



Travel and Subsistence Policy

Travel: In accordance with its environment policy, LINK seeks to limit travelling as far as is reasonable and to encourage the use of more sustainable forms of public transport, cycling and walking, wherever possible and practicable. When planning to travel on LINK business employees are expected (and members encouraged) to follow this policy, bearing in mind the efficient fulfilment of duties and any issues of personal safety.

DEFRA's Environmental Reporting guidelines for company reporting on greenhouse gas emissions states that:

"It has been calculated (in 2015) that the average emission per person is:

In an aircraft, on a domestic flight 297g of CO₂ for each kilometre it travels

In a standard commuter train 45g of CO₂ per kilometre*

In a medium petrol motor car 199g of CO₂ per kilometre"

Everyone engaged with LINK is also asked to minimise travel costs by making the best possible use of discounted fares including booking tickets as early as possible, giving consideration to combining different modes of transport, (eg rail travel with cycling) and to make use of car-sharing.

Please note that employees, trustees and office bearers must ensure that their car insurance covers use of the vehicle on employer's business. The mileage rates include an allowance for any additional insurance costs.

Employees may be eligible to claim time off in lieu if it is necessary for you to travel outside your normal working hours. In this case, the first half an hour after leaving home and the last half an hour before arriving home will be disregarded for the purposes of claiming time off in lieu.

Expenses: Employees - If required to use their own car or bicycle on LINK business, where there is no practicable public transport available, employees may claim reimbursement at the current agreed rate. In addition reasonable out-of-pocket expenses which are necessarily incurred including accommodation (if away overnight), subsistence, including meals and any other necessary costs of travelling, eg parking charges incurred during the course of your employment at LINK will be reimbursed at cost, on presentation of valid receipts and a completed expenses claim form. As a general rule LINK does not cover the purchase of alcoholic beverages, and the maximum agreed amount for meals will be £5 for lunch, £10 for evening meal.

All claims should be returned in a timely manner and authorised by line managers. Any single expense of Seventy five pounds or more requires pre-authorisation by your line manager. Please see the section above on travel and discuss any points of uncertainty with your line manager, before expenses are incurred.

LINK Members - It is anticipated that the majority of expenses incurred by members will be reclaimed from their individual organisation as it is not possible for LINK to cover all travel and subsistence costs incurred by all participants in LINK over the course of a year (eg members travelling to and participating in general meetings, task force meetings, receptions, seminars, liaison meetings and more).

However, where an individual member will be out of pocket LINK aims to carry sufficient additional capacity in the annual T&S heading to meet travel, subsistence and communications costs incurred by individuals making contributions on the LINK Board and its sub groups and to strategic planning and review or other core initiatives.

All claims should be accompanied by a breakdown of costs, any receipts available, and signed off by those claiming.