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# **Policy on claiming Attendance Allowance, Reading/Preparation time, Travel and Subsistence**

**This is a general policy covering all individuals carrying out ARB business.**

## **July 2018**

## 1.0 Introduction

- 1.1 The purpose of this document is to set out ARB's policy on claims for attendance at meetings, reading and preparation time for meetings (where applicable) and reimbursement of reasonable expenses in relation to travel and subsistence whilst undertaking ARB business.
- 1.2 It is important to remember that all claims under this policy may be subject to disclosure under the Freedom of Information Act and subject to public scrutiny.
- 1.3 ARB does not pay for reading time (with the exception of the roles specified in Annex A), nor time spent travelling, making telephone calls or producing correspondence unless prior authorisation has been gained from the Registrar.
- 1.4 A summary of Board members' expenses are published on the ARB website and within the annual Financial Statements.
- 1.5 The expenditure limits within this policy are deemed adequate to cover the costs likely to be incurred for the duties undertaken and only actual costs will be reimbursed. Expenditure outside of these limits will not be reimbursed unless permission is sought from a member of the Operational Management Group. Please ensure you contact the meeting organiser to seek approval.
- 1.6 This policy assumes that all claims made under this policy will be restricted to a level and nature that is necessary to fulfil your role, whilst taking account of the Principals in Public life.
- 1.7 All expenditure must be supported by itemised receipts (credit/debit card vouchers are not acceptable).
- 1.8 If you have a disability and have any specific needs for which you need to submit an expense claim, which falls outside the scope of this policy, please discuss with the Head of Finance and Resources in the first instance.
- 1.9 The following policy is not exhaustive but is intended to help ensure that individuals can be properly reimbursed for expenses incurred on ARB's business. There may be circumstances which are not fully covered by this policy and individuals are always expected to be prudent in their expenditure and to seek appropriate advice when in doubt.

## **2.0 Reading/Preparation Time (Annex A)**

- 2.1 Reading/Preparation time is claimable only in relation to specific ARB business and for those Committees/roles specified in Annex A.
- 2.2 For Examiners, the amount of reading/preparation time is capped as per Annex A. This includes reading of papers, all telephone calls, email etc. in relation to Board business.
- 2.3 No other time can be claimed unless the Registrar and Chief Executive gives express consent. In the case of Board members, the Chair of the Board can also give express consent.

## **3.0 Attendance Allowance (Annex A)**

- 3.1 Attendance Allowance is only claimable when you are present at a meeting undertaking ARB business. This includes pre-organised meetings via tele/video conferencing. All other calls undertaken are not chargeable.
- 3.2 If the meeting lasts for less than 2.5 hours, you should claim up to a maximum of half of the daily rate.
- 3.3 Travel time to and from meetings is not claimable.
- 3.4 A daily rate is set by ARB and depends on your appointment/contract with ARB (see Annex A for applicable rate)

## **4.0 Travel**

- 4.0.1 All individuals are expected to make their own travel arrangements and to ensure that such arrangements are in the best interests of ARB.
- 4.0.2 When making travel arrangements, you should be arranging the most economic mode of transport. You must be prepared to justify your choice of travel arrangements if challenged.
- 4.0.3 A VAT receipt must be provided for claims, please note that credit/debit card vouchers are not acceptable.

### **4.1 Rail Travel (UK and Europe)**

- 4.1.1 We know that some of you have concessionary rail cards and we appreciate you considering using these discounts when booking your rail travel for ARB.

- 4.1.2 Standard class rail travel should be regarded as the norm and rail travel should be booked as far in advance as possible (advance purchase fares can generally be booked up to twelve weeks before the date of travel). Advance purchase fares booked directly with the train company will usually offer the best value. It is advisable to explore both return and single tickets to secure the best price.
- 4.1.3 We will only reimburse fully flexible tickets and tickets purchased on the day of travel in exceptional circumstances and only where there is a clear demonstrable need for you to do so.
- 4.1.4 A first class ticket may be booked where it is cheaper than a standard class ticket at the time of advanced booking.
- 4.1.5 Where first class travel is booked, please provide both the ticket and a printout showing the cheapest available standard class fare at the time of booking. Rarely will a full price flexible first class ticket be a suitable option.
- 4.1.6 If first class travel is preferred as a matter of choice but the cost is not competitive against standard class travel, the standard class ticket can be claimed and the balance paid personally. In any case, where first class travel is chosen (whether the full amount or partial amount is claimed), please provide both the ticket and a printout showing the cheapest available standard class fare at the time of booking. Full price standard class tickets are unlikely to represent best comparable value and only pre-booked comparisons will be accepted.
- 4.1.7 In the event that a meeting is cancelled by ARB, the cost of the fare is claimable if it is not possible to exchange/refund the purchased ticket or it is used for another purpose.

## **4.2 Motoring Expenses**

- 4.2.1 The use of public transport is encouraged and where a car is used for travelling in instances where public transport may be easily used, only the equivalent cheapest standard class rail fare may be claimed.
- 4.2.2 If rail travel is not possible, mileage can be claimed at 45p per mile. Motor cycle mileage may be claimed at 24p per mile. Bicycle mileage may be claimed at 20p per mile.
- 4.2.3 Reasonable parking expenses will be reimbursed upon presentation of a receipt. The London congestion charge, parking ticket or fines cannot be claimed.

### **4.3 Taxi**

4.3.1 Taxi journeys will not normally be reimbursed. The only exceptions to this would be under the following circumstances.

- Where shared use of a taxis by individuals is more cost effective than public transport.
- Carrying of heavy luggage in relation to your attendance at meetings.
- Where no public transport facilities exists, have stopped running or are not available.
- Traveling late at night (after 9.00pm, 8.00pm in rural areas).
- Traveling early in a morning (before 6am).
- Authorisation given by the Registrar and Chief Executive on the basis of a medical condition, disability or any other reasons deemed appropriate.

4.3.2 You must specify the start and finish points, time of journey and purpose of journey on each claim for reimbursement of taxi fares.

4.3.3 Receipts must accompany all claims and claims without receipts will be declined.

### **4.4 Buses and Underground**

4.4.1 In London, individuals are encouraged to use Oyster cards/contactless cards when traveling on public transport. This is because it is the cheapest and most cost effective way to travel within London.

4.4.2 All claims require presentation of a receipt/ticket as proof of the expenditure (HMRC have now made it clear that this includes contactless payment cards).

4.4.3 It may be easier for you to obtain a separate Oyster card for use on ARB business, as this can be registered with TFL and a statement emailed to you weekly, fortnightly or monthly. This can then be used as evidence of your journey being claimed.

4.4.4 If you wish to use your own contactless payment card, please submit your monthly credit/debit card statement as proof or, if you are using an Oyster card, you can register your Oyster account and request regular statements by email.

- 4.4.5 You cannot claim for Oyster top up, only individual journeys.
- 4.4.6 If you purchase a daily travel card, then you will be required to demonstrate why this offers better value for money than using the contactless payment system.
- 4.4.7 Outside of London please purchase the most economic travel ticket available to you and please make sure you obtain a receipt or retain the ticket.

## **4.5 Air**

- 4.5.1 Air travel can be used when it is the most convenient and cost-effective means of travel. Economy class must be used at all times.
- 4.5.4 You may obtain Airline Frequent Flyer Scheme benefits when traveling on ARB business. However, this should not influence your flight selection and you must ensure that the lowest fare is obtained from across all available airlines.

## **5.0 Overnight accommodation**

- 5.0.1 If you are required to leave home before 6.30am on the morning of the meeting in order to arrive for the planned start time, you may be entitled to claim for overnight accommodation. If you believe an overnight stay is necessary to attend a meeting, please consult with the meeting organiser.
- 5.0.2 Once approval for accommodation has been obtained from the meeting organiser, we encourage individuals to book their own accommodation however, a corporate rate has been negotiated with the Melia White House Hotel and details are available from the meeting organiser.

## **5.1 Hotels**

- 5.1.1 ARB will pay up to a maximum of £186 (inclusive of VAT) per night, including breakfast for a hotel stay within the M25.

If you do not wish to take breakfast at the hotel, the maximum hotel allowance is £176, you can then claim an additional £10 for breakfast at a venue of your choice (further details at point 6.0.3 below)

- 5.1.2 ARB will pay up to a maximum of £150 (inclusive of VAT) per night, including breakfast for a hotel stay outside the M25. If you do not wish to take breakfast at the hotel, the maximum hotel allowance is £140, you can then claim an additional £10 for breakfast at a venue of your choice (further details at point

6.0.3 below). If you are unable to obtain a rate within the above spend please contact the meeting organiser.

5.1.3 ARB will also cover any reasonable costs where a charge is made for internet access (where this is needed for ARB business) or the purchase of a newspaper. This is capped at £5, again this will only be payable upon the production of a receipt.

5.1.4 ARB recommends the use of booking sites such as [www.expedia.co.uk](http://www.expedia.co.uk) for searching for hotel rooms, as these sites often offer the best rates.

5.1.5 Whilst ARB has no issue with a partner staying with you, you must ensure that no costs are charged to ARB for your partner or that it influences the hotel you stay in. You must ensure that you obtain the most economical rate for your stay.

## **5.2 Other Accommodation**

5.2.1 As above, if an overnight stay is essential in order to attend a meeting, you may have friends or family living close to the meeting venue. If you do choose to stay with friends and family rather than at a hotel, you will be entitled to charge up to an additional £25 so that they can accompany you to an evening meal as a way of thanking them for their hospitality.

5.2.2 Further details on claiming this Friends and Family allowance can be found under subsistence payments.

## **6.0 Subsistence**

6.0.1 For those attending meetings at ARB's offices, which extend over mid-day, lunch will usually be provided by ARB.

6.0.2 If ARB is providing lunch, you are not able to claim reimbursement for any lunch you purchase yourself.

6.0.3 The following expenses can be claimed upon production of a valid VAT receipt when travelling on ARB authorised business (credit/debit card vouchers are not acceptable):

- Breakfast: £10 maximum may be claimed if leaving home to travel before 7.00am. This is also the maximum claimable if staying overnight and your hotel booking doesn't provide for breakfast.

- Lunch: £10 maximum (not claimable if lunch is provided by ARB/third party).
- Dinner: £35 maximum if you are away from home after 8pm.  
Friends/Family: £25 maximum if staying with friends or family, at no cost to you, and they accompany you for a meal. (Total claim cannot be more than £60). VAT/itemised receipt must be provided.

## 6.1 Out-of-pocket expenses

6.1.1 If you are staying overnight or have a long journey, we recognise that you may want to purchase refreshments. These can be claimed for a return journey up to a maximum of £5 per day. Again this will only be payable upon the production of a receipt.

## 7.0 Notes

7.0.1 All expenses must be accompanied by a valid, itemised receipt. Payment will be withheld if a receipt is not provided.

7.0.2 Credit/debit card vouchers are not acceptable as a valid receipt.

7.0.3 The only exception is parking that is paid for via an app/mobile phone. If the provider emails you a receipt then it must be provided.

7.0.4 If you are not able to provide a receipt please contact the office to discuss as your claim may be delayed.

7.0.5 All claims must be submitted within three months of the meeting/event taking place. Claims outside of the three months timescale will only be paid under exceptional circumstances.

7.0.6 Under certain circumstances, the Registrar and Chief Executive may use discretion where appropriate.

7.0.7 Claims containing any errors, receipts not present, amounts exceeding the amount stated within this policy or claims not in line with this policy will be rejected and returned to you for amendment and re-submission.



## **8.0 Procedures for Payment**

- 8.0.1 ARB claim forms should clearly state the details of the work undertaken for ARB and should be submitted within one month from the date of the expense. Claims over three months old will not be accepted unless there are exceptional circumstances.
- 8.0.2 Please note that claims received by the 5th of the month will be paid on the 15th. Claims that are received later than the 5th will be paid the following month.
- 8.0.3 In all cases an ARB claim form must be completed, receipts attached and sent for the attention of the meeting organiser to:

ARB, 8 Weymouth Street, London, W1W 5BU

Annex A

<b>Role</b>	<b>Attendance Rates</b>	<b>Reading/Preparation Time</b>
<b>Board Members</b>	£375 per day (£187.00 for half day)	For Prescription Committee only: Three hours reading time is incorporated with the daily attendance rate, any reading time in excess of three hours is claimable at £50 per hour
<b>Prescription Advisers</b>	£55 per hour	
<b>Examination Panels:</b>		
▪ <b>Examiners</b>	£275 per day	£55.00 per hour- Capped at 2 Hours per examination day
▪ <b>Independent Examiners</b>	£325 per day	£65.00 per hour – Capped at 2 hours per examination day
<b>European Advisers</b>	£55 per hour	
<b>Competence Panel Members</b>	£55 per hour	
<b>Professional Conduct Committee (PCC) members</b>	£275 per day	£55 per hour reading allowance
<b>PCC Panel Chairs</b>	£495 per day	£99 per hour reading allowance
<b>Ad hoc Working Group Members</b>	£55 per hour	
<b>Inquirers</b>	£120.00 per hour	
<b>Third Party Reviewers</b>	£695 per day	
<b>Investigations Pool</b>	£250 per day	£50 per hour reading allowance

