

FestivalUK*2022

Travel and expenses policy

Festival 2022 Ltd

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OC Group

Festival 2022 Ltd is a wholly owned subsidiary of the Birmingham Organising Committee for the 2022 Commonwealth Games Ltd (the "OC"). References to the OC Group refer to company group of both Festival 2022 Ltd and the OC.

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1. Introduction

It is recognised that employees may be required to incur expenditure on behalf of the company for travel, entertainment and other business-related activities. This policy outlines the Festival’s position on the incurrance and reimbursement of such expenditure and provides guidelines on the necessary documentation which must be completed for employees to be reimbursed. This policy is applicable to all employees of Festival 2022 and consultants/contractors/board members engaged by Festival 2022 where the relevant agreement makes reference to this policy.

2. General Principles

All costs associated with business travel and subsistence must be reasonable, for a valid business purpose and necessary. Employees will be reimbursed for expenses incurred whilst directly engaged on company business, subject to the rules set out in this policy. The following general principles apply to all travel and subsistence:

2.1 Approval for travel

Business travel and related subsistence must be pre-approved:

International travel - by the Chief Financial Officer.

Domestic travel - by the employee’s line manager (Functional Head and Senior Finance Manager where a single trip is above £200).

For Executive Management Team travel this must be authorised by the Chief Financial Officer.

Travel by Board Members must be pre-approved by the Chief Financial Officer where a single trip is above £1,000 in line with this policy.

2.2 Class of travel

All travel must be by the lowest available class except where noted in this policy.

2.3 Personal travel

Only business-related expenses can be reclaimed. Expenses relating to personal travel cannot be reclaimed. No expenses may be reclaimed in respect of spouses or partners travelling with the staff member.

2.4 Expense reimbursement

Expenses are required to be submitted via Microsoft Dynamics at the attached [link](#). The approvals for the expense report are built into the systems workflows.

Expenses for employees on the payroll will be reimbursed on a monthly basis along with salary payments. For non-payroll claimants this will be made via BACS at the end of the month.

The completed and authorised expense form and receipts should be completed in Microsoft Dynamics in advance of the monthly payroll (17th of each month) cut-off for inclusion in that month's payroll.

Expense claims must be submitted promptly. Expenses over 3 months old will only be reimbursed in exceptional circumstances at the discretion of the Chief Financial Officer.

Finance will review all expense claims, and any items found to be breaching this policy will not be reimbursed and the expense form rejected.

If an employee is unable to pay in advance for expenses an advance to salary can be provided to cover the costs of travel. Please speak to the Finance Team to make the necessary arrangements.

2.5 Company credit cards

This policy also applies to travel and subsistence costs paid on company credit cards.

2.6 Travel Insurance

All employees and secondees of Festival 2022 are covered by the company's travel insurance policy when travelling on official business.

2.7 Important note re completion of expense claims

When completing an expense claim form, you must include the following information:

Purpose of travel (e.g. train to London for meeting with named supplier)

For any hospitality or entertainment (see section 7) please show:

- Names of all staff members
- Names/organisations of any third parties attending
- The purpose of the entertainment

3. Flights

As a general principle, flights should only be taken when conference calls or other mechanisms are not appropriate or practical. Rail travel options should be considered if cheaper.

3.1 Class of Travel

Role	Flight Duration (excluding transfer and transit time)		
	< 6hrs	6-10 hrs	>10 hours
All staff and Board	Economy	Premium Economy (if not available, economy)	Business

3.2 Additional Approval requirements

- Coupons, cash, prizes, denied boarding compensation or other forms of refund of company expenses must be reported to Birmingham 2022.
- Flexible tickets should not be purchased unless there is a specific requirement and this has been approved by the Chief Financial Officer, or there is no additional cost.
- Bookings should be made as far in advance as possible to take advantage of cheap fares.
- Where a change has to be made to an existing booking that will impact cost the authorisation process needs to be repeated.
- The potential for earning air miles or frequent flyer points must not influence the choice of airline, flying time, or class of travel.
- Individuals are responsible for arranging their own flights and obtaining the correct approval.

4. Hotels and Accommodation

All travel/accommodation should be approved in advance as per section 2.1. Hotel bookings should be made in advance of travel where possible.

4.1 Domestic

When booking hotel rooms, including where Festival 2022 is financially responsible for providing a hotel room for a visiting guest, consideration should be given to the most cost-effective approach.

Employees should note that advanced purchase rates are usually the cheapest option but cannot be altered and are non-refundable.

Employees may book the relevant hotels if they need to stay in the official hotel associated with a conference etc provided this is at reasonable cost.

Price guidelines:

Non-London – up to a maximum of £100 per night

London – up to a maximum £150 per night

Where possible the booking should include breakfast if this is deemed cost-effective. Bookings should be settled by the guest and reclaimed via the expenses process. Overnight stays in London are only allowable where it is impractical to travel from or back to Birmingham or represents overall better value for Festival 2022 (e.g. an overnight stay being cheaper than two return train tickets)

If an employee is unable to secure a hotel for the prices within the above guidelines the employee should obtain pre-approval from the Chief Financial Officer providing supporting evidence.

4.2 Overseas

If attending an official event, conference or meeting, employees may use the official hotel (if available at reasonable cost). Where this is not possible or is not cost effective, 3 quotes should be obtained for an appropriate standard of hotel (to be determined at the discretion of Festival 2022).

4.3 Long-term stays/events

Apartment rental should be considered for longer term accommodation requirements. Where appropriate, employees may be asked to consider sharing twin rooms.

5. Daily Subsistence

5.1 Domestic – overnight travel

When travelling for more than 24 hours within the UK, employees may claim up to £25 for dinner (this may not include alcoholic drinks).

Employees may also claim up to £5 per day per item for the following personal incidental expenses:

- Laundry (on stays > 5 nights)
- Reasonable telephone calls
- Reasonable tips, where the tip is part of a service charge or it is the convention to give a tip, such as “rounding up” a restaurant bill or taxi fare

All items claimed must be actual costs and supported by a receipt. Please refer to section 5.4 for items which may not be claimed.

5.2 Domestic – daily travel

For domestic day travel away from the office, reasonable breakfast/dinner costs may be claimed where the staff member leaves from/returns to their normal place of residence before 6am/after 8pm. These costs shall not exceed £25 per day.

Reasonable drinks costs and tips (as per point 5.1) may be claimed.

All items claimed must be supported by a receipt.

5.3 International

Staff travelling overseas may claim a daily subsistence allowance. This allowance will be set with reference to the official Foreign & Commonwealth Office subsistence rates. This allowance is designed to cover all meals, ground transport and incidental expenses within a 24-hour period.

The allowance varies from country to country. Alternatively, staff may reclaim expenses in line with the domestic travel policy detailed at 5.1.

Prior to travel the staff member should contact the Finance team. The Senior Finance Manager will authorise the daily allowance rate for the intended destination.

Receipts are not required to be produced to support a claim for this allowance.

This allowance is not payable if meals are provided or hospitality is claimed.

5.4 Non reimbursable expenses

The following (but not limited to) items do not constitute reasonable and necessary business travel expenses and will not be reimbursed, except in very exceptional circumstances and with prior approval.

Expenses not supported by a receipt or tax invoice

- Baby-sitting fees, kennel fees
- Personal hygiene expenses including but not limited to: haircuts/hairstyling, massages, manicures, toiletries and health club fees
- In-house video movies, mini-bar use, books and magazines
- Gift shop purchases
- Excessive private telephone expenditure
- Expenses incurred for the purchase or hire of tuxedos, evening gowns, jewellery or any related expenses
- Sporting equipment and fees for personal use
- Luggage and attaché cases
- Fines for violation of traffic laws
- Membership fees for airport clubs/lounges
- Excess baggage (unless specifically required to transfer work related materials)

6. Ground Transport

6.1 Taxis

Taxis should only be used where walking or public transport is inappropriate.

- If working after 9pm, employees may reclaim the cost of a taxi fare home from the office up to a maximum of £15. This should not become a regular occurrence.
- The unnecessary use of limousines, taxis and hire cars where alternative ground transport is available will not be reimbursed.

6.3 Travelling to the airport

Staff should use the most economical means of transport to the airport subject to business requirements.

6.4 Trains

All employees must travel by the lowest available class on trains unless travelling by sleeper in which case a higher class ticket can be purchased in order to secure a private cabin.

Where possible, bookings should be made in advance to take advantage of lower fares through the appointed supplier.

Where it can be demonstrated that the cost of a first class ticket is less than the cheapest ticket for standard class (including any amounts payable for Wi-Fi provision), a first class ticket may be booked. Evidence, such as a screenshot of booking site, must be retained to support these circumstances.

6.5 Use of own car

In the instance where a private car is used for business travel, it is the individual's responsibility to ensure that their own vehicle is road worthy, is adequately insured for business use and that they are legally allowed to drive. Copies of insurance documents should be provided to the Senior Finance Manager to confirm business use in advance of using the vehicle for business purposes. Additionally, you are required to provide a copy of a valid driving license to the Senior Finance Manager prior to any travel.

Where individuals are required to utilise their private car for official purposes, individuals can claim a reimbursement at a rate of 45p per mile travelled. This takes into account vehicle running expenses.

Mileage cannot be claimed from home to an external site for official purposes unless it is in excess of the travel that the employee would normally have incurred in travelling to or from work. For example, if an individual attends a meeting offsite and then heads home after the meeting, the miles that can be claimed is the excess over what the individual would have occurred if they had travelled home and not had the external meeting.

Travellers should not gain financially from Festival travel. The most cost effective and appropriate mode of transport should be used taking into account the time of travel. The value of Motor Vehicle or Expense claim containing transport may be limited to the equivalent of the most cost effective and practical option available.

6.6 City Car Club/Hire cars

In the instance where a hire car is used for business travel, it is the traveller's responsibility to ensure that they are legally allowed to drive and necessary documentation is completed with the car hire company. Copies of driving license should be provided in advance of car hire to the Senior Finance Manager.

The type of hire vehicle arranged should be the most economical based on the traveller's requirements. The economy (smallest) vehicle should be selected unless there is a valid business reason and prior approval has been obtained by Senior Finance Manager.

Hire vehicles may only be utilised with necessary approvals in line with the delegation and where it represents the most cost-effective option. The employee must ensure they complete a full check of the vehicle on both receipt and return of the vehicle and report any issue immediately to the Senior Finance Manager. Photos should be taken of any damage on the car to ensure no additional charges are incurred by the Company. If an accident has occurred a photo should be taken of both cars and fault should not be admitted, this should be reported to the Senior Finance Manager immediately and the police (where necessary).

Additionally, you must re-fuel the car before returning the car to avoid additional refuelling charges. Any speeding or parking fines will be deducted directly from salary the following month. Consultants/secondees will be invoiced from Festival 2022.

7. Hospitality/Entertainment

This section must be read in conjunction with Festival 2022's Anti-Corruption, Fraud, Bribery, gifts and gratuities policy and Providing Hospitality Policy.

7.1 Business Meals and Entertainment

Functional Area Leads and above may claim reasonable expenses for meals and entertainment when incurred for persons with whom Festival 2022 has business transactions and relations. The following rules apply:

- the person being entertained must have a business relationship with the Company; and
- the primary purpose of the meal is a business discussion in furtherance of Company goals

One employee may not entertain another employee except when:

- a client is present;
- the discussion cannot, for reasons of privacy or other pertinent business purpose, be conducted on company premises.

7.3 Travel home after functions/overnight stays

Staff members may be required to attend after hours business events or functions. The undernoted expenses may be reclaimed, subject to approval and only in connection with formal business events related to the furtherance of Festival 2022's goals. No expenses can be claimed in respect of informal events such as team nights out.

- Staff attending formal business functions which finish late at night may reclaim the cost of a taxi home up to a maximum of £15. Any travel costs over and above this amount must be pre-approved by the Chief Financial Officer (e.g. where the cost of a taxi home is cheaper than providing overnight accommodation at a hotel).
- Staff should only book overnight hotel accommodation where it is not reasonably feasible to travel home. Staying in a hotel after a function should only be considered in exceptional circumstances and with the prior approval of the Chief Financial Officer.

7.4 General

Where two or more employees attend a business meal (as described above) the senior employee shall be responsible for all expenses.

All business meals and entertainment must be properly and adequately documented on an expense claim form with the place, date, persons present, business relationship and business purpose.

8. Other Overseas travel costs

8.1 Other reimbursable expenses

The following items associated with overseas travel are reimbursable:

- Visa fees
- Medically recommended immunisations and medicines (e.g. anti-malaria pills)
- Reasonable "first aid" costs

8.2 Foreign currency expense claims

Expenses in a foreign currency should be translated into Sterling using the exchange rate in force when the expense was incurred. This can be identified using the website www.oanda.com.

9. Professional subscriptions and Memberships

9.1 Professional subscriptions and memberships

Staff members may claim the cost of annual subscriptions/membership fees to professional bodies where:

- The staff member must be a member of an approved professional body in order to do their job.
- Being a member of an approved professional body is necessary for other valid business reasons, and a business case has been approved by the Chief Financial Officer.

Finance can advise which professional bodies are approved.