



GREATER LINCOLNSHIRE LEP

Policy 9: Travel, Subsistence and Hospitality

Name of Document	Policy 9: Travel, Subsistence & Hospitality
Purpose	To provide guidance for Board Directors and SAB members and their guests/speakers (“Board Members”) who are required to travel on LEP business, and/or who may be in receipt of gifts or hospitality
Author	Operations & Delivery Executive Manager
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Location	LEP internal file storage and https://www.greaterlincolnshirelep.co.uk/about/corporate-governance/lep-policies/
Policy lead officer	LEP Chief Executive

Version Control

Please note this document is valid until formally revoked or replaced

Version	Date	Changes
2.0	January 2022	Implementation of new template Para 2.1 - addition of bridge tolls and taxi hire Addition of section 5 - hospitality register

1. PURPOSE

- 1.1. This policy provides LEP Board Directors and Strategic Advisory 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. It also provides guidance on the procedure for declaring gifts or hospitality.
- 1.2. Greater Lincolnshire LEP (GLLEP) 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.
- 1.3. GLLEP 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.

2. TRAVEL

- 2.1. Car mileage can be claimed at a rate of 45p per mile up to 10,000 miles and 25p thereafter. Where appropriate, costs of parking charges, bridge tolls and taxi hire 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.
- 2.2. GLLEP will reimburse the claimant a maximum of the cost of a standard open return rail ticket or other suitable transport option.
- 2.3. All overnight accommodation can be claimed but must be reasonable and necessary and must be authorised in advance by the GLLEP Executive Team.
- 2.4. 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.

3. ENTERTAINMENT & BUSINESS DEVELOPMENT

- 3.1. GLLEP will reimburse the cost of breakfast, lunch and dinner, and include alcohol where appropriate, for entertainment and business development purposes only with prior authorisation of the GLLEP Executive Team.

4. RECEIPTS

4.1. Receipts must be submitted for all claims and payment is at the discretion of the GLLEP Executive Team. Claims should be submitted on the board expenses form, which can be obtained from the LEP Team.

5. HOSPITALITY REGISTER

5.1. GLLEP Board members are required to declare any gifts and/or hospitality over a value of £50. This includes pecuniary and non-pecuniary hospitality (for example a meeting to include hosted dinner) and should be declared to the GLLEP Executive Team within 7 days for inclusion on the Hospitality Register. The Register is published on the LEP's website.