

Old Oak and Park Royal Development Corporation Expenses & Benefits Framework

Approved by the Board 1 April 2015

This Framework applies to the Board Members and Officers of the Old Oak and Park Royal Development Corporation

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Introduction

- 1.1. This Framework sets out the procedures for dealing with expenses at the Old Oak and Park Royal Development Corporation (the Corporation). As a general rule you should only be claiming for travel and subsistence that are reasonably incurred in carrying out the business of the Corporation.
- 1.2. You should never use the expenses regime as a means of avoiding the official ordering procedures. Wherever possible accommodation and travel should be procured in advance through the Corporation's SAP e-Procurement system.
- 1.3. Training courses, conferences, stationery, IT consumables and other such goods and services should not be purchased on personal debit/credit cards. Such goods and services should be procured via the Corporation's SAP e-Procurement system. Reimbursement for such goods will not be approved via expenses.
- 1.4. Whilst this Framework is primarily aimed at the Board Members and officers of the Corporation, for ease of reference it also includes sections on consultants and unpaid people (e.g. work placements).
- 1.5. The underlying principle is value for money in terms of cost/time and proper accountability for public funds.
- 1.6. You will find some useful examples throughout the guide to assist you in deciding whether you can make a claim. If in doubt, seek clarification from Financial Services.
- 1.7. This guide will be regularly reviewed and updated. In the meantime please send any comments to the Head of Financial Services – Telephone 020 7983 4038.

Delegated Authority

- 1.8. The Chief Finance Officer has delegated authority, where appropriate, to:
 - Amend Expenses and Benefits rates on an annual basis, having regard to inflation rates; and
 - Approve expenditure relating to Expenses and Benefits outside the guidance Framework, subject to expenses being reasonably incurred in carrying out the business of the Corporation, and to prepare an annual report on the use of this authority to the Board.

Expense Claims

Procedure for Claiming Expenses

- 2.1. The form, as shown in Appendix A and which is also stored on the Intranet should be used for all expense claims. You should use the Excel version so that the totals will be calculated for you. If you have difficulty accessing or using the form, please contact one of the Senior Finance Officers in GLA Financial Services.
- 2.2. The procedure is:
- before incurring expenditure, obtain in principle approval from the Budget Holder;
 - fill in all the relevant sections, making sure you provide all of the requested details and include the correct WBS codes;
 - attach all relevant receipts including VAT receipts where appropriate;
 - review your claim using the Expense Claim Checklist (Appendix C);
 - get the form authorised (see Appendix B for authorisers); and
 - submit the form to Financial Services for payment.
- Note:** If the approver is not available, expenses should be approved by the approver's line manager (i.e. there is a presumption of upward delegation).
- 2.3. Supplementary information is required for the following:
- **Travel expenses:** you must show the starting point and the destination as well as the purpose of the visit;
 - **Taxis:** you must give an explicit reason why public transport was not used; and
 - **Business entertaining:** you must show the names of the recipients, their organisation and the purpose of the entertaining.
- 2.4. The OPDC will not reimburse any credit card/bank charges resulting from a delay in submitting an expense claim.
- 2.5. All claims will be paid via payroll. You need to submit your expense claim to GLA Financial Services by the deadlines set out in the payroll submission timetable. The timetable can be found on the intranet:

If your form is incorrect it will be returned to you for amendment and re-approval.

Authorisation of Expense Claims

- 2.6. Where an expense claim is authorised but contravenes the Expenses and Benefits Framework, the authoriser should:
- ensure that details are recorded on the claim to show why they have not been able to comply with the Framework; and
 - provide a written note demonstrating that value for money (VFM) has been achieved.

It is the duty of both the Claimant and the Authoriser to ensure compliance.

Reporting Of Expenses

- 2.7. Expenses paid to the Board senior staff will be reported in public to an appropriate Committee of the Board. The reports will include expenses paid via the payroll or by other means and include domestic and foreign travel, and subsistence.

Checklist

- 2.8. You should refer to the checklist at Appendix C, to ensure that your form is correct, as any mistakes will delay payment.
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Travel

General

- 3.1. All travel arrangements (trains, flights and accommodation) should be made in advance wherever possible. Each Directorate is responsible for making their own travel arrangements and must comply with the Authority's purchasing procedures and procurement rules.
- 3.2. There is, at present, no preferred supplier for the procurement of travel services. Therefore, when sourcing travel services you will need to be able to demonstrate value for money and compliance with the Contracts and Funding Code. This will entail obtaining written quotations. The Contracts and Funding Code is available on the intranet.
- 3.3. If invoices need to be paid in a foreign currency, please contact the Financial Services Centre at accountspayable@tfl.gov.uk or on 0845 303 5100.

UK (Domestic)

- 3.4. The OPDC is committed to the use of public transport. Everyone is expected to use public transport wherever possible, and taxis and private cars should only be used when public transport is unavailable or impractical. Where a taxi or private car is used an explicit reason must be given as to why public transport is unavailable or impractical in order for the claim to be processed. A statement to the effect that "public transport was not available" is not sufficient in relation to the use of taxis or cars.

Any taxi or car mileage claimed without a reason will be returned to the claimant.

- 3.5. The requirement to use public transport extends to transport used by or booked for third parties e.g. consultants or guests. If taxis are booked for third parties the reason why public transport was not used must be provided.

Tube Journeys/Oyster Cards

- 3.6. You should aim to pay the lowest fare possible for tube journeys. This is best achieved by using a pre-paid Oyster card.
- 3.7. Journeys on public transport within London will only be reimbursed up to the cost of the equivalent journey on an Oyster card.
- 3.8. All claims for Oyster card journeys must be supported by a printout of the journeys undertaken with the OPDC business journeys highlighted and the reason for the journey stated on the expense claim form.

Reclaiming Travel Expenses

- 3.9. Claims must be made on the basis of actual expenditure incurred. The OPDC will not reimburse you for travel to/from home and your permanent workplace. There are some exceptions to this general rule and these are covered in paragraphs 3.14 onwards.
- 3.10. For all journeys by **tube, bus, taxi, train** and via the **Mayor's Cycle Hire scheme** please ensure that you:
- Agree the journey in advance with the Budget Holder;
 - Retain a receipt/ticket/Oyster printout as proof of expenditure; and
 - Do not claim for any journey that is already covered by your existing travel card or Oyster card.

Additionally please note the following:

Train

- Standard Class is the normal class of travel. Where this is not considered appropriate, prior written approval must be obtained from your Chief Executive Officer.

Cycle Hire Scheme

- The total re-imbursement on usage of the scheme is limited to the equivalent cost of using public transport.

Examples	Travel
Scenario 1	
You live in Zone 6 and you travel from home directly to a meeting near Marble Arch which is in Zone 1, and then on to City Hall and the entire journey is covered by your travel card.	This is not substantially different from "ordinary commuting" and you cannot make a claim.
Scenario 2	
You travel from home directly to a meeting near Marble Arch which is in Zone 1, and then on to City Hall and your annual ticket only covers mainline services to London Bridge.	You have to pay additional tube fares, in which case you can claim for the additional fares only and not the entire journey.

Mileage Allowances

3.11. When you use your own vehicle for OPDC business, please ensure that you:

- Agree the journey in advance with the Budget Holder;
- Do not use your car for home to work journeys;
- Only use a car where it is essential e.g. carrying heavy files, where no other public transport is available or where the cost of public transport compared to the use of the car is prohibitive; and
- Attach proof of business use insurance to your expense claim – if you do not have this you will not be reimbursed.

It is your responsibility, not the OPDC's, to make appropriate insurance arrangements.

3.12. The Board Members and directly appointed OPDC staff may claim for business mileage at the approved HM Revenue & Customs rates which may be found at:

<http://www.hmrc.gov.uk/rates/travel.htm>

3.13. The current HM Revenue & Customs rates per business mile are:

Type of vehicle	First 10,000 miles	Above 10,000
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p
NB: Please check rates on HMRC website		

Home to Work Travel

3.14. The OPDC will not normally reimburse you for travel to and from home and work. There is, however, one exception to this general rule when you are working late at night, further details are provided below.

Late Night working

3.15. You can **only** claim the cost of using a taxi from work to home where **all** the following conditions are met:

- you are occasionally required to work late, (after 9pm);
- those occasions are neither frequent nor regular, (frequent means more than sixty times a year and regular means a predictable pattern); and

- by the time you can go home public transport has stopped or it would not be reasonable to use public transport or it is a reasonable adjustment.

Example	Travel
<p>You go to a meeting in Croydon on behalf of the OPDC at 7pm and this goes on until 9pm. To get there you take the train from London Bridge to Croydon, and then take a bus to the venue. After the meeting, you get a taxi to your home which is 5 miles away.</p>	<p>Your existing annual ticket covered the main line journey. However, you had to pay extra for the bus and the taxi. You can claim for the bus and taxi fares. However, the taxi fare home is only allowable because it was late at night and not practical to use public transport. Under HM Revenue & Customs guidelines this must not be a regular occurrence.</p>

Heavy equipment or files

- 3.16. Where you have to use a taxi to carry files or equipment in relation to OPDC business, travel will be reimbursed provided:
- the equipment/files are for OPDC business;
 - you do not usually drive to work in your own car;
 - it is not feasible to use public transport; and
 - this only happens occasionally or it is a reasonable adjustment.

Usage of a taxi to carry files/equipment is a taxable benefit which the OPDC will meet only if all the criteria above are met.

Travel to a Temporary Workplace

- 3.17. You can claim the cost of travel to/from home to a location other than your permanent workplace where your attendance is necessary in order to carry out your job and the journey is significantly different to your ordinary commuting journey.
- 3.18. Travel to a temporary workplace e.g. to an event, should be by public transport. However, if you need to travel by taxi this must be agreed in advance with the Budget Holder.

Travel Allowances (Press Office Only)

- 3.19. Special provision has been made for these staff in the Press Office to receive a fixed annual allowance to meet the cost of early travel to work. This allowance was granted purely to cover the issue of early travel to work. Other claims by these staff members will be subject to the conditions of the Expenses and Benefits Framework.

Taxable Benefits

- 3.20. Broadly, employees are taxable on all income they receive from their employment including pay, benefits in kind and any expenses payments (including payments relating to business travel). There are, however, some types of benefits in kind or expenses payments that you do not need to include on a tax return to HMRC because they are either by law exempt from tax, e.g. cost of VDU eye tests or are covered by the GLA's dispensation (for GLA employees seconded to OPDC). A dispensation means that HMRC have reviewed the GLA's internal arrangements surrounding the reimbursement of these costs to you and have deemed these payments non-taxable and for this reason you do not have to report these on your own tax return.
- 3.21. The reimbursement of newspapers purchased for use at work is not covered by the dispensation and are a taxable benefit. This means that tax will be deducted from the amount you are reimbursed.

Dispensation

- 3.22. The GLA has a dispensation from HM Revenue & Customs, which covers:
- business travel (excluding ordinary commuting);
 - subsistence (excluding the cost of videos, newspapers, beverages not complementing an evening meal and private phone calls);
 - business entertaining;
 - business phone calls made from a private home telephone or personal mobile telephone;
 - reimbursement of the cost of equipment, materials and services necessarily incurred, including payments made by company credit card;
 - professional subscriptions to organisations on the HMRC List 3; and
 - hire cars.
- 3.23. Details of these dispensations are covered in the relevant sections of this guide.
- 3.24. Any expenses paid outside this dispensation may be taxable and if so they will be reported on Form P11D (form P11D is an HM Revenue and Customs requirement) after the end of the tax year. Each employee included on the P11D return will receive a copy of the relevant details for their own tax return.

Rates for Travel & Subsistence

- 3.25. See Appendix D for Quick Reference Guide to Expenses and Benefits.

Foreign Travel

Insurance

- 3.26. If you are to travel abroad on OPDC business, the OPDC has in place travel insurance to cover this activity but this is only activated once a Foreign Travel Approval Form (FTA) has been completed.
- 3.27. Prior to any such travel, you must contact the GLA's Senior Group Treasury Officer - Operations: ext. 4144 who will provide you with an emergency contact number and policy details.
- 3.28. The following policies and underlying principles will be applied to all overseas travel undertaken in carrying out the functions of the OPDC.

Approval for Foreign Travel	
Traveller	Approver
Chief Executive Officer	Chief Finance Officer
Officers	Chief Executive Officer
Board Members	Chief Executive Officer

- 3.29. See Appendix E for Foreign Travel Approval Forms or:

[Link to relevant intranet page to be inserted]

Foreign Travel Approval forms

- 3.30. Once completed and authorised, all Foreign Approval Forms must be forwarded to the GLA's Senior Group Treasury Officer - Operations, ext 4144.

Class or mode of travel

- 3.31. Unless there are exceptional reasons, the following will apply:
- Flights up to 3 hours in duration – Economy Class;
 - Flights of between 3 hours and 6 hours – Premium Economy or equivalent; and
 - Flights over 6 hours – Business Class
- 3.32. The only exception to this rule is where there is a sound business reason or health-related issue. In this situation, the relevant Budget Holder must be satisfied that travel other than the relevant class is appropriate. In making any decision, Budget Holders are expected to ensure that value for money is obtained.

Upgrades

- 3.33. Where travel arrangements are to be upgraded above the relevant class, prior approval should be obtained from the Chief Finance Officer. Where prior approval cannot be obtained, the person travelling must accept the risk that any costs arising from the upgrade over and above the pre-approved levels may not be subsequently authorised,

unless sound business or health reasons can be demonstrated. Upgrade must be booked in advance of the journey and not **at the station/airport** on the day of travel.

- 3.34. Board Members will **not** travel by air and will instead use more sustainable modes of transport, when travelling to Paris, Brussels or in mainland Britain, in connection with OPDC business.

Membership of frequent flyer programmes

- 3.35. The OPDC has no objection to any member of staff belonging to frequent flyer programmes operated by most airlines (commonly known as air miles). However, membership of any such scheme **must not influence** travel decisions or choice of airline.
- 3.36. If staff accrue points (or something similar) solely as a result of carrying out the functions of the Authority and this entitles them to free flights at a later date, then they must utilise them for official purposes only.

Other Travel Costs

- 3.37. Officers will be reimbursed for any reasonable business-related travel expenses incurred abroad, e.g. taxi, train, etc. In considering what is 'reasonable', the Chief Finance Officer will be guided by the principles and examples elsewhere in this Framework.

A receipt must support all expense claims.

Loans

Loans

Season Tickets

- 4.1 Staff can apply for an interest-free annual travel card loan. The loan is paid via payroll and recovered as deductions from pay over 11 months.

Rent Deposits

- 4.2 Staff can apply for an interest-free rent deposit loan. The loan is paid via payroll and recovered as deductions from pay over 11 months.

Annual Gym Membership

- 4.3 Staff can apply for an interest-free loan to enable them to benefit from the discount available for those paying annual membership fees in one lump sum. The loan is paid via payroll and recovered as deductions from pay over 11 months.

Annual Limit

- 4.4 HM Revenue & Customs sets an annual limit on the value of tax-free loans that an employer may provide. With effect from 6 April 2014, this limit is set at £10,000, so the aggregate value of loans to any employee must not exceed this sum.
- 4.5 Application forms and further information, including loan conditions can be found at on the intranet.

Hotel Accommodation

Guiding principles

- 5.1 The OPDC will pay for or reimburse Board Members and staff for hotel accommodation where:
- the stay is for **business purposes**;
 - the stay has been agreed **in advance** with the Budget Holder. However, where unforeseen situations arise and an appropriate Budget Holder cannot be contacted, authorisation must be obtained at the earliest possible opportunity;
 - the principle of securing **value for money** and **best use of public funds** should always be observed and lower priced suitable accommodation should be used whenever possible;
 - there is no explicit limitation to the star standard of hotel accommodation that can be used. However, three quotes should be obtained for accommodation and these quotes must be attached to expense claims. The quotes would normally be obtained by attaching a print out of relevant website searches of hotel accommodation that would demonstrate that the accommodation chosen was reasonable and good value for money. If such evidence of securing value for money is not attached, re-imbursement of hotel costs will not be made. If evidence produced is not compelling, then only partial re-imbursement may be made; and
 - higher costs may be incurred where it is necessary to accommodate the needs of a member of staff with a disability or special needs or where it is essential for a member of staff to use a hotel nominated by an event organiser. In these circumstances such costs must be brought to the attention of, and approved by, the Budget Holder before a booking is made.

Payment

- 5.2 Hotel accommodation should be booked in advance and wherever possible paid for directly by the OPDC.
- 5.3 If a credit card is required to hold a booking or the purchase is being made via the Internet, you need to contact the GLA's Finance Manager, Financial Services on ext. 5521 or, in her absence, the Executive Support Officer, Finance on ext. 4316 to arrange this via a GLA corporate credit card.

Example	Hotel Accommodation
As part of your trip to Manchester you stay overnight. You tried to book in advance but the B&B was not prepared to invoice the OPDC, so you had to use a credit card.	You can claim for the overnight stay, including breakfast. The OPDC will not reimburse you for extras in hotels such as laundry, room service, videos, newspapers, etc.

Foreign

- 5.4 When booking **hotels** abroad if it is not possible for the payment to be made by the GLA Corporate Credit Card you may pay with your personal credit card and seek reimbursement via an expense claim.
- 5.5 The principles (as set out above) in relation to hotel accommodation in the UK when on OPDC business apply equally to business trips abroad. Before a trip is undertaken approval should be sought using the Foreign Travel Approval form.
- 5.6 Hotel accommodation must only be arranged where it is clearly necessary as a direct result of a member of staff's business activities on behalf of the OPDC. The requirement for hotel accommodation must be agreed in advance with the Budget Holder, except where unforeseen situations arise and an appropriate Budget Holder cannot be contacted - in which case authorisation must be obtained at the earliest possible opportunity, based on a clear business case and with relevant supporting documentation. There is no explicit limitation to the star standard of hotel accommodation that can be used. However, three quotes should be obtained for accommodation and these quotes must be attached to expense claims. If such evidence of securing value for money is not attached, re-imbursement of hotel costs will not be made. If evidence produced is not compelling, then only partial re-imbursement may be made.
- 5.7 Evidence of the applicable **exchange rate** must be attached to the claim, e.g. bank or bureau de change receipt.

Example	Hotel
You come into work on Friday and decide to stay overnight in a hotel as you are going to France early the next morning on Eurostar for a holiday.	The OPDC will not pay for any accommodation that has been booked for private reasons, even if you go there straight from work or come to work directly from the hotel.

Subsistence

UK (Domestic)

- 6.1 As a general rule, subsistence will only be paid for evening meals and, where applicable, breakfast. As the Board Members and officers have to provide their own lunches, time spent away from the office during the day should not result in any additional expenditure. Claims for breakfast will normally be associated with an overnight stay. Hotel extras such as drinks, snacks, newspapers, etc. will not be reimbursed.

Example	Subsistence
You go to a meeting in Harrow which lasts for 3 hours and on the way back you stop for lunch.	Staff are expected to provide their own mid-day lunch, therefore you have not incurred any additional expense and you cannot claim for this.

- 6.2 Claims should be made on the basis of actual expenditure incurred excluding alcohol, which is not recoverable.
- 6.3 Claims for breakfast should not exceed **£10** and claims for dinner should not exceed **£30**. The Chief Finance Officer should approve any costs in excess of these amounts in advance. There is no guarantee that approval will be given and if costs have already been incurred then the excess may not be authorised for reimbursement if the circumstances were not exceptional. Lunches are not claimable within the UK (or in Belgium for those staff who are based in Brussels).

A VAT receipt must support all expense claims.

- 6.4 Subsistence claims should be made where you are away from the office for a period of time and have to buy meals for yourself. Please note that there is a separate section on business entertaining. Business entertaining involves taking someone from another organisation (i.e. not part of the GLA group) out for a meal and the rules are different (see section 7).

Example	Subsistence
You travel to Manchester as part of a research project and stay overnight. You have an evening meal in a restaurant.	You can claim for the meal, however, you should not spend more than £30 and your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.

All claims must exclude alcoholic drinks as alcohol is not permitted as reclaimable expenditure for Subsistence.

**Alcohol may only be claimed for Business Entertaining and Civic Hospitality
(see section 7)**

Foreign

- 6.5 No allowances will be paid in relation to undertaking any foreign travel. However, officers will be reimbursed for legitimate expenses incurred in the course of the travel e.g. breakfast, dinner and other incidental expenses.
- 6.6 Claims should not exceed the UK equivalent standard i.e. **£10** for breakfast and **£30** for dinner (excluding alcohol). Although lunches are explicitly not claimable within the UK, it is permissible for claims of up to **£15** to be made for lunch whilst on overseas travel by staff below Head of Service level. Staff at Head of Service level or above cannot claim for lunches abroad.

Incidental expenses

- 6.7 In exceptional circumstances, the Chief Finance Officer can make a sterling cash advance that can be converted into the relevant foreign currency by the Board Member or senior OPDC officer where he/she is travelling abroad. Any such advance will need to be fully accounted for by the claimant in accordance with the principles in this Framework. If the Chief Finance Officer were to use this exceptional provision, he/she will publicly report its usage to an appropriate Committee of the Board as soon as practical.

OPDC Code of Conduct

- 6.8 Under the OPDC's Code of Conduct the cost of any visit outside the UK for which the Corporation has paid or will pay is an interest, which should be registered by any recipient subject to the Code. Details should be supplied to the OPDC Monitoring Officer, ext. 4399.

Entertaining & Hospitality

Business Entertaining

7.1 HM Revenue & Customs dispensation states that:

- the cost of entertaining staff or colleagues in the same organisation is not considered to be bona fide business entertaining; and
- business entertaining **must involve representatives of outside organisations**, and must **not** be predominantly for social purposes.

For these purposes, Functional Bodies are not classed as outside organisations. GLA-employed contractors (external contractors contracted in) are subject to the same rules.

7.2 As a general rule, given that we have very limited resources available for entertaining; you should **not** take people out to lunch or dinner and expect to be reimbursed by the Corporation. We have facilities at City Hall for hosting meetings and these should be used wherever possible. You should always bear in mind that we are dealing with taxpayers' money and must demonstrate public accountability.

Example	Business Entertaining
You have an informal meeting with an officer from MOPAC and decide to go to a restaurant in the London area.	You cannot claim for this as MOPAC does not count as an external organisation in this context and there is no clear benefit to the OPDC from the meeting.

7.3 However, an exception may be made where:

- Either you are a Board Member or a senior member of staff; or
- your role requires occasional business entertaining and you have obtained specific agreement from your Chief Executive Officer in advance; or
- you are hosting a visit from overseas.

In all exceptional cases the following conditions apply:

- There is good reason to use a restaurant or other facilities rather than OPDC facilities;
- You can clearly demonstrate that the purpose of the meeting is OPDC business and not social; and
- You have chosen a reasonably priced location.

- 7.4 You should spend no more than **£40** a head (for lunch) or **£50** a head (for dinner) including alcoholic drinks which, although permissible, should be kept to a minimum. This should be inclusive of **VAT**. As VAT is not recoverable on business entertaining, it should **not** be separately analysed in your expense claim.

Example	Business Entertaining
You agree in advance with your Executive Director that you should take a senior official from a leading Homelessness charity out for lunch to discuss the OPDC's role in Planning. You cannot hold the meeting at OPDC offices as s/he can only meet you in Camden for an hour at 12 noon. The purpose of the meeting is to ensure that the charity understands the OPDC's role in this field, and to see if they are interested in participating in a working party.	You can claim for this lunch, and you can claim up to £40 a head (including VAT) subject to the presentation of a proper receipt. You must show the name and organisation of the recipient and the purpose of the meeting on the claim form. You should keep alcoholic drinks to a minimum.

- 7.5 For all business entertaining claims you will be asked to supply:

- the name and organisation of the recipients; and
- the purpose of the business entertaining.

- 7.6 The provisions regarding Business Entertaining are also applicable to foreign trips where such entertaining is necessary. However, costs of such entertaining should reflect local economic conditions and should, as far as possible, reflect the limits applicable to the UK. If possible, all Business Entertaining should be booked prior to leaving the UK or by utilising the services of foreign consultants/experts. All such entertaining must be met from within approved budgets.

Remember that VAT cannot be recovered on business entertaining and this therefore increases the cost to the Authority.

Tips/Gratuities

- 7.7 Service Charges are permitted only on business entertaining and reimbursement is limited to 12.5% of the total bill within the UK and up to 20% of the total bill overseas, depending upon the convention within the country, with the claimant paying for any excess.
- 7.8 Tips on subsistence meals will not be reimbursed.
- 7.9 Tips for taxis will not be reimbursed.

Civic Hospitality

7.10 Hospitality can be provided where:

- the guests are predominantly from outside organisations (you should not organise events that are for Board Members and Staff only);
- the purpose is clearly OPDC business and not political; and
- there is sufficient budget available to meet the cost.

7.11 Where you need to organise a function at City Hall or elsewhere you should:

- seek agreement from your Chief Executive Officer in advance;
- confirm the budget available;
- order and pay for hire of premises and refreshments in advance through the official procedures wherever possible;
- make use of OPDC accounts with suppliers where appropriate; and
- you may need to refer to the OPDC decision-making process to ensure appropriate approval has been sought; this can be found on the intranet.

7.12 Alcohol is permissible for Civic Hospitality, but should be kept to a minimum.

Ordering Light Refreshments

7.13 As a general rule, the Board Members and officers should only order tea and coffee for meetings where there are outside visitors present. Similarly, lunch should **only** be ordered for long meetings that span the lunch period and **also** include outside visitors. Any lunch that is ordered must be ordered in advance from the in-house caterer via the Catering catalogue on SAP. Lunches should be modest and be at a reasonable cost e.g. sandwiches, fruit and soft drinks.

This should be ordered through the GLA's in-house caterers via the Catering Catalogue on SAP.

7.14 The provision of free or subsidised food for refreshments for Board Meetings (including invited guests) or Interview Panels is subject to a PAYE settlement agreement with HM Revenue & Customs on which tax and NI is paid by the employer only.

Meetings

Board Meetings

- 7.15 If a buffet is provided on a regular basis for Board Meetings, this is a taxable benefit and will be declared to HM Revenue & Customs at the end of the year.
- 7.16 As a guide the cost should be limited to a maximum of **£15** per head.

Other meetings

- 7.17 The Board Members and officers should only order refreshments for meetings where outside visitors are present.

Ordering procedure

- 7.18 Orders for catering should be made with the in-house caterers. All such orders should be placed in advance of the event via the Catering catalogue on SAP.
- 7.19 If you wish to order food from other suppliers (e.g. organic suppliers) you must be able to demonstrate value for money in advance of placing the order.

It is not appropriate to go out and buy food and drinks for official GLA-related meetings and events and claim this back on expenses, as this may not comply with the GLA's Contracts Code. Those wishing to do this must present a business case to the relevant Budget Holder in advance.

Alcohol (Board Members & Senior Staff)

- 7.20 Alcohol is permissible but should be kept to a minimum and should primarily be for events involving outside visitors.

Training, Conferences & Away Days

- 8.1 All short courses and conferences should be job-related. Attendance must be agreed with your line manager in advance and it should be agreed that they would be of benefit to your work.
- 8.2 The standard ordering procedure should be followed when booking short courses and conferences and you should always check that there is sufficient budget provision before an order is completed.
- 8.3 Shopping carts for training and conferences should state the names of the staff member attending and provide a brief description of how the training/conference relates to the employee's job.
- 8.4 The OPDC has a training scheme for sponsoring longer courses and details are available on the HR & OD section of the Intranet.
- 8.5 Expenses for an evening meal when you are attending a training course or conference that does not involve staying overnight will only be paid in exceptional circumstances. These will not cover alcohol and will be limited to a maximum of **£30** a head. Such expenses will only be paid where the following conditions apply:
 - The approval of an Executive Director has been obtained in advance;
 - Attendance is job-related and will benefit your work; and
 - The conference or course extends significantly beyond normal working hours or ends at a normal time but is in a location that significantly increases travelling time, so that you would not arrive home until late.
- 8.6 Away days and similar events for Members and staff must have a clearly defined purpose and be for work and not social reasons. All the arrangements should be made in advance where possible and this includes hire of premises and catering. As a guide you should spend no more than **£15** a head on lunch.
- 8.7 See overleaf for some examples.

Examples	Conference/Training Course
Scenario 1	
You attend a conference that does not end until 8.00 p.m.	You can claim for a meal, however, you should not spend more than £30 and your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.
Scenario 2	
You attend a course that ends at 6.00 p.m. but the length of the journey means you will not get home until 9.00 p.m.	As for Scenario 1.
Scenario 3	
You attend a conference that ends at 6.00 p.m. and your journey home will take one hour.	You cannot claim for expenses for an evening meal.
Scenario 4	
You attend a course and your journey home will take three hours, but the course ends 4.00 p.m.	As for Scenario 3.

Reimbursement of Equipment Costs

Mobile Devices

- 9.1 Mobile devices are used to ensure that key staff can access e-mail/phone services out of working hours or while on the move. They also help facilitate flexible working.
- 9.2 Mobile devices can be purchased for use at the discretion of the Budget Holder. The Budget Holder needs to satisfy him/herself that the person has a requirement to access e-mail services out of working hours or while on the move and that the benefit to the OPDC is worth the cost of procuring and running the device, particularly if it facilitates flexible working.
- 9.3 The principle of securing value for money and best use of public funds should always be observed and, for example, an upgrade to the latest product release is unlikely to be acceptable.
- 9.4 Information regarding mobile devices is available on the Technology Group section of the intranet.
- 9.5 The Technology Group regularly reviews developments in technology and options that become available to the workforce to communicate by new means. In order to expedite such flexible working, the Chief Finance Officer may approve such additional expenses that are properly incurred by staff as part of new developments under this Framework.
- 9.6 For OPDC staff, the Corporation will pay all bills and the phone **must only be used for business calls**. Personal calls on a phone provided by the OPDC should be avoided and only made in an emergency.
- 9.7 Only as an exception, which must be authorised by line management, may staff reclaim costs for business calls using the expense claim process.
- 9.8 Bills will be posted to Financial Services. Finance staff will photocopy the bill and send it to the phone holder along with a declaration form if call charges exceed £10 per quarter. The phone holder is required to go through the itemised bill and list any personal calls on the declaration and return it to Financial Services. The amount declared plus VAT will be deducted from pay in the next available pay run. Where call charges exceed £100 per quarter line managers are required to review the bills and certify that they have reviewed and discussed the phone usage with the employee.
- 9.9 To apply for a mobile device, staff must first obtain in principle approval from their Budget Holder and then contact the Technology Group at:

TGProcurement@london.gov.uk

(or ext. 4170, or go to the relevant page of the intranet)

Equipment at home

- 9.10 The Technology Group maintains an asset management system that records equipment provided to officers for use at home. This includes computers, faxes, printers and pagers, but excludes mobile phones.
- 9.11 There is no tax charge arising if the equipment is provided for the sole purpose of enabling officer to perform the duties of their employment and the equipment is used for work purposes and private use is not significant.

Return of equipment

- 9.12 Staff are responsible for returning all equipment supplied to them by the OPDC when departing the OPDC as per the arrangements relating to ICT Equipment for Departing Staff.

Staff Benefits

Flexible Benefits

- 10.1 Under the Corporation's flexible benefits scheme, within the terms and conditions of service, staff are entitled to trade in up to two days annual leave for a choice of benefits.

Payment

- 10.2 Staff will be reimbursed for the value of either one or two days leave for one of the options described below. This payment will be subject to the normal PAYE deductions. Claims should be made directly to the Human Resources Team by producing a receipt or other proof of payment, together with your annual leave card for adjustment. Payment will be made in the next available salary run.
- 10.3 The value of leave is calculated as a standard rate for all employees and is upgraded each year in line with the cost of living award. Payments are subject to deductions for tax and national insurance. The current value of leave has been calculated as **£225** per day.
- 10.4 Only full days can be reimbursed and payment will not be made to cover the difference between the option being reimbursed and the one or two-day value if the amount being reimbursed is less. However, parts of options can be added to bring the value up to that of a whole one or two day(s).

Benefit Options

Payment towards all, or part of the following:

Annual Subscription to a professional body

Additional voluntary contributions to pension

Membership of any health scheme, benefits or facilities, or fitness or sports facilities

Medical treatment

Personal training or development

Annual season ticket loan

Rent deposit loan

Gym membership loan

Spectacles or contact lenses

Private health insurance

Personal student loan

Childcare facilities

NB: This list may be updated from time to time

Examples	
Scenario 1	
Gym membership costs £400.	Two days leave can be traded in to cover this, but only £400 will be paid, not the full two-day's value of £450.
Scenario 2	
Gym membership costs £400 and the member of staff also purchases a £500 season ticket.	Two days leave can be traded in to cover the £400 gym membership and the additional £50 can be paid towards the value of the season ticket.

Eye Tests

- 10.5 The OPDC will reimburse the full cost of eye tests up to the NHS standard eye test charge (currently £20.90), which should be claimed using the standard expense claim and must be supported by proof of payment.

Glasses

- 10.6 The OPDC will reimburse costs up to £80 for glasses if they are only required for VDU use. Claims should be made using the standard expense claim and must be supported by a letter from your optician verifying the VDU test and that the need for glasses is only for working on a VDU.

Payment of Professional Subscriptions

- 10.7 The OPDC recognises the important work of professional associations and will support membership where this will directly benefit the organisation, as well as the individual and the body is recognised by HM Revenue and Customs:
- <http://www.hmrc.gov.uk/list3/list3.htm#1>
- 10.8 The general principle will be that the OPDC will only pay for one subscription per person based on the criteria below.
- 10.9 For the OPDC to reimburse the annual subscription, criteria 1 and 2 below must be met plus one or more of the additional criteria.

Criterion 1

The employee is a permanent member of staff who has successfully completed their probationary period (fees can be reimbursed to the individual if the association requires payment before the probation period ends). The employee can be full-time or part-time. No payments will be made for fixed term contract staff, consultants, or temporary members of staff.

Criterion 2

The body is recognised by the HM Revenue and Customs (see 11.7).

PLUS one or more of the following:

Criterion 3

Membership is a legal requirement of the job i.e. the person would not legally be allowed to practice if they were not members.

Criterion 4

Membership of the professional body is listed as an essential requirement in the recruitment criteria of the job profile.

Criterion 5

As part of the TUPE agreement, transferred staff will continue to have their subscriptions reimbursed if this was the case in their previous organisations.

Criterion 6

Payment is agreed at the point of recruitment. This includes the situation where the recruiters, on behalf of the OPDC, choose to honour the employee's existing commitment to a course of study which they have partially completed and which requires student membership.

Criterion 7

The OPDC agrees to fund a course of study for an employee and student membership is compulsory as part of this. The implications of the undertaking are described in the OPDC's Training Agreement. The OPDC will continue to pay full subscriptions once the employee 'graduates', providing they remain a permanent member of staff and can make a case for membership using the criteria above.

10.10 In order to claim staff must:

- Have agreement from their Line Manager and Director for membership and payment;
- Provide a copy of a certificate or membership card to Financial Services; and
- Complete the standard expense claim and attach to it the copy of the membership card and receipt or some other proof of payment.

The claim will be reimbursed through the payroll/or the organisation will be paid by cheque/BACS on submission of a Cheque Requisition Form/raising of a Purchase Order.

If a number of staff require membership of the same professional body, there may be scope to buy corporate membership. Where this occurs, it is the responsibility of the Executive Director to bring this to the attention of Financial Services.

Payments to External Persons

Expense Payments to External Persons

- 11.1 Payments can be made to individuals, from outside bodies, for expenses they incur whilst working on a OPDC project or event. The expenses should normally be for travel and subsistence and reimbursement should be on a cost basis.
- 11.2 Claims must be made using the Non-OPDC personnel Expense Claim form, which can be found on the intranet.

VAT receipts should be attached to any claim. Reimbursement will not be made where receipts are missing.

- 11.3 Any approved ongoing allowances e.g. attendance allowances, may be subject to income tax and national insurance and would have to be paid via the payroll or the individual may need to invoice the OPDC. Any such proposals must be discussed with the Head of Financial Services on ext. 4038, before any agreement is entered into.

Payments to Consultants

- 11.4 The Contracts and Funding Code contains a section on Payments to Consultants which can be found on the intranet.

Payments to Work-Experience Placements

- 11.5 This section applies to people who come to work at the OPDC for a short period of time to gain work experience and who are unpaid.
- 11.6 Work placements will be reimbursed by BACS or cheque for actual expenses incurred on travel but the reimbursement for subsistence is restricted to a maximum of **£5.00** per day. Please discuss the need to have a bank account with the work experience placement early on in the engagement process.
- 11.7 Claims must be made using the Non-OPDC Personnel expense claim form found on the intranet.

VAT receipts should be attached to any claim. Reimbursement will not be made where receipts are missing.

Corporate Credit Card

12.1 Where a GLA corporate credit card has been issued to a member of staff, the card:

- must only be used where it is not possible to use the Authority's standard purchasing and payment methods (i.e. raising a shopping cart, TfL issuing a purchase order, receiving an invoice from the supplier and paying by BACS);
- should not be used to avoid the Authority's purchase ordering processes. For example, where hotel accommodation cannot be booked in advance using conventional purchasing methods, the booking will be made by the Finance Manager, Financial Services on ext. 5521 or in her absence, the Executive Support Officer, Finance on ext. 4316 using a corporate card;
- should not be used to avoid proper approval of expenses in line with the Authority's Expenses and Benefits Framework; and
- should only be used for the purpose issued and should not be used as a general credit facility.

12.2 Corporate credit cards held outside the Finance Team should in general be used only for:

- meals and incidental expenses for the cardholder or a group of GLA members or officers travelling overseas in accordance with this Framework; and
- purchases that cannot be made using any other method.

12.3 Whilst corporate credit cards may be used for group expenses, this does not preclude individual members of a group travelling together from using their own funds to meet expenses and then reclaiming them through the approved Expenses and Benefits Framework.

Guidelines on the use of the Corporate Credit Card

12.4 Accounting for Expenditure and Providing Supporting Information:

- Each month the Senior Group Treasury Officer - Operations will receive from the Credit Card Company a statement of card usage. Details of all purchases and expenses shown on the statement for the card must be recorded on the credit card transaction log sheet, shown in Appendix G; and
- All expenditure that is shown on the statement must be properly approved in accordance with the Expenses and Benefits Framework and supported by:
 - a transaction receipt (a receipt for VAT regulations) which shows what goods, materials or services have been received, and
 - a credit card receipt for the transaction (if the transaction receipt incorporates the credit card receipt then a separate credit card receipt will not be required).

Summary of Key Contacts

13.1 You should contact the following people if you have any queries or comments:

Subject	Contact	Extension
Comments on Framework & Procedures	Head of Financial Services	4038
	Chief Accountant	4255
Processing of Expense Claims & Loans	Senior Finance Officers	4159/4863
Insurance	Senior Group Treasury Officer - Operations	4144

Expenses & Benefits Framework

Old Oak and Park Royal Development Corporation

TRAVEL & SUBSISTENCE CLAIM FORM(PAYROLL)

Name: Tel:

Directorate Section

Payroll Number:

Claimant's Signature:

I claim the amount shown and confirm that I have incurred the expenses shown whilst on official GLA business. These expenses have not been previously claimed from the GLA or any other organisation
YOUR PAYROLL NUMBER MUST BE INSERTED ABOVE.

Signature: _____ Date: _____

Authorising Officer's Signature:

I confirm that I have checked these expenses and that they are reasonable and relate to official OPDC business and can be processed for payment.

Signature: _____ Print name: _____ Date: _____

(COMPULSORY)

Transferred from the column totals from overleaf:

Column	TOTALS CLAIMED	Account	WBS/Cost Code	VAT
1	Car Mileage	-		NOT
2	Bicycle Mileage	-		NOT
3	Taxis UK	-		NOT
4	Taxis Abroad	-		NOT
5	General Fares	-		ISR
6	Meals	-		ISR
7	Business Entertaining	-		NOT
8	Accommodation	-		ISR
9	Other Expense	-		ISR
10	VAT	-		
	TOTAL CLAIMED	£ -		

Finance Approval:

Arithmetic Checked:

Signatories Checked:

Coding Checked:

Approved for Payment: _____ Date: _____

Signature

Print Name:

Transaction Reference:

SAP Journal Number:

Processed By:

Date Processed:

Fill this form in on-line, it will calculate totals for you.

You must attach receipts OR give an explanation in writing.

VAT (only applies to expenditure in Britain) must be analysed correctly.

Restaurant and hotel bills are subject to VAT at 20%

(we cannot reclaim VAT on business entertaining).

Details of all journeys must be shown - start point, finish point, plus the business reason the journey was taken.

Please refer to the Expenses and Benefits Framework on the use of taxis.

You may only claim the lesser of place of work to destination or home to destination.

Travel from home to work is NOT claimable unless under exceptional circumstances

agreed with your line manager.

Expenses & Benefits Framework

[illegible]

Expenses & Benefits Framework

Appendix B – Authorising Officers

Claimant	Authorising Officer
Board Members	Chief Executive Officer
Chief Executive Officer	Chief Finance Officer
For all other staff, authorisation will be based on the financial value of the claim as follows:	
Chief Finance Officer	Over £5,000
Chief Executive Officer	Up to £5,000
Line Managers	Up to £500

Appendix C – Expense Claim Checklist

- ☐ Have you used the right form?
- ☐ Is the arithmetic correct?
- ☐ Have you attached all the receipts?
- ☐ Do the receipts reconcile to the claim?
- ☐ If you are converting from a foreign currency have you shown the exchange rate clearly?
- ☐ Has all VAT been separately identified?
- ☐ Is the account/department code correct?
- ☐ Has the claim been signed by the Budget Holder?
- ☐ Have you supplied sufficient information?
- ☐ For all travel please show start and end destination and purpose of visit.
- ☐ For all business entertaining please show names and organisation of recipients, and purpose of meeting.
- ☐ Is the mileage rate correct?
- ☐ Is the claim for eligible expenditure reimbursable by the Authority?

Appendix D - Quick Reference Guide to Expenses and Benefits

EXPENSE/BENEFIT	ALLOWANCE
	<ul style="list-style-type: none"> •
Public transport (tube and bus)	<p>The actual cost of the ticket</p> <ul style="list-style-type: none"> • Journey must be agreed in advance with an authorising officer (staff only); • Must retain a receipt as proof of expenditure; • Cannot claim for any journey that is covered by your existing Oyster Card.
Rail fares	<p>The actual cost of the ticket</p> <ul style="list-style-type: none"> • Journey must be agreed in advance with an authorising officer (staff only); • Must retain a receipt as proof of expenditure; • Cannot claim for any journey that is covered by your existing Oyster Card; • Standard Class is the normal class of travel.
Air Travel	<p>Flights up to 3 hours - Economy Class; 3 to 6 hours - Premium Economy; Over 6 hours - Business Class</p> <ul style="list-style-type: none"> • Wherever possible air travel should be booked in advance ensuring value for money is obtained; • Foreign Travel Approval form must be completed and authorised.
Taxi Fares	<p>The actual cost of the taxi fare incurred from a hailed taxicab</p> <ul style="list-style-type: none"> • A receipt must be obtained; • Taxis should only be used where public transport is not available or not practical.
Mileage	<p>45 pence for the first 10,000 miles and 25 pence thereafter</p> <ul style="list-style-type: none"> • Journey must be agreed in advance with an authorising officer; • Must provide proof of business insurance when using your personal car; • Cars must only be used where it is essential e.g. carrying heavy files, no public transport or too costly.
Subsistence	<p>Actual cost of meal, not exceeding £10 for breakfast or £30 for dinner (limits quoted do not include VAT)</p> <ul style="list-style-type: none"> • All claims must exclude alcoholic drinks and be supported by VAT receipts. <p>Lunches cannot be claimed, except on foreign travel where a limit of up to £15 applies to staff below Head of Service</p> <ul style="list-style-type: none"> • Staff at Head of Service level or above cannot claim for lunches abroad; • For overnight stays in hotels extras such as drinks, snacks, newspapers etc. will not be reimbursed.

Agenda Item 11 - Appendix C Expenses and Benefits Framework.doc

Appendix E – Foreign Travel Approval Form

Foreign Travel Approval (FTA) forms are required for each person travelling and whose costs are being paid by the OPDC, regardless of whether the traveller is an OPDC employee. However, it is important to note that only OPDC employees are covered by our travel insurance.

Third parties are responsible for their own insurance arrangements.

The Foreign Travel Approval (FTA) form can be found on the intranet:

You will need to obtain an FTA number from the GLA's Senior Group Treasury Officer - Operations on ext. 4144.

You must quote this number in the FTA No. box on the form (top right-hand corner) and also on all shopping carts raised for foreign flights and accommodation costs.

Sign-off of FTAs is the same as for Expense Claims.

The FTA should only be approved if it has been completed in full, including the number of air miles that will be covered as this information is used to meet our carbon-offsetting obligations. The distance to your destination can be found at:

<http://www.airmilescalculator.com>

Once signed, all FTAs must be returned to the GLA's Senior Group Treasury Officer - Operations.

It is essential that an FTA is completed each time you travel or you will not be insured.

Appendix F – Guidelines on the use of GLA Corporate Credit Card

The GLA has a limited number of corporate credit cards to facilitate the purchasing of goods and services in emergencies, when travelling abroad and where payment is only possible by a card. All cardholders must adhere to the guidelines below and sign the terms and conditions on receipt of the card.

- Credit cards must only be used for OPDC business, they should not be used for private expenditure.
- Credit cards must only be used where no other means of purchasing is available.
- Cardholders must comply with the OPDC's Contracts Code at all times.
- Cardholders must comply with the OPDC's Expenses and Benefits Framework at all times, particularly in relation to subsistence, hotel accommodation (3 quotes) and business entertaining.
- Cardholders must check the terms and conditions of suppliers when using their card, particularly in relation to cancellation arrangements.
- When travelling abroad, every effort should be made to book travel and accommodation in advance and the card should only be used for incidental expenses such as meals.
- The cardholder is responsible for ensuring that the OPDC secures value for money at all times.
- The cardholder must account for all expenditure on the card and provide receipts and supporting documentation monthly.
- The card (unless held by GLA Finance) should be used only by the cardholder for their own expenses or the legitimate expenses of a group travelling together (for instance, a meal for a group of OPDC staff on a trip abroad).
- If these Guidelines and the Terms and Conditions are not adhered to the card may be withdrawn.