

# Federation Travel Expenses Policy - Effective from 1st January 2025

Updated October 2024

## Introduction

The Federation Board has a fiscal responsibility to ensure all expenditure is properly and appropriately incurred and controlled in delivery of Federation activities and objectives.

This policy sets out what is permissible and applies to **all** involved in Federation activities and business. It does not apply to Examiners attending UK PACES centres run by each of the three colleges – these activities will be covered by the relevant single college policy.

## 1. Travel

### UK

Where you choose to use your own vehicle in preference to rail travel, when rail travel is available, the total amount reimbursed will not exceed the cost of travelling by standard class rail.

#### Car

For claimants who use their own (non-electric) car and vans, mileage will be provided at the rate of 45p per mile for the first 10,000 business miles and 25p per mile over the 10,000-mile mark in the current tax year.

The equivalent rate for electric vehicles is 25p per mile.

Motorcycles are 24p per mile and bicycles 20p per mile, irrespective of total mileage.

When claiming for mileage, ensure that the number of miles completed is recorded in the comments field of the online expenses system.

All private vehicles must be insured for business use and maintained at the owner's expense.

Mileage rates will only increase based on HMRC increases and annual CPI increases will not apply.

#### Rail

Standard class, unless:

- The train journey time is longer than 3 hours, when the most economic first class / Standard Premium would be acceptable.
- The train journey is one leg of an international trip in which case first class travel will be permitted.

- The traveller may use a senior or youth railcard or other loyalty card to make up the difference between economy and first class at their own expense.

Travel should be booked through the Federation's travel provider.

Travellers should seek to ensure that travel is booked in the most economical way; through booking well in advance - advance tickets should be sought where possible. Tickets should be fixed, not open tickets unless otherwise approved in advance with the Federation Head / COO or CEO.

Re-booking tickets if a meeting finishes early will not be re-imbursed for the additional cost.

## **Flights**

In line with 3-college policies to reduce our carbon footprint, we recommend rail rather than flights where economical / practical to do so.

All flights within the UK shall be in economy class, unless they form part of an international long-haul trip. Travel to central London is easiest from Heathrow, City and Gatwick, and this will be taken into account in selection of appropriate flights. All travel must be booked via the Federation travel partner.

## **International**

### **Car**

i. The use of taxis will be permitted when appropriate to the journey. Receipts for all journeys should be retained. If receipts are in a language other than English, details of the journey should be attached to the receipt.

ii. Many host hotels will provide taxi services, and these should be costed in comparison to alternate taxi providers.

iii. In some countries, particularly those with high-risk profiles, private cars with drivers may be the safest form of transport, and in such instances, these may be used given the safety of our examiners and clinicians is of utmost importance.

### **Rail**

All train journeys in international centres will be first class.

### **Boat**

Riverboat transport should be at standard travel class.

### **Flights**

Flights will \*normally be booked with one of the top 25 world safest airlines (according to Forbes).

\*This allows for other/local airlines especially for connecting flights where necessary.

All travel must be booked via the Federation travel partner.

The most appropriate and cost-effective airline will be selected for each route by the Federation International PACES staff team.

All flights must originate from the UK; any exceptions will be at Federation's discretion.

Additional days before or after the examination are permitted, but at the examiner's expense should they exceed the budget for that centre or cost more than they would otherwise have cost.

### ***Total flying time of less than 6 hours***

Economy class

Except where flights are over 5 hours, and a team of examiners are travelling to the destination from different UK locations in which case the principle that the whole team will be offered the same class of travel at the level of the longest journey will apply.

### ***Total flying time (including lay overs) of more than 6 hours***

Business class

## **2. Hotel Accommodation**

### UK

Accommodation must always be booked always via the Federation travel partner or via the Federation office. Any cancellations must be notified to both to ensure 'no shows' are not charged for. The sums set out below serve as a maximum payable, however, where suitable / preferred suppliers of Federation accommodation can be sourced more cheaply we will endeavor to do so.

In London: **max £240 per night per room**

Outside London: **max £200 per night per room**

### **International**

Hotels will be selected on the basis of their:

- proximity to the airport, to the host hospital or other business venue,
- standards of food and general hygiene conducive to the health of the travelling party
- availability of appropriate room and catering facilities for meetings such as the examiners meeting and to any security considerations that apply to the country in question, as advised by hosts.

This will not translate into the use of hotels of any specific "star" rating, but value for money will always be considered alongside the above requirements at the discretion of the budget holder.

## Travel Documents

The procurement of a visa to travel is an allowable expense. Documentation and eligibility for a visa, must be in place before travel is booked. Travellers are responsible for obtaining their own passport, and this is not an allowable expense.

## Incidental personal costs (e.g. phone calls, laundry and internet access)

Up to £5 per night in UK and £10 per night overseas

## 3. Meals

### UK

- English/continental breakfast at hotel (capped at rate charged by hotel) if an overnight stay is required
- Food/beverages capped at £15 per person, per day (if an overnight stay is not required). Food must be for personal consumption only whilst on Federation business and travelling to/from Federation business.
- Dinner capped at £40 per person if an overnight stay is required
- Alcohol policy as below
- Itemised receipts must always be provided, and not credit card slips, and expense claims should be submitted within 3 months of purchase via the expenses system.

### International

- English/continental breakfast at hotel: capped at rate charged by hotel
- Lunch/packed lunch: capped at £15 per person. Typically this is provided free by the host hospital in PACES visits.
- Dinner: International dinner costs vary greatly. Itemised receipts must always be provided, not credit card slips.
- Dinner expenses will be funded at a maximum head cost of £45 for all countries except for the following [Oman, Singapore, UAE, Hong Kong and Bahrain] where costs are substantially higher, for which a maximum allowance of £60 will be granted.

## Alcohol policy

### UK

Examination board meetings, question writing groups etc.

- Hospitality may include provision of alcohol, as per typical College events.

## International PACES dinners

- Alcohol should be provided (if acceptable in the host country) at the Federation and any other formal jointly attended dinner only.
- Hospitality will mirror UK arrangements allowing only for wine (max half bottle per head) or equivalent and or soft drinks.
- On all other nights, the purchase of alcohol will be the personal responsibility of each examiner. The Chair of Examiners will be responsible for ensuring compliance with this requirement.

Alcohol purchased in other situations or locations will not be reimbursed.

Any queries should be referred to the College employee who has been dealing with their travel. Matters which cannot be resolved should be escalated to the manager of the employee dealing with the travel arrangement and any disputes will be referred to the CEO or COO to address.

### Notes

1. Specified sums set out in this policy, unless stipulated otherwise, will normally increase with the CPI rate of inflation annually with effect from 1<sup>st</sup> January 2026 and each year thereafter as appropriate. The impact of any changes will be formally communicated with stakeholders.
2. This policy must remain HMRC compliant and may therefore be subject to change.
3. This policy will be formally reviewed every three years.
4. Expenses must be submitted within 3 months of the costs being incurred. Expenses older than 3 months will not be reimbursed.
5. Matters which cannot be resolved should be escalated to the Executive Medical Director and Federation CEO.