

MRWA Draft Expense Policy Guidelines for External Advisors

1. Introduction

- 1.1. MRWA' Expenses Policy for Consultants and External Advisors ('Advisors') (this document) sets out the principles and practical procedures for reimbursement of reasonable out-of-pocket expenses for all Advisors, save where it is expressly provided in the Advisor's contract with MRWA.
- 1.2. MRWA reserves the right not to reimburse expenses where this Expenses Policy has not been followed.
- 1.3. All colleagues should bear in mind that MRWA is entirely funded through public money and out-of-pocket expenses should only be incurred if these are absolutely necessary for the conduct of our business and represent best value for money.

2. Principles

- 2.1. Expense claims must be approved by an appropriate manager with the necessary budgetary authorisation.
- 2.2. Any attempt to knowingly or falsely claim expenses in breach of this Expenses Policy may result in legal action.

3. Reimbursement of expenses

- 3.1. Expenses will be reimbursed if they are:
 - 3.1.1. included on the Advisor's invoice
 - 3.1.2. are shown net of any reclaimable VAT
 - 3.1.3. supported by detailed (VAT) receipts
 - 3.1.4. submitted to the appropriate Programme Support Officer or budget Manager
 - 3.1.5. submitted as part of the relevant monthly invoice
 - 3.1.6. claimed in line with this Policy.
- 3.2. In submitting a claim for reimbursement, Advisors are affirming that
 - 3.2.1. the expenses have been incurred, and
 - 3.2.2. the business to which they relate has been carried out in the most effective manner in the circumstances.

4. Travel expenses – general

- 4.1. MRWA will pay reasonable costs of necessary travel on MRWA related activities
- 4.2. Advisors should consider their travel choices carefully with the expectation that standard class public transport will be used by default.
- 4.3. Advisors should not claim for upgraded or premium travel (such as first-class rail) prior written authorisation from the Chief Executive.

5. Taxis

- 5.1. There is an expectation that public transport will be used for business travel.
- 5.2. Taxis should only be used where it is cost effective to do so and there is a clear business reason, or where there are reasonable health, safety or security factors.
- 5.3. All claims for reimbursement of taxi fares should be accompanied by dated receipts.

6. Trains and London Underground

- 6.1. Rail travel will be reimbursed at the lower of the standard fare or the fare actually paid by the Advisor (e.g. an Advance ticket).
- 6.2. Prior booking should be used where possible (e.g. Advance tickets) although MRWA recognise that it is not always possible to predict which train will be taken because of meeting overruns or underruns.
- 6.3. Subject to 4.3, first class travel tickets will only be reimbursed up to the equivalent of a standard off-peak fare.
- 6.4. Top-up Oyster Cards, contactless cards or equivalent (rather than individual tube tickets) should be used for all journeys within London (where available). A receipt in the form of a downloaded journey history identifying the journeys made should be provided with the claim.

7. Air travel

- 7.1. Air travel is not permitted under normal circumstances
- 7.2. Where air travel is deemed necessary this must be approved in advance in writing by the Chief Executive and booked well in advance in order to benefit from any discounted rates. In such cases full justification of the need to use air travel will be required.
- 7.3. Any air travel on MRWA business must be by economy class.

8. Private motor vehicle expenses

- 8.1. Public transport should be the default mode of transport when travelling on behalf of MRWA. If public transport is not practical, a private vehicle may be used, on condition that appropriate insurance arrangements are in place (which is at the cost and responsibility of the Advisor to provide).
- 8.2. Where it is cost effective and practical to make a business journey by car, a mileage allowance may be claimed. This rate will be in line with the contemporary HMRC mileage rate (currently 45p per mile), the latest rates can be found on the Government website [Travel — mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel-mileage-and-fuel-rates-and-allowances)
- 8.3. Mileage allowances are paid for the actual distance necessarily travelled.
- 8.4. When claiming motor mileage, you will be affirming that:
 - 8.4.1. you have insurance for business use and, in particular, that the insurance covers “business” passengers if that is required
 - 8.4.2. you possess a valid licence to drive
 - 8.4.3. you maintain your vehicle in a roadworthy condition and, where appropriate, possess a current MOT certificate
 - 8.4.4. you service and maintain your vehicle according to the manufacturer's schedule
- 8.5. For the avoidance of doubt, MRWA does not accept any liability for an Advisor's choice to use their private vehicle in connection with MRWA's activities.
- 8.6. MRWA will never reimburse the costs of fines, clamp removal, parking-control notices (“parking tickets”) or excess charges (such as hire car late return fees), in any circumstances.

9. Accommodation overnight

- 9.1. Overnight expenses are paid where Advisors cannot reasonably be expected to make the return journey to and from a meeting in the same day.
- 9.2. Repayment of necessary overnight accommodation outside of London **on a bed and breakfast basis** will be based on actual expenditure up to a ceiling of £130 per night including vat.
- 9.3. Repayment of necessary overnight accommodation within London on a bed and breakfast basis will be based on actual expenditure up to a ceiling of £170 per night including VAT.

- 9.4. Hotels should always be booked such that the *total* cost, including travel, should be kept to a minimum.
- 9.5. If reasonable accommodation is not available within this limit, specific authority must be sought from the Chief Executive for an increase in the limit before booking more expensive accommodation.

10. Subsistence – away overnight

- 10.1. MRWA will reimburse reasonable out-of-pocket expenses which are incurred when a journey on MRWA' business makes it necessary to stay away from home overnight. The following may be claimed for each night of
- 10.1.1. overnight stay:
 - 10.1.2. accommodation (as per section 10)
 - 10.1.3. breakfast, up to a maximum claim of £12 (if not included in the accommodation rate) inclusive of VAT
 - 10.1.4. evening meal and non alcoholic beverages, up to a maximum claim of £30 inclusive of VAT
- 10.2. Items not reimbursed include:
- 10.2.1. Snacks or soft drinks (unless part of the meal provision above)
 - 10.2.2. Alcoholic drinks
 - 10.2.3. Newspapers
 - 10.2.4. Room service or upgrades
 - 10.2.5. Videos, pay movies and/or video games
 - 10.2.6. Cigarettes and tobacco
 - 10.2.7. Dry cleaning or laundry
 - 10.2.8. Lunch

11. Subsistence – no overnight absence

- 11.1. MRWA will not normally provide subsistence or reimbursement for incidental expenses incurred for breakfast, lunch or dinner, drinks and snacks
- 11.2. By exception, where early morning or late-night travel is required, reimbursement of reasonable expenses will be made in line with the following:
- 11.2.1. breakfast – where travel before 7am is required. Breakfast costs up to £12 may be claimed in these circumstances

- 11.2.2. evening meal – where travel after 8pm (but before 10pm) is required. A meal and beverages up to £12 may be claimed

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