

Introduction

This document sets out MaPS' Gifts, Hospitality and Expenses Policy for inclusion in the Staff Handbook.

Policy Summary

The policy applies to all colleagues and Non-Executive Directors. If you find that you are not able to fulfil the requirements of your role within these policies, please raise this in advance with your line manager and Director. Our aim is to ensure all reasonable requirements are met.

For travel expenses claims and hotel accommodation, reasonable workarounds or alternative arrangements may be made on a case-by-case basis with the advance agreement of a Director. Please make sure you allow enough time to do this and include the evidence of a Director's agreement (for example their email or signed authority) with your expenses claim or when you book with MaPS approved travel companies.

Publication

Board Member expenses and hospitality information are published quarterly.

Money and Pensions Service is also subject to Freedom of Information requests, so routine publication eases this and also increases transparency.

Guiding Principles

The guiding principles that underpin this policy are:

Value for Money

As a public body, MaPS operate to the principles of Managing Public Money and Cabinet Office Spend Controls. Any spending should be reasonable and justifiable. Please remember that we are funded by levy and by taxpayers, and the customers we serve often have limited financial resources, so an expense claim may be judged in that context.

Reasonable and Justified

This policy is for guidance and should be applicable in most circumstances, but we recognise that that this will not always be the case. Requested variations this policy will be reviewed on an individual basis by travel budget holders, always with a view to a common-sense solution for you.

Safety and Security

You should always feel safe and secure when travelling or staying overnight on MaPS business. Always raise any concerns you may have about future travel or accommodation arrangements at the earliest opportunity so we can ensure your safety and wellbeing.

Expenses by Type

Mileage Rates

Mileage	MaPS reimbursement rate
Cars 1 to 10,000 miles	£0.45 per mile
Cars Over 10,000 miles	£0.25 per mile
<p>Colleagues driving a private vehicle for work are responsible for ensuring their vehicle is insured for business use. In order to qualify for mileage allowance, your insurance policy must permit the use of your vehicle in connection with business. MaPS will not compensate colleagues for any additional costs associated with upgrading their insurance policy to cover business use.</p> <p>All colleagues, when submitting their mileage claims for approval on the expenses system, declare that they have the required business cover on their own insurance policy.</p> <p>Mileage allowances are paid for the actual distance travelled, in excess of the costs of your normal home to work journey. Payment for the cost of travel between home and the permanent workplace (including weekends) is fully taxable and should be omitted from any claim.</p>	

Hotels

Overnight subsistence	MaPS reimbursement rate
Hotel limit – London per night	£150 inclusive of VAT
Hotel limit – Non-London cities	£100 inclusive of VAT
Hotel limit – Rest of country per night	£90 inclusive of VAT
Subsistence – Breakfast or lunch (meal /drink – no alcohol)	£10 Breakfast (when not included in the room rate) £10 lunch
Subsistence – overnight meal /drink (no alcohol)	£20 (when staying overnight on business)
<p>Breakfast is classed as a meal rate and is usually included in the accommodation cost. Your accommodation should only be booked on a 'Room Only' basis if you do not require breakfast.</p> <p>If 'Room Only' is the only option available within policy rate limits, then breakfast can be reimbursed on a receipted basis up to £10.</p> <p>MaPS recognises that there are certain times of the year when hotel prices, particularly in London, can fluctuate and may exceed the stated per-night limit. In such cases, where a normally booked hotel has fallen outside of budget, permission can be sought from the</p>	

budget-holder to progress the booking.

It is acceptable to stay in a hotel where the standard rate usually exceeds the stated per-night rate if the booking is made by the individual. In such cases, the maximum reimbursable amount is as above, upon provision of a receipt.

Working Away from The Office (Non-Overnight Stay)

Daily meal rates	MaPS reimbursement rate
Subsistence – breakfast or lunch	£10
Subsistence – evening	£15 – working after 7pm

The £10 breakfast or lunch rate will apply if you are working away from your normal place of work* up to your normal daily hours (inclusive of travel time). This includes when making very early morning train or air journeys.

The additional evening meal rate of £15 will apply if you are working away from your normal place of work* for more than your normal daily hours (inclusive of travel time).

A total of £25 can be claimed.

Where a cost for food and drink has been incurred and an itemised receipt retained (no alcohol).

Evening or daytime rate cannot be claimed if a complimentary meal has been provided at either time.

Please ensure to submit a receipt as evidence of any meal purchased.

These rates cannot be claimed in addition to an overnight rate for the same date.

*Includes for home-based colleagues

Travel

Public transport should be used where available.

Unless there is a reason not to, travel booking should be made through the MaPS travel booking system.

You must select the options that offer the best value for money i.e. timed tickets, cheap day returns, single tickets and split tickets if these are more cost effective.

Our travel booking service specifically offers a price match guarantee. If you can find the same journey with the same terms and conditions at a cheaper rate than offered by the travel service, they will match the price. Please request that your booker contacts the company directly.

Travel within London travel zones can be booked through the travel company but if you hold an Oyster card or contactless bank card, it is more cost effective to use this card and re-claim any additional costs through the expense system.

If using Oyster cards or contactless bank cards, please ensure your card is registered with Transport for London to download an itemised statement of travel to be reimbursed for relevant journeys.

Taxis

We ask that colleagues use their discretion and apply a value for money and appropriateness test in using taxis for each circumstance.

Use of pre-booked taxis is permitted for airport connections, very early mornings, late-night travel, or any situation where you have safety concerns.

You may also use a taxi where approved in advance by a Director, or by HR where you have a personal need (e.g. for health reasons).

Trains

Travel by Standard Class.

If required, First Class tickets can be booked by the individual and will be reimbursed up to the price of a standard class ticket for the same journey at the same time of day.

When travelling by rail, you should book the most cost-effective means of travel and book in advance where possible to take advantage of lower fares.

Booking tickets such as Advance, Off-peak or Super Off Peak will offer less flexibility but may be the most cost-effective option and may be suitable where the travel start time is known.

Open flexible/Anytime tickets should only be booked if a meeting end time has not been clarified. If an open ticket is required, you should book a restricted (set time) for the outward journey and the more flexible option for the return journey. This may involve booking separate tickets for each journey to avail of the most cost-effective options.

For short term travel for training or court appearances, a weekly or monthly travelcard can be purchased if this is the cost-effective option for these journeys.

Uncollected Tickets

Anytime/Off-Peak tickets will automatically be refunded to MAPS when ticket date has expired.

Uncollected tickets – Advance tickets must be cancelled or exchanged; they will not be automatically refunded.

A full refund will not be received, all refunds are subject to an administration fee.

Delayed Journey Reimbursement

If you experience delays on a rail journey and are presented with a delay repayment form, you must apply for a voucher not a cash refund.

The voucher is to be sent to the Procurement Manager for reimbursement through the travel company provider.

Railcards

Other commuter discount cards can be used to take advantage of discounts.

MAPS will not reimburse for these cards because they can also be used for non-business travel.

Oyster Cards and Contactless Bank Cards

Oyster cards and Contactless Bank Cards can be used for journeys within London travel zones.

Oyster cards (used for business journeys) must be registered online with the Transport for London Oyster website. Registration allows the journey history to be retained and used as evidence for reimbursement.

Travel reimbursement will only be made for actual journeys undertaken on MAPS business and personal journeys must be redacted.

Top-ups or initial card fee (can be used for personal travel) will not be reimbursed.

Underground, Trams and Buses

This expenditure will be reimbursed on the production of a valid receipt or statement supported by details of the journey.

London Underground tickets can be booked through the travel company but if you hold an Oyster card then it is more cost effective to use this card and re-claim the costs through the expense system. Please ensure your travelcard is registered with TfL to download a statement of travel to be reimbursed for relevant journeys.

Air Travel

Air travel should generally be booked through the MaPS travel booking system not paid for personally and reclaimed. Any spending should be reasonable and justifiable, with a value for money test applied.

Business class flights are not allowed (other than flights over 5 hours, where there is a business benefit).

How to Book Travel and Hotel Accommodation

All Money and Pensions Service colleagues have access to our preferred travel and accommodation booking rates through the MaPS travel booking system. You can make bookings yourself through Inntel or Redfern. Any Money and Pensions Service colleague can be set up with access to these systems.

To set up a profile, please send an email to bookerprofile@inntel.co.uk and you will get a welcome email which includes all the information you need in order to make a booking. If you are having difficulty, please contact facilities@maps.org.uk.

Once set up, colleagues can make bookings directly with Inntel within the cost limits/policy.

facilities@maps.org.uk can also make bookings on your behalf.

Please check with both Redfern and Inntel when planning your trip, in case the travel or accommodation you need is available at a better rate on one or other system.

How to Claim Your Expenses

Unless you have been advised that your expenses are taxable, colleagues with access to it should claim expenses through the MaPS Concur system. You can access your Concur expense system account.

Once your line manager has approved your claim, payment will be made direct to your bank account. It is good practice to claim monthly or so, whilst the details are fresh, but you can claim as frequently as you need to.

Please keep your receipts until your expenses have been paid and be prepared to show them to your line manager. Once your expenses have been paid, you do not need to keep your receipts, as a scanned copy will be kept on Concur for 6 years.

If you are having trouble using Concur, you can ask the Finance team, or email them at: finance@maps.org.uk

Gifts and Hospitality

Providing Hospitality on Our Premises

Hospitality should not be provided for MaPS colleagues for internal meetings and in-house training outside of the guidelines below.

Subsistence to a maximum value of £5 per-head can be provided for internal staff meetings that last more than 3 hours and completely cover the core lunchtime hours of 11:30am – 2:30pm. Spending must be pre-approved by your Director.

Working lunches for conventional office-based activities will not be reimbursed.

Budget Holders can approve the provision of a lunch for a formal external MaPS event for MaPS colleagues if there is a business justification, value for money and a requirement in the structure of the event timetable.

The cost of refreshments purchased outside MaPS offices for members of the public who are assisting MAPS will be eligible for reimbursement e.g. tea/coffee. Claims for hospitality must state who was entertained, the reason and be supported by a receipt.

Hospitality expenses for meetings e.g. working lunches that include external stakeholders (not Public Sector) will be reimbursed. The claim must state who was entertained, the reason for the meeting, be supported by receipts and have been approved by a relevant Budget Approver (include a copy of the approval).

Alcohol will not be paid for under any circumstances.

Who Can Provide Hospitality?

The Chair, Chief Executive Officer, Non-Executive Directors and Directors may offer hospitality to external parties.

Hospitality to external parties may only be offered by other colleagues if they have been pre-approved to do so by their Director.

How Much is Appropriate?

Any spending should be reasonable and justifiable.

'Reasonableness' will depend on circumstances and discretion should be exercised: your line manager, or the CEO/CFO/Governance Manager & Board Secretary can advise.

£30 a head would be considered reasonable in most situations for a working lunch or breakfast, and £50 a head for a working dinner or for events/conferences with external stakeholders and for yourself.

Depending on the nature of the hospitality and context, a higher expenditure may be permissible as approved by the Accounting Officer.

You can claim the cost of your own meal as well as for guests

Working breakfast/lunches/dinner should not include alcohol. If they do the alcohol cannot be reclaimed.

You should also consider the appropriate frequency and remember that this may be judged in the context of all hospitality provided to a particular external organisation (i.e. to other guests from the organisation and from other hosts from Money and Pensions Service) – please check Money and Pensions Service's hospitality register if necessary.

How to Reclaim Hospitality Costs

To recoup the cost, an expense claim should be completed for the total (including the cost of your own meal) and claimed on Concur.

In addition, you must report the hospitality to the Governance Manager & Board Secretary, to record in the Money and Pensions Service hospitality register. You should attach the receipts (which may be

published) and it should be authorised by the appropriate Director. Please make sure that you do not include the cost of any alcohol in your claim.

Receiving Hospitality or Gifts

Hospitality or gifts to MaPS colleagues must be reported whether or not these are accepted

It's important that Money and Pensions Service's impartiality is not perceived to be compromised, so please consider carefully whether it is appropriate to accept hospitality or gifts. If in doubt, discuss with your line manager/director and the CEO/CFO/Governance Manager and Board Secretary.

Hospitality or gifts should not be accepted if there could be the slightest possibility that this could be seen as an attempt to influence you, for example in agreeing a contract, or if it could create any embarrassment for Money and Pensions Service.

It is not appropriate to accept gifts such as cash, vouchers, tickets for sporting events or concerts.

Please record promptly all hospitality (over £5) or gifts offered, and whether or not it was accepted, in Money and Pensions Service's hospitality register, maintained by the Governance Manager and Board Secretary.

In general, there is no need to record hospitality where attendees (personally) contribute equally or reciprocate. However, you should consider whether the other party is likely to be claiming the costs as a business expense rather than a personal cost. If so, you should report this as hospitality.