

## HERTFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

### TRAVEL, SUBSISTENCE & EXPENSES POLICY

#### INTRODUCTION

1. Hertfordshire LEP travel and subsistence policy provides all Board and sub-board members and their guests/speakers ('the Claimant') who are required to travel on LEP business the guidance to operate in an efficient and cost effective manner.
2. LEP will reimburse the claimant for actual and reasonable expenses incurred wholly, exclusively and necessarily in the course of its operation and in accordance with the maximum rates and guidance of the policy set out below.
3. The LEP does not pay expenses to Board/sub-board members or sector representatives for attendance at routine, scheduled meetings, but expenses will be paid in exceptional circumstances where agreed in advance with the LEP Chief Executive . The LEP Chief Executive reserves the right to escalate any concerns to the LEP Board if necessary.
4. LEP Board/sub-board Members are however encouraged to incur a reasonable level of personal expenditure and claims should be made at their own discretion. Expenditure should only be incurred within the constraints of the appropriate budget and will be reviewed annually.

#### TRAVEL

5. Car mileage can be claimed at a rate of 45p per mile up to 10,000 miles and 25p thereafter. Costs of parking charges may also be claimed. Any fines or penalties incurred for motoring or parking offences will not be reimbursed under any circumstances and are the responsibility of the claimant.
6. LEP will reimburse the claimant a maximum of the cost of a standard open return rail ticket.
7. All overnight accommodation can be claimed but must be reasonable and necessary and must be authorised in advance by the LEP Chief Executive and/or LEP Board if necessary.
8. The cost of food and drink may be paid where a claimant is unable to return home and provided the claim is reasonable and necessary. The cost of alcohol may not be claimed for reimbursement.

#### ENTERTAINMENT & BUSINESS DEVELOPMENT

9. LEP will reimburse the cost of breakfast, lunch and dinner, and in exceptional circumstances may include alcohol where appropriate, for entertainment and business development purposes only subject to prior authorisation by the LEP Chief Executive and/or LEP Board if necessary.
10. Receipts must be submitted for all claims with the appropriate form and payment is at the discretion of the LEP Secretariat.

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