

Reasonable travel and subsistence expenses may be claimed when undertaking ARB business. This might include travelling to Board or Committee meetings, annual reviews or attending other stakeholder meetings as an ARB representative as agreed by the Board Chair or Registrar.

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. A summary of Board member expenses is published within the ARB Annual Reports and Accounts, which is in turn published on the ARB website.

- Any expenses outside of the scope or claimable limits set out below will be either removed (if they are not in scope) or reduced to the maximum allowable claim (if they are over the claimable limit). The only rare exception to this may be when entertaining key stakeholders, most relevant for the Board Chair and members of the Senior Leadership Group.
- **All expense claims must be submitted by the 5th of the month following the date of the expense incurred**, and at least three months of the meeting/event date, claims made outside this timescale will be rejected.
- All expenses must be supported by itemised receipts, or tickets for travel.

Travel

Please always consider train travel wherever possible as this is a more sustainable method of travel

Train: Tickets should be purchased using the most economical option (usually standard class, fixed fares) and always in advance. We will only reimburse fully flexible tickets, or tickets purchased on the day of travel in exceptional circumstances. A first-class ticket may be booked where it is cheaper than a standard class ticket at the time of advanced booking (evidence must be provided of this). Use of any available concessionary discounts while travelling on ARB business would be appreciated.

If a meeting is cancelled by ARB, the cost of the fare is claimable if it is not possible to exchange or refund the purchased ticket.

Bus/Tube: When using buses or London Underground, you can use Oyster or contactless. You will need to provide a receipt for travel, either by way of your monthly credit/debit card statement if contactless, or by way of your Oyster card statements. You cannot claim for Oyster top up, only individual journeys.

Taxi: Taxis should not be used except in exceptional circumstances (examples being where share taxi use is more cost effective than public transport, travelling early morning (pre-6am) or late at night (post 8pm)). If taxis are required because of a medical condition or disability, authorisation should be sought from the Operations Manager. All taxi claims must include receipts and the claim should include the start and finish points, and the time and purpose of the journey. Tips cannot be claimed.

Mileage Allowance: Travel by car should only be considered where public transport cannot easily be used. If travel by public transport is not possible, car mileage can be claimed at 45p per mile, motorcycle mileage at 24p per mile and bicycle mileage at 20p per mile.

Air: Air travel can be used in the UK when it is the most cost-effective and convenient way to travel. Economy class must be used at all times. No overseas travel may be claimed unless approval has been given by the Chief Executive or Director of Resources.

Subsistence

Overnight accommodation: ARB will pay for hotel accommodation and meals where necessary; you should always consult with the meeting organiser before booking accommodation. For meetings held in or around the office, ARB has a negotiated rate with the Holiday Inn Regents Park which we can book on your behalf. If booking your own accommodation, ARB will reimburse reasonable costs where receipts are provided up to the following maximum amounts (all rates to include VAT):

Hotel stay	£186 with breakfast/£176 without breakfast
Stay with friends/family	£25 additional contribution to evening meal (must include a receipt)

Meals: If attending an ARB meeting which extends over mid-day, lunch will usually be provided. Otherwise, the following expenses can be claimed when travelling on ARB authorised business, and when claims are accompanied by a valid VAT receipt (credit/debit vouchers on their own are not acceptable):

Item	Claimable when	Amount
Breakfast	Leaving home to travel pre 7am. Where overnight accommodation does not provide breakfast.	£10
Lunch	ARB does not provide lunch	£10
Dinner	You are away from home post 8pm	£35

Out of pocket expenses: If you are staying overnight or are making a long journey, a maximum of £5 per day can be claimed for incidentals such as refreshments, newspapers, Wi-Fi access etc.