

MRC Non-MRC Employee Travel, Subsistence and Expenses Policy

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MRC Non-MRC Employee Travel, Subsistence and Expenses Policy

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Policy statement

The Medical Research Council (MRC) will reimburse claimants for the costs of travelling on official business. Travel and subsistence claims, as all MRC expenditure, are met from public funds, and attract public attention. Therefore it is imperative that there is full compliance with this policy and that claims are processed in a consistent and effective manner. All those travelling on MRC business, and making claims under this policy are expected to recognise their obligations to consider whether the trip is necessary, to consider alternative, cheaper options, and to make claims only in respect of costs properly incurred. Claimants should be aware that travel and expenses claims are disclosable under the Freedom of Information Act (see section 12).

In line with the MRC's commitment to environmental sustainability, claimants are encouraged to consider and try to minimise the environmental impact of journeys made on behalf of the MRC (see section 4.3)

This document incorporates the policy for travel on MRC business, including related aspects such as overnight accommodation. The purpose is to achieve travellers' service requirements in the most convenient and cost effective manner. The MRC will reimburse the actual additional costs necessarily incurred by claimants when they are away from home or their normal place of work on MRC business.

This policy applies to all non-MRC employees other than those who have access to an MRC Oracle account, as defined in section 3.1 of this policy

Claimants who are not MRC Employees, but who are working in MRC Head Office, or as a member of an MRC unit, and have access to an Oracle account (e.g. as a student, secondee or visiting worker), are considered as employees for the purposes of claiming expenses and are bound by the MRC Employee Travel and Expenses Policy. Please refer to that Policy available on Knowledge Base including for the arrangements for claiming expenses.

The MRC Non-MRC Employee Travel, Subsistence and Expenses Policy complies with statutory legislation and HM Revenue & Customs requirements. In addition, the MRC's policies are assessed for language accessibility and equality impact. The MRC's operational activities are regularly reviewed with key stakeholders and Trade Unions, who in turn contribute to the further development of the MRC's policies.

1. Principles

- 1.1 The objectives of the MRC Non-MRC Employee Travel, Subsistence and Expenses Policy are:
 - To reimburse claimants promptly for expenses properly incurred on MRC business;
 - To obtain maximum value for money from the non-MRC employee's expenditure on travel and subsistence;
 - To ensure that the non-MRC employee's expenditure on travel and subsistence represents the necessary and reasonable costs incurred by or on behalf of those who are properly engaged on MRC business;
 - To minimise the cost of administering this expenditure, especially time spent by claimants making travel arrangements and submitting claims for reimbursement of expenses;
- 1.2 All expenses processed through the MRC accounts will be treated as if they were paid for by public funds irrespective of the actual source of funds.
- 1.3 The reimbursement of expenses is on a receipted and actual basis.
- 1.4 Reimbursement of expenses is regulated by the rules set out by HM Revenue & Customs (HMRC) and therefore this policy complies with those requirements.
- 1.5 Some of the provisions detailed within this policy are subject to tax in line with HMRC rules. If an expense is reimbursed to a non-MRC employee that is considered taxable, the MRC will notify the HMRC and the tax due will need to be paid to HMRC by the claimant. Separate rules apply to the reimbursement of taxable expenses for Board and Committee members as outlined in section 9.
- 1.6 Expenses will only be reimbursed if they are claimed in line with this policy.
- 1.7 The MRC recognises that in exceptional circumstances (e.g. emergency situations) a claimant may have to deviate from the MRC's policy. Such exceptional claims must be accompanied by an explanatory note, which will be judged on a case by case basis. All claims that deviate from the policy must be approved by the relevant unit or corporate director, or his/her nominee.
- 1.8 Monitoring of compliance with the requirements of this policy will be carried out on a regular and appropriate basis.
- 1.9 Localised policies that override the MRC Non-MRC Employee Travel, Subsistence and Expenses policy are not permissible.
- 1.10 Claimants may not claim the same expenses from the MRC and another body.

2. Definition of Terms

2.1 Travel

- 2.1.1 The terms of this policy cover non-MRC employee's travel to and from a location on MRC business (e.g. a board or panel meeting)

2.2 Subsistence

- 2.2.1 The actual necessary and reasonable cost of meals and/or accommodation incurred by those engaged on official MRC business.

2.3 Claimant

- 2.3.1 A person making a claim within the provisions of this policy.

2.4 Authorising Director

- 2.4.1 A Unit or Corporate Director, or his/her nominee, with authority to approve claims which exceed Policy Limits or otherwise fall outside of the usual policy.

2.5 Authorising Manager

- 2.5.1 An individual appointed by the relevant Director, with appropriate Delegated Authority, to authorise claims compliant with the Policy and within policy limits.

3. Scope of Policy

3.1 Non-MRC employees

- 3.1.1 Non-MRC Employees are defined in the [MRC Non-MRC Employee Policy](#). This policy applies to all non-MRC employees other than those who have access to an MRC Oracle account, this includes MRC Board and Panel members and those attending MRC events who are not MRC employees.
- 3.1.2 If the claimant is a non-MRC employee, but is a member of an MRC establishment (i.e. head office or an MRC Unit), and has access to an Oracle account and iExpenses (i.e. secondee or visiting worker), they should refer to the MRC Employee Travel, Subsistence and Expenses Policy. For the purposes of claiming expenses, the claimant is considered an MRC employee.
- 3.1.3 Application of this policy does not in any way confer employment rights on any such category of person where the same do not exist under statute.
- 3.1.4 Non-MRC employees, who do not have access to an Oracle account, must submit their expenses claims on a Non-MRC Employee Expenses Claim Form which can be accessed through their MRC contact or from the MRC website. Board and Committee members must use the Board and Committees Expenses Claim Form (see section 9), also available on the MRC website.
- 3.1.5 Interims/Consultants who operate as a company or are engaged via an interim agency should make (and pay for) their own travel arrangements and seek reimbursement through their invoice. If the company is registered for VAT the invoice must include VAT.

3.2 Interview expenses

- 3.2.1 The MRC may offer to pay applicants' expenses to travel by the most economic route to the MRC interview venue subject to approval by the recruiting manager. Interview related expenses should be claimed in line with this policy.

3.3 Payments to Participants

- 3.3.1 Where payments and/or travel expenses are paid to participants in research studies these can be reimbursed through petty cash, if the sums are small. Units should discuss their requirements with the UK Shared Business Services (UK SBS) finance team. Larger payments should be made using the **Non-MRC Employee Expenses Claim Form**. Payments to participants are made without any deductions for tax.

4. Travel Claims

4.1 Travel Approval

- 4.1.1 It is the responsibility of the claimant to ensure travel, subsistence and expenses are being covered by the MRC.
- 4.1.2 All expenses must be approved by the relevant director or authorising manager with appropriate delegated authority.

4.2 Mode of Official Travel

- 4.2.1 Claimants may choose their own form of transport subject to the overriding consideration of value for money. The forms of transport claimants may use in order of MRC preference are:
- Public transport by rail, tube, coach, bus, aircraft, or ferry;
 - Self-drive hire cars (where these are better value for money than private travel)
 - Privately owned vehicles, i.e. motor cars, motor cycles and bicycles
 - Taxis

4.3 Environmental Impact of Travel

- 4.3.1 Before booking travel claimants should consider whether the trip is necessary or whether teleconferencing or videoconferencing offer a viable alternative.
- 4.3.2 When arranging travel, the MRC encourages claimants to use the mode of travel that results in the least environmental impact. Government advice on reducing the environmental impact of business travel can be found on the Business Link website, see section 13.
- 4.3.3 Where choosing a more environmentally friendly mode of travel results in an increase in costs, the non-MRC employee must first seek approval from their MRC contact, who will require relevant director approval.

4.4 Public Transport – Class of Travel

- 4.4.1 Claimants are normally expected to travel standard class by train and economy class by air. All claimants should actively seek value for money where it is practical and feasible.

4.4.2 Claimants travelling by train who would otherwise have required hotel accommodation have the option of a sleeper cabin. This is limited to single occupancy of a twin berth which can be purchased alongside a standard class ticket.

4.4.3 Claimants should refer to section 4.5 below regarding first class travel.

4.5 Exclusion of First Class Travel

4.5.1 In line with Government announcements of 24th May 2010, claimants are not permitted to travel by first class on any form of transport including air and rail.

4.5.2 This exclusion also applies to business class air travel.

4.5.3 Alternatives to first class travel must be sought in all circumstances.

4.5.4 The only exception to this is where a claimant has additional needs and requires first class rail travel. The claimant must seek authorisation from their MRC contact prior to booking this.

4.5.5 Travellers are welcome to upgrade from standard to premium economy, business or first class at their own expenses (or use of personal reward miles) but the MRC can only reimburse the cost of the standard fare.

4.6 Privately Owned Vehicles

4.6.1 When undertaking a journey on MRC business, the driver is responsible for ensuring the vehicle is in a roadworthy condition.

4.6.2 When using their own vehicle, claimants must ensure that it is licensed, appropriately insured for business use and has a valid MOT certificate if applicable.

4.6.3 Reimbursements will not be made to any claimant who receives a fine for not ensuring the vehicle is appropriately insured or not having a valid MOT certificate.

4.6.4 Claimants may use privately owned motor vehicles and claim the appropriate mileage allowance rate (see Appendix 1) except when:

- There is suitable MRC provided transport readily available; or
- Public transport is better value for money

4.7 Mileage Allowances

4.7.1 Payment for using privately owned vehicles(s) on official business will be by one of the ways set out below:

- The HMRC's approved rates for payment of mileage allowances will be made for journeys when it is of benefit to the MRC for an individual's private car/motorcycle to be used;
- Payment of a bicycle allowance for journeys when an individual uses a privately owned bicycle.

- 4.7.2 The allowances above are not subject to income tax or National Insurance contributions.
- 4.7.3 Details of the current rates of the allowances are set out at Appendix 1.
- 4.7.4 The MRC will only pay the HMRC approved mileage rate for the appropriate journey. These rates are subject to change by HMRC and such changes will be actioned by MRC at the time they are made.

4.8 Passenger Supplement

- 4.8.1 A passenger supplement per passenger per business mile may be claimed in conjunction with the mileage allowances in 4.8 in respect of each official passenger carried whose fare would otherwise be payable from MRC funds.
- 4.8.2 The current passenger supplement rate is listed in Appendix 1 of this document.

4.9 Parking, Congestion Charges, Tolls, Ferries & Other Driving-Related Penalties

- 4.9.1 Reasonable expenses incurred on parking, congestion charges, tolls and ferries may be claimed in respect of journeys which qualify for the mileage allowances in section 4.7 above. Receipts or other documentary evidence should be submitted as part of the claim.
- 4.9.2 Charges for overnight parking will be paid only when subsistence expenses are payable for the night(s) in question.
- 4.9.3 Should a claimant be liable for clamping or other parking/congestion charge penalty (e.g. because a meeting over runs or due to non-payment of a congestion charge) then reimbursement will not be made.

4.10 Use of Mobile Telephones or Similar Devices when Driving on MRC Business

- 4.10.1 Those travelling on MRC business are reminded that it is illegal to use a hand-held telephone or other similar device in a vehicle unless it is safely parked. Reimbursement will not be made to anyone on MRC business who receives a fine for driving whilst using a hand held mobile phone or similar device.

4.11 Taxis and Self-Drive Car Hire

- 4.11.1 It is recognised that the use of taxis can be in the interest of the MRC (e.g. when the journey by public transport would be considerably longer and more difficult or if the claimant has very heavy luggage etc)
- 4.11.2 Claimants who would find public transport impractical or inconvenient (e.g. claimants with disabilities, or those who would perceive themselves to be at a higher risk) may be reimbursed the cost of taxis. A receipt must be provided which must include the journey details and dates.
- 4.11.3 Claimants may claim for the costs incurred in hiring a self-drive car for a specific MRC purpose including the cost of the petrol for that specific journey when it is in the interest of the MRC (e.g. when there is more than one claimant making the same journey, when the destination is in a remote area or where savings are generated over alternative vehicle use).

4.12 Air Miles Awarded by Airlines

- 4.12.1 The MRC will not reimburse claims where private Air Miles have been used for MRC travel and the cash equivalent is sought upon redemption.
- 4.12.2 Where use of a personal credit card for payment attracts benefits associated with the card, this is permitted, but the overriding factor in choice of travel remains value for money.

5. Accommodation

5.1 Overnight Accommodation – Standards

- 5.1.1 When overnight accommodation is required it is normally expected that claimants will obtain accommodation which meets the standards set out in Appendix 2 at the most economical rate available.
- 5.1.2 Appendix 1 provides the maximum normal limits for accommodation rates in the UK. Where, in exceptional circumstances, these rates need to be exceeded this should be approved by the relevant MRC director prior to booking.
- 5.1.3 A guide for overseas accommodation rates is available from the Foreign and Commonwealth Office via following link and these rates should be taken into account when booking accommodation.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/359797/2014_Worldwide_subsistence_rates.pdf

5.2 Overnight Accommodation – Choice of Hotels

- 5.2.1 Wherever possible, the MRC expects claimants to use hotels at which discounts have been negotiated.
- 5.2.2 However, the preference of individual claimants in their choice of hotel will be respected subject to the overriding consideration of value for money.
- 5.2.3 Where such “discounted” accommodation is known to be available, reimbursement for bed and breakfast will be restricted to the amount that would have been spent if that accommodation had been used.
- 5.2.4 Flexibility may be applied in certain circumstances and claimants should discuss this with their MRC contact in advance, for example when:
- Discounted accommodation is not available
 - Claimants have disabilities
 - There are other practical needs e.g. where a claimant travelling alone may incur extra accommodation costs through safety and security need.

5.3 Overnight Accommodation – Hotel Costs

- 5.3.1 Subject to the restrictions set out in section 5.2 the actual costs incurred will be reimbursed, subject to the limits set out in Annex 1.

6. Other Subsistence

6.1 Day Subsistence (meals and beverages)

- 6.1.1 Claimants may claim the reasonable costs of meals taken in the course of business travel provided that they are on MRC business for more than five hours.
- 6.1.2 Meals should be of a reasonable cost and standard. Appendix 1 provides the maximum normal limits for meals expenses in the UK. This limit is inclusive of additional extras including tips. Where in exceptional circumstances, these rates need to be exceeded this should be approved through their MRC contact.
- 6.1.3 On the occasions where it is necessary for claimants to stay overnight in a hotel, the MRC will reimburse the cost of a reasonable evening meal within the limits listed in Appendix 1.
- 6.1.4 Reimbursement will not be made where a suitable meal is provided e.g. full board is provided.

6.2 Tips and Alcoholic Beverages

- 6.2.1 Tips not exceeding 10% of the total bill will be reimbursed where such payment is included in the receipt and are included in the limits of Appendix 1.
- 6.2.2 Expenditure on alcoholic beverages will only be reimbursed when drinks are taken as part of a meal, and are included in the limits of Appendix 1.

6.3 Personal Incidental Expenses (PIE)

- 6.3.1 Claimants required to stay overnight on MRC business may claim subsistence expenses under the rules provided for in this policy, including for personal incidental expenses.
- 6.3.2 When full board is included in the cost of the overnight stay, no subsistence will be reimbursed but a limited Personal Incidental Expenses can be claimed if justified to cover incidental out of pocket expenses.
- 6.3.3 The current Personal Incidental Expenses limit is listed in Appendix 1. All claim for PIE need to be submitted with itemised receipts. Claims for a flat-rate £5 are not permitted.

7. Specific Provisions for Overseas Travel

7.1 Visa Fees for Overseas Travel

- 7.1.1 Claimants required to travel overseas on MRC business will be reimbursed the cost of visa fees when necessary for the travel, on production of a receipt.

7.2 Exchange Rates

- 7.2.1 Where expenditure has been incurred in a foreign currency the claimant should use the exchange rate prevailing at the time that they purchased the currency, or incurred the expenditure to calculate the cost in British pounds. This calculation must be accompanied by supporting paperwork e.g. a receipt for changing currency, credit card statement.

7.2.2 Where there is no evidence of the specific exchange rate (as in paragraph 7.2.1) then the expense claim should be made in the currency of the receipt. UK Shared Business Services (UK SBS) will calculate the exchange rate, based on that advised by the General Ledger team, on the 1st of each month.

7.2.3 Where an expense claim includes receipts in both local currency and British pounds, these should be totalled separately.

7.3 Currency Exchange Commission

7.3.1 Claimants required to travel overseas on MRC business will be reimbursed the cost of currency exchange commission when accompanied by receipt/documentary evidence.

7.4 Immunisation and Inoculations for Overseas Travel

7.4.1 Claimants required to travel overseas on MRC business will be reimbursed the cost of any immunisation treatments required for the travel on production of receipts provided that the travel has been approved and the non-MRC employee does not foresee any reason why they would not be able to travel overseas at the required time.

8. Other Expenses

8.1 Family Travel

8.1.1 The MRC will not meet any costs relating to the accompanying spouse/partner or family member of a non-MRC employee travelling on business.

8.1.2 Where spouses or companions accompany MRC employees, the costs must be separated appropriately (e.g. if a single rooms costs £70 and a twin/double £100, the £30 difference must be deducted from the claim).

8.1.3 Individuals will not be disadvantaged by personal circumstances in attending an event on MRC business. Where necessary, specific requirements should be discussed with the claimant's MRC contact in advance, and before incurring any expenditure.

8.2 Family Care Costs

8.2.1 The MRC will reimburse reasonable additional family care costs that are incurred when attending an MRC meeting or event. These should be claimed through the relevant expenses claim form.

9. Board and Committee Members

9.1.1 A Board and Committee member sits on an MRC Board/Panel/Overview Group/Steering Committee or visiting peer review panels and makes funding or strategic decisions on behalf of the MRC.

9.1.2 Board and Committee members should claim expenses for travel and subsistence in line with the principles of this policy that are additional to those costs directly booked and paid by the MRC.

9.1.3 Board and Committee who are MRC employees, (e.g. based within an MRC Unit or Institute) will need to claim their expenses through Oracle and iExpenses.

9.2 Board and Committee Member Expense Claims

9.2.1 Under Income Tax Law, travelling and subsistence expenses incurred in connection with the duties of the appointment are normally taxable as part of income. However, under a special arrangement with the HMRC, it has been agreed that claims for expenses may be paid in accordance with this policy with no deduction of income tax provided receipts are enclosed with claims.

9.2.2 Board, Panel and Subcommittee members must complete a statutory declaration, sent to them after attending their first meeting, which indicates their acceptance of the arrangement.

9.2.3 The MRC will then meet any income tax liability arising on the payment. Expenses will not be taken into account for income tax purposes and should not be included in personal tax returns.

9.2.4 However failure to complete the statutory declaration will mean that the scheme cannot be operated and income tax and National Insurance contributions will be deducted from claims for which no further reimbursement will be provided by MRC.

9.2.5 Board and Committee members should claim expenses using the Board and Committee Members Expenses Claim Form, and send to their MRC contact.

10. How to claim reimbursement

10.1 Claiming expenses and receipts

10.1.1 Non-MRC Employees should claim expenses using the Non-Employee Expense Claim Form, unless they are a Board and Committee member (see Section 9)

10.1.2 All expense forms should be submitted to the claimant's MRC contact; Forms should not be sent directly to UK SBS.

10.1.3 The MRC is only able to accept original, hard copy expense claim forms, with a wet signature. MRC is unable to process scanned copies of expense claims.

10.1.4 All expenditure must be accounted for with original, hard copy receipts, which should be sent to the claimants MRC contact along with the expense claim form. Reimbursement for items without receipts will only be met in exceptional circumstances; this should be discussed with the claimant's MRC contact prior to submitting the claim.

10.1.5 Any claims without receipts should be supported by other evidence, if available. Claims should not be approved unless the relevant Director (or his/her nominee) is satisfied that the expenditure was incurred wholly, exclusively and necessarily in the performance of duties on behalf of MRC

10.1.6 Receipts should be individually attached to the claim form or put in an envelope marked with the claimants name and attached to the claim form.

10.1.7 Expense claims against transactions on credit card statements must be supported by individual original receipts.

10.1.8 Claimants are advised to keep a scanned copy or photocopy of the receipts submitted.

10.1.9 Expense claims may only be authorised by those holding appropriate Delegated Authority, in line with the MRC Delegated Authority Policy.

10.2 Time limit for reimbursement

10.2.1 Expense claims should be submitted for payment within three months of the expense being incurred.

10.2.2 If, exceptionally, this proves to be impossible, the claim form should be accompanied by a brief note explaining the circumstances, but reimbursement of expenses incurred is not guaranteed.

10.3 False/Fraudulent Claims

10.3.1 All claimants are responsible for completing claims accurately.

10.4 Reimbursement of cancellation charges

10.4.1 Non-employees travelling on MRC business will often book travel or accommodation directly, and seek reimbursement from the MRC. Wherever possible, accommodation should not be paid for in advance, to reduce costs incurred in the event of cancellation. If the MRC cancel or otherwise change a meeting, claims for travel costs already incurred will be met by the MRC. Claims will not be met where the claimant themselves chooses not to travel, or to use pre-paid accommodation.

10.4.2 Where it is more convenient, the MRC can make travel and accommodation bookings on behalf of those attending on MRC business, and meet the costs directly. However, individuals should be aware that when MRC has made the booking, but the claimant cancels travel and/or accommodation plans, then the MRC may seek to recover costs incurred.

10.5 Claimants with Specific Needs

10.5.1 It is recognised that claimants with specific needs may have additional requirements when travelling and staying in hotel accommodation. Therefore, as part of the MRC's Equal Opportunities policy, claimants with disabilities who incur extra cost for facilities for the disabled will be reimbursed; these costs must be stated within the claim.

10.5.2 Claimants with specific needs should not suffer inconvenience resulting from the failure to apply discretion and flexibility. Where a claimant with a disability requires a mode of travel or accommodation which, although is more expensive for the MRC, they consider to be a more practical and convenient method of transport for them, the claimant should raise this with their MRC contact for discussion in advance of making any bookings. Once the necessary approvals have been given, the claimant can make arrangements and will be reimbursed for the cost for the agreed mode of transport and accommodation.

10.5.3 MRC will seek to ensure that individuals are not precluded, through specific requirements, from contributing to MRC business.

11. Application of the Procedures

11.1 The aim of this policy is for fair and effective application of the procedures. All reasonable expenditure will be reimbursed and it is therefore important that all those who authorise claims share a consistent interpretation of what constitutes "reasonable".

11.2 Appeals

11.2.1 Non-MRC employees who consider that their claim or circumstances have not been considered or authorised fairly may follow the [MRC Complaints Policy](#) as a method of appeal against decisions taken.

11.2.2 However, all claimants are encouraged, in the first instance, to seek advice and guidance on their concerns from their MRC contact.

12. Disclosure of Information Relating to Expenses Claimed

12.1 From time to time the MRC may be required to publish information relating to expenses claimed by non-MRC employees, for instance in response to a Freedom of Information request. In such cases the MRC would normally release information at an aggregate or summary level.

In any instances where the public interest may favour disclosure the individuals affected would, wherever possible, be given the opportunity to comment on any information likely to be released.

Where copies of receipts or invoices are requested these will be made available as appropriate, taking into account any issues relating to personal data.

13. Links

- [MRC Complaints Procedure](#)
- [MRC Non-MRC Employee Policy](#)
- [MRC Employee Travel, Subsistence and Expenses Policy](#)
- MRC Non-MRC Employee Expense Claim Form
- MRC Board and Committee Member Expense Claim Form
- Business Link "[How to Cut Carbon Emissions from Business Travel](#)"

14. Effective date

14.1 This policy is effective from September 2015

15. Review date

15.1 This policy will be formally reviewed in June 2016

16. Amendment history

Version	Date	Comments/Changes
1.0	September 2015	New Policy

Appendix 1 – Expenses allowances with effect from 06 April 2011

1. Mileage allowances for the use of the privately owned vehicles (section 4.7)

HM Revenue & Custom Mileage rates effective from 06 April 2011 onwards

	First 10,000 business miles in tax year	Each business mile over 10,000 in tax year
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

2. Passenger Supplement – cars and vans (section 4.8)

Per passenger per business mile for carrying fellow non-MRC employees in a car or van on journeys which are also MRC related for them.	5p
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3. Maximum accommodation rates in the UK (section 5.1)

London (including breakfast)	Maximum £170 inc VAT per night
Elsewhere in the UK (including breakfast)	Maximum £120 inc VAT per night

4. Maximum meals expenses in the UK (section 6.1)

Total per day for lunch and evening meal	£40 inc VAT
Lunch limit	£15 inc VAT
Evening meal limit	£25 inc VAT

5. Personal Incidental Expenses (section 6.3)

Per 24 hour period	£5 inc VAT
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Appendix 2 – Overnight Accommodation Standard

Standard of overnight accommodation normally expected by MRC claimants on short Visits

1. Single rooms with;
 - en suite facilities
 - TV
 - tea/coffee making facilities
 - a telephone in the room
 - internet access in the room
2. There should be adequate space and where it is necessary to work in the room, facilities (light, desk, telephone etc) for doing this.
3. The accommodation should have satisfactory personal security arrangements and adequate emergency procedures.
4. Restaurant facilities should be available either on the premises or locally, offering full breakfast and a reasonably priced menu for lunch and dinner.
5. Extras, such as newspapers, room service, mini-bar, film/DVD hire should be met by the claimant – please note this is not exhaustive.

Please note:

Claimants with special requirements, e.g. for managing a disability or complying with a religious obligation, are asked to ensure that these needs will be able to be met before any overnight accommodation is booked. In case of difficulty, please contact your MRC contact. Any information provided in these circumstances would, of course, be treated as confidential.