

Travel and Expenses Policy
For Panel and Committee members use
Effective 9 March 2020 (v1)



Introduction

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Elected and appointed Panel members, committee members and members of working groups may recover reasonable travel expenses properly incurred in the performance of their duties from MOSL.

The purpose of this policy is to establish the terms and conditions for claiming business related expenses (i.e. what and how much can be claimed) and the process for payment.

Claims

Expenses will only be reimbursed on submission of a properly supported invoice.

With effect from 1 April 2020, claims must be made within **60 days** of the expense being incurred, so please submit any outstanding expense claims for January 2020 or earlier before then.

MOSL team members

MOSL team members are covered under a separate policy which applies to the MOSL board and colleagues.

Expense Limits

Employed by a trading party / other organisation

If you are employed by a trading party / other organisation, you may claim the **lower** of the rate agreed with your employer or that set by MOSL.

Working in an individual capacity

If you are working in an individual capacity, you may claim expenses using the rates set by MOSL.

Travel Policy

Public transport

- Public transport should be used wherever possible.
- Select the most economic economy or standard class fare available for the journey (we will not reimburse business or first class fares).
- Tickets should be booked as early as possible to take advantage of lower price advance fares where they are available.
- Taxis should only be used in exceptional circumstances based on a cost versus time value assessment.

Personal vehicles

If you use your car for business purposes, you may claim a mileage allowance. You will need to set out the purpose and distance of the journey taken (less your normal home to work mileage) on your claim. It is your responsibility to ensure it is correctly insured for business use.

Under our policy, we will reimburse car mileage allowance of 45p per mile for the first 10,000 miles claimed each tax year and 25p per mile for any mileage above the 10,000 mile threshold. For motorcycles, the rate is set at 24p per mile irrespective of the number of miles claimed in a given tax year.

Type of vehicle	First 10,000 miles	Over 10,000 miles
All Cars and vans	45p	25p
Motorcycles	24p	24p

Miscellaneous travel costs

You can claim reasonable car parking costs while carrying out panel business. Any traffic offence including, without limitation, parking tickets and speeding fines are considered your responsibility and MOSL will not be liable for any payment.

Accommodation and Subsistence Policy

Prior Agreement

Accommodation and subsistence are only payable where MOSL have agreed in advance that an overnight stay is necessary.

Accommodation

You are expected to choose the most cost-effective option available. The **maximum** amount we will reimburse for hotel accommodation is £130 (including VAT) per night in London and £100 (including VAT) outside of London.

Location	Maximum cost per night, including breakfast
London	£130 (including VAT)
Outside London	£100 (including VAT)

Breakfast

Where breakfast is not included in the rate, but must be purchased separately, the combined cost of the hotel and breakfast should not exceed these limits.

Dinner

Up to £30 per head (unless dinner is being provided by the host as part of the arrangements). This may include a single alcoholic drink and is expected to cover the service charge. It is expected that you use your discretion and ensure out-of-pocket expenses are kept to a minimum.

The use of the mini bar and any other chargeable facilities is for your own account and will **not** be covered by MOSL.

Claiming Expenses

Employed by a trading party / other organisation

Submit an expense claim to your employer in accordance with your employer's procedures. Ask your employer to raise an invoice for MOSL for the maximum permissible amount (i.e. the **lower** of the rate agreed with your employer or that set by MOSL).

Working in an individual capacity

Raise an invoice for MOSL for the maximum permissible amount (i.e. the rate set by MOSL).

VAT

If the invoicing party is VAT registered, you should invoice MOSL for the **net** expense incurred and then add output VAT. For example, if you spend £50 on train travel (no VAT) and £120 on accommodation (including £20 VAT) per HMRC rules, you should invoice MOSL for £150 + 20% VAT = £180. We will then reclaim the VAT.

If the invoicing party is not VAT registered, you should invoice MOSL for the **gross** expense incurred. For example, if you spend £50 on train travel (no VAT) and £120 on accommodation (including £20 VAT) per HMRC rules, you should invoice MOSL for £170. Unfortunately we are unable to reclaim the £20 VAT.

Supporting documentation

Please ensure adequate supporting documentation (e.g. copies of tickets / invoices) is attached to your invoice.

Completed claims

Please send completed claims to commercial@mosl.co.uk

Payment

Valid claims will be paid by BACS transfer within four weeks of an invoice being received by MOSL for the claim amount.

Expenses claims submitted after the 60 day window will not be reimbursed unless there are extenuating circumstances (e.g. absence due to serious ill health).

Any additional expenditure over and above the allowances quoted in this document will not be covered by MOSL and should not be included on your expense claim

