

Volunteer travel and subsistence business rule



Introduction

This business rule is intended to cover all aspects of travel and subsistence (T&S) costs for IOSH Trustees, Council Members and Volunteers

Purpose

The overall objective is to provide a fair, reasonable and cost-effective system for reimbursing out of pocket expenses and pre-arranged travel and subsistence costs. Claimants should strive to evidence value for money in the use of IOSH's funds. **It is not possible to be completely prescriptive or to cover all possibilities, in the event individuals are unsure if an expense represents good value for money they should discuss with their primary IOSH contact.** Other IOSH business rules and policies should be followed as appropriate; such as, Health, Safety and Wellbeing Policy and processes to ensure we manage our risks, opportunities and take necessary corrective action.

Scope

The business rule applies to all volunteers including Trustees and Council Members Committee Members, Branch and Group Members and Advisors who undertake volunteer work on behalf of IOSH business.

Key principles:

- IOSH will reimburse reasonable expenses incurred by IOSH volunteers in the course of IOSH business.
- Where practicable Members of the Board of Trustee and the Presidential Team should have their flights, trains and hotels booked on their behalf by an IOSH employee using purchase orders or corporate credit cards i.e. not using the Travel & Subsistence process.
- Branch and Sector Committee Members and other Volunteers should book their own travel and accommodation and claim expenses back via the Travel & Subsistence process outlined in this document.
- Expenses incurred on IOSH business should be submitted for approval and reimbursement within a month of them being incurred.
- Claims for expenses which are more than three-months old will not be reimbursed, save for exceptional or unforeseen circumstances. This will require the relevant SLT Director approval. Reimbursement will be made on a weekly cycle.
- Claim forms should be submitted by post or electronically to the appropriate IOSH employee for approval.
- IOSH reserves the right to recover any overpayments/or reimburse any underpayments.
- Reimbursement of expenses will be subject to the production of valid receipts. Failure to provide a valid receipt will mean the expense will not be paid unless agreed with the relevant member of SLT

Roles and responsibilities

All volunteers have a responsibility to ensure they are diligent with any business expenditure by taking a "value for money" (vfm) approach, and ensuring they comply with all relevant policies and business rules related to the volunteer activity, and our Health, Safety and Wellbeing Policy. The volunteer agreement must be completed, and volunteers must conduct themselves in accordance with the relevant policies and business rules related to the volunteer activity, and the Code of Conduct.

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Managers and budget holders have a responsibility to check and approve claims through effective monitoring, and to reject claims which cannot be justified as business expenditure or are deemed excessive.

1. Planning your journey

Journeys should only be undertaken when they are necessary and following agreement with an IOSH employee if they do not relate to the normal duties you undertake as a Volunteer e.g. if you are a Committee Member it would be expected you would be claiming for expenses relating to that Committee such as travel costs. Manager/Volunteers should consider first whether the objective of the journey could be achieved by alternative methods, such as telephoning, e-mail or other IT solutions such as Jabber or video meetings via Zoom to reduce risks and work in a smarter and more environmentally friendly way.

Journey times and routes should be planned in advanced and adequate time provided to make the journey safely and with due regard to wellbeing.

If the journey is to be undertaken by car, then the volunteer must self-declare annually that they hold a valid and current licence for the vehicle category being driven, and that the car has an up-to-date MOT and insurance if driving their own private vehicle – refer to the Driving at Work Process.

As part of the risk assessment process managers must ensure volunteers are included and considered as part of this process. Volunteers will be informed of the findings. If travelling abroad, the travel risk assessment must be utilised as appropriate.

If accommodation is required, as part of your planning process you must consider the location, accessibility and safety of the chosen venue. Refer to the accommodation section for more detail.

If travel medication is required due to the visiting destination, this should be identified as part of the travel risk assessment, and IOSH will reimburse the cost.

2. Private car use - reimbursement

Volunteers will be reimbursed for mileage on their vehicles in-line with the mileage allowance rates set by HM Revenue and Customs (HMRC). Rules on AMAPs (Approved Mileage Allowance Payments) can be reviewed at:

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

These are currently as follows and apply to all claimants, where expenses are incurred in other currencies the local currency equivalent to these allowances should be applied:

type of vehicle	first 10,000 miles	above 10,000 miles
cars and vans	45p	25p
motorcycles	24p	24p
cycles	20p	20p

Volunteers are required to keep track of business mileage incurred in the tax year (6 April to 5 April) to ensure the correct rates are used. Volunteers are advised to check the implications of IOSH funded business travel with their insurer and are required to hold a current valid driving licence for the class of vehicle involved.

3. Car parking

IOSH will reimburse the cost of parking whilst on business. Claimants will need to provide a receipt. Expenses incurred for road tolls and congestion charges will also be refunded, subject to the production of a valid receipt. IOSH will not reimburse parking fines or any other fines/penalties incurred in the course of business travel.

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4. Public transport

Rail travel for all volunteers will be **standard** class with the exception of the Chair and Presidential Team who may travel by first class. Volunteers should request rail travel is booked on their behalf by the relevant IOSH employee. Staff making reservations on behalf of volunteers should use the account IOSH hold with thetrainline.com for booking rail tickets. To use this service, staff must register - details are available from the Head of Financial Services.

5. Taxis

Volunteers can use taxis where it is justified and cost effective – for example, when working alone, where the cost of the taxi for several people is cheaper than the equivalent public transport fare or if it is lower cost than airport mileage and parking.

6. Group travel

If a group of volunteers are travelling to the same venue (for example, for the Annual Conference), the possibility of hiring a coach should be investigated.

7. Air travel

There are several alternatives to air travel, including conference calls, video conferencing and webinars.

Given the environmental implications of air travel, please consider alternatives and make sure that the flight is completely necessary before booking.

For short distances, volunteers should use “budget carriers” where available. If there’s an extra charge for hold luggage, this should only be taken for stays of two nights or more, unless materials and equipment is necessary for the journey. Luggage hold will also be permitted on budget carriers where hand luggage is restricted to hand bags i.e. small cases are not allowed on board.

Unless there are exceptional circumstances, which must be approved in advance by a member of SLT, all flights should be non-flexible and must be booked at least one month in advance.

The default class of short haul overseas air travel for all IOSH volunteers is **economy**. A short haul flight for the purposes of these business rules is defined as a journey where the flight time is less than six hours.

The default class for long haul flights (those greater than six hours in duration) is also **economy** with the exception of any volunteers that are travelling to present at an event, workshop or committee on behalf of IOSH, in these circumstances’ volunteers may travel by **premium economy** where it is available or **business class** on long haul flights where premium economy is not an available.

8. Combined business and personal trips

If you decide to take a holiday before or after a trip on IOSH business, or you bring family members or friends with you on the trip, the cost of the trip must be split appropriately between business and personal expenses. IOSH will reimburse volunteer business expenses only.

If you are joined on the trip by people not on IOSH business, you will have to pay the difference between single and double occupancy in hotels, including the proportionate tax.

You are responsible for arranging personal travel insurance for the non-work period of travel for yourself and guest. The IOSH policy cannot be extended for personal trips.

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9. Safety during international travel

IOSH workers booking international travel on behalf of volunteers will have responsibility for ensuring a comprehensive risk assessment is undertaken (using the template and guidance available) before volunteers travel internationally and to ensure that suitable controls are in place to mitigate any risks to your safety and health. This process must involve the volunteer and be written in accordance with the risk assessment and travel risk assessment process.

IOSH workers should comply with the Travel Safety Process. When undertaking risk assessments for volunteers, the responsible IOSH employee must utilise the most up-to-date information from the World Aware online travel risk system, as part of the International Travel Planner and Risk Assessment, along with the Foreign & Commonwealth Office website.

You should also read IOSH guidance - IOSH Safety Without Borders. This is available on the IOSH website or you can request a hard copy.

For UK and Republic of Ireland travel, the normal risk assessment process must be followed.

If you're involved in an emergency while abroad, you should immediately contact:

- the nearest embassy of your Country of origin, high commission or consulate for direct assistance
- the member of the SLT responsible for your visit.

10. Travel insurance, advice and assistance

You are insured for travel while on official/recognised IOSH business. The insurance covers any person representing IOSH on IOSH business travelling at the expense of and with the knowledge and consent of IOSH.

This year (2019-20) it is provided by Chubb; their contact details are www.chubbassistance.com, phone +44 (0)207 895 3364, policy number 64796302. The emergency phone line is staffed 24 hours a day by multilingual assistance managers, who are familiar with the procedures of hospitals and clinics around the world. The policy summary document is available from IOSH staff, if you are experiencing difficulties obtaining the document please contact the Workplace Services manager who can also assist you. You are advised to print a copy of the policy summary document and take a copy with you.

11. Data roaming, texts and telephone costs

In many countries, data roaming on smartphones, tablets and laptops is prohibitively expensive, volunteers should use complimentary public and corporate Wi-Fi hotspots. Volunteers cannot claim for streaming media for personal use.

12. Subsistence – meals and refreshments

Subject to the production of a valid receipt, IOSH will reimburse subsistence expenses for volunteers whilst undertaking IOSH business where meals are not provided as part of the event. Claims will be subject to upper allowance limits, which are inclusive of any alcohol that may be taken with an evening meal. All claims must be evidenced by a VAT receipt on each occasion, the upper limits are outlined below:

Claims subject up to the upper allowance limits below, must be evidenced by VAT receipts on each occasion;

- Daily Meal Allowance £15.50 (not including dinner)
- Over Night Stay Meal Allowance £35.50

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Where ever possible claims should be within the travel allowances stated above however, it is recognised that in certain circumstances this may not be possible, any claims in excess of the stated allowances must be signed off by the relevant Senior Leader. Claims without valid VAT receipts will not be reimbursed by IOSH.

13. Non-reimbursable expenses

IOSH will not reimburse the following expenses via the T&S business rule:

- flowers, gifts or cards for special occasions (birthdays, Christmas and so on);
- excessive personal phone calls or data roaming;
- excessive baggage charges;
- any items bought for personal use (clothing, luggage, phones cases, laptop bags, pens, toiletries);
- parking, speeding or other fines;
- if a car hire company passes on a parking fine that has not been paid, you are responsible both for the fine and any administration or late payment fees levied by the hire company or the authority issuing the fine.

Please note this is not an exhaustive list.

14. Incidental expenses

In some circumstances IOSH may reimburse you for incidental expenses. As a guide, the following criteria apply:

- Reasonable laundry and dry-cleaning expenses are allowed if an international trip exceeds four days, or if the trip is extended beyond its original planned duration.
- You can claim for tips you have given in recognition of services you have been given, such as baggage handling, errand services and restaurant gratuities. Tips should not exceed 15 per cent of the total charge.
- You are personally responsible for all other costs (e.g. newspapers, phone calls and minibar use in a hotel).

15. Accommodation

Volunteers should always look for the most economical room rate using budget hotels, providing the hotel is in a suitable location for the venue for the meeting or event and it meets the volunteer's requirements. When considering accommodation options, volunteers should take into consideration the reviews and recommendations that are available online, from other volunteers or from IOSH staff.

Essentially accommodation must be safe, in the right location, and accessible. If travel is to rural locations, does the venue provide options to enable a phone signal/Wi-Fi to be accessed so that you are contactable.

Accommodation in the UK outside Greater London should generally be at an upper guide rate of no more than £80/£90 per person per night for bed and breakfast. In London, this figure is £130/£150. When travelling overseas, accommodation should be sensible, safe, reasonable in price and conveniently located for work.

16. IOSH corporate credit cards

IOSH maintains a separate business rule for corporate credit cards which are only available to employees and authorised persons. These business rules will be provided as appropriate by the Head of Financial Services or Head of Governance.

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17. Claiming your travel and subsistence expenses

Claim for your travel and subsistence expenses by completing the relevant reimbursement form, available from the finance department.

Reimbursement of expenses will only be made on the production of a valid receipt(s), which must be attached to the expenses form. Claims without a valid receipt will not be reimbursed.

The form includes statements regarding the safeguards and compliance with the business rules that the volunteer signs to confirm.

Claims should be submitted where possible within a month of them being incurred. Claims for expenses which are more than 3-months old will not be reimbursed.

Volunteers should attach all receipts for expenses to the form and have it signed by the relevant IOSH employee. Claims without a valid receipt will not be reimbursed.

18. Payment

IOSH pays expenses by BACS only, payment runs are processed on a weekly basis. Claimants should provide up to date bank details.

19. VAT

All figures in these business rules include VAT or equivalent sales taxes overseas.

20. Rates

Subsistence rates and hotel prices will be reviewed at least bi-annually by SLT.

Terms, definitions, acronyms and abbreviations

- Volunteer – is as defined within our Volunteering for IOSH Business Rule. Essentially it is someone who is unpaid and undertaking work on behalf of IOSH.
- IOSH business – the work has been directed and authorised by an IOSH employee.

Review

This business rule is subject to review every two years by Head of Financial Services.

Version Control

V	Last amended	Author	Reason for amendment	Review date
1	March 2019	VH		March 201

Business rule document information

Business rule owner	Director of Finance and Governance	Business rule contact	Head of Financial Services and Head of Governance
Related operational policies	Credit card business rules		
Relevant legislation and standards	N/A		