






Related Policies

This policy should be read in conjunction with the following HDR UK policies:





- [P04 Fraud, bribery and corruption prevention](#)
- [P20 Spending](#)
- [P24 Patient and public engagement and involvement](#)
- [Honorary and Expenses Policy – PPIE](#)
- [HR16 Disciplinary](#)

Types of Expenses

Type of expense	What is covered	What is not covered
1.2.1 Travel		
 Public transport	Economy. Most economical method available	Business class and above excluded unless approved in advance from Line Manager to accommodate disability or accessibility needs
 Taxi	<p>Taxi fares can only be claimed for journeys where:</p> <ul style="list-style-type: none"> • Alternative methods of transport are impractical due to pregnancy, disability, illness or injury, luggage or similar. • It is more cost effective than other travel methods e.g., multiple people are travelling. • A member of staff is working late i.e. after public transport has ceased. • No other mode of transport is available 	Not covered unless included in exceptions
 Private vehicles	<p>Car: 45p per mile for the first 10,000 miles in a tax year and 25p per mile thereafter</p> <p>Motorcycles: 24p per mile</p> <p>Bicycles: 20p per mile</p> <p>Reasonable tolls, ferry, and congestion charges</p>	<ul style="list-style-type: none"> • Journeys between home and within 10 miles of the HDR UK Head Office in London) are not an allowable claim • Insurance cover for private cars • Accident or breakdown recovery costs • Parking fines or penalties, fines for motoring offences

	Reasonable parking costs on business visits and journeys away from the office can be claimed	
 Air travel	<ul style="list-style-type: none"> • Economy class flight < 6 hours • Premium economy flight > 6 hours • Premium economy tickets to accommodate disability/accessibility with advance approval of Line Manager • Book tickets as early as possible to take advantage of reduced advance fares 	First class flights Personal flights
€ Currency and Foreign Exchange	All reimbursements will be made in Great Britain Pounds (GBP) Any foreign currency expenses will be reimbursed at the exchange rate as at the date of expenditure as calculated by HDR UK unless evidence of an actual exchange rate exists	
 Journeys between home and place of work as per employee contract or within 10 miles of HDR UK Head Office in London	This can only be claimed for where: <ul style="list-style-type: none"> • Staff have been required to work late and public transport has ceased. • Staff are required to attend early morning events and public transport is not operating. • A member of staff becomes ill and unable to make their way home using their normal mode of transport 	Not covered unless exception as noted
 Business trips extended to personal trips	You may extend a business trip to accommodate personal travel, but only if the personal travel is entirely incidental to the business trip. In these circumstances, you must meet all additional costs relating to the 'personal' element of the trip	
 Travel Visas	Travel visas incurred when travelling for HDR UK business. Approval needed from the budget holder for your area and the People team	

1.2.2 Accommodation and food UK and overseas

 Hotels	<p>The cost of a hotel in the UK should not exceed:</p> <ul style="list-style-type: none"> £200 +VAT (room only) in London £150 + VAT (room only) outside of London. For overseas limit refer to: www.gov.uk/government/uploads/system/uploads/attachment_data/file/359797/2014_Worldwide_subsistence_rates.pdf 	<p>The cost of accommodation within 10 miles of the HDR UK Head Office in London</p> <p>Any difficulties sourcing suitable accommodation within the limits set out must be justified to and approved by your Line Manager</p> <p>If you choose to stay with someone who has no official connection with your visit (for example a friend or relative) while travelling on business, you cannot claim for accommodation or meals provided by them.</p> <p>HDR UK will not pay or reimburse for entertainment or gifts for friends or relatives</p>
 Breakfast	<p>Can be covered when staying overnight and not included in the hotel rate or where, when travelling from home, you are required to begin work at your off-site location before 7.30am</p> <p>If receipted - maximum of £10 including VAT and service</p> <p>If unreceipted– maximum of £5</p>	
 Lunch	<p>Can be covered if working away from your normal place of work.</p> <p>If receipted - maximum of £15 including VAT and service</p> <p>If unreceipted -Maximum of £7</p>	
 Evening meal	<p>Can be claimed as part of the overnight stay.</p> <p>If receipted - a maximum of £30 including VAT and service</p>	