals charged to Partners' hotel bills. HCPC will not pay for the cost of alcohol consumed by Partners on day to day business, and the maximum allowances for meals stated below are for the cost of food and non-alcoholic drinks.

~~When booking a hotel, if a room only rate is selected, breakfast must be charged on the hotel bill and not claimed back on expenses. The cost of breakfast taken in a hotel is exclude from the rate caps below, unless the breakfast is purchased outside of the hotel.~~

~~41-49.~~ Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:

Breakfast	£10 (<u>when purchased outside the hotel</u> if this has not already been covered within the hotel room rate);
Lunch	£10;
Evening Meal	£25 (<u>whether taken inside or outside the hotel</u>).

~~42-50.~~ Breakfast can be claimed when leaving home before 7.30am or when staying in overnight accommodation, ~~where breakfast is not included within the room rate.~~ An evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.

~~43-51.~~ Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.

44-52. Incidentals incurred though the course of a day can be claimed up to a value of £5 to cover the costs of non-alcoholic drinks and snacks.

CARERS

Child and other caring responsibilities

45-53. A maximum daily allowance of up to £65 will be paid in respect of care for children and dependents while the Partner is away from home on HCPC business. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.

46-54. Where the allowance is claimed in respect of care for a child, the Partner must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the child-carer is registered with the appropriate agency, and only against a valid invoice addressed to the Partner

47-55. Where the allowance is claimed in respect of a dependent over the age of 16, the Partner must be the normal provider of care. Payment will only be made against a valid invoice addressed to the Partner.

Support workers to assist disabled partners

48-56. An allowance of up to £65 per day is also payable for the cost of a support worker accompanying a Partner to a meeting or event of the HCPC, where the Partner's attendance is required and where the cost of the support worker is not covered by Access to Work funding. In those circumstances, support workers' travel and accommodation must also be booked through the travel management company, and support workers' travel, accommodation and subsistence are subject to the provisions of paragraphs 21 to 52~~54~~ above.

ABUSE OF THE POLICY

49-57. If it is found that a Partner has abused this policy then the HCPC will reserve the right to take further action.

REVIEW OF THE POLICY

50-58. This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes to be brought to the attention of the Council for approval.