

## Travel and Subsistence Policy

Approved by: Executive Team

Version #: V01

Employee Signature: N/A

### 1. Overview

This policy sets out the limits on travel and subsistence for staff of Healthcare Platform Institute (HPI) when travelling on a work trip and the process to follow when Travel and Subsistence Policy guidance will be incurred.

- ✓ All requests for travel and accommodation should be made to the Chief Operating Officer (COO).
- ✓ Requests should be made as soon as requirements are known to ensure that the most favorable rates can be obtained.
- ✓ The staff may choose their option on accommodation, where this is required, but this must not cost more than the limits set out by the COO.
- ✓ The staff should submit a reimbursement form to Finance Department within 5 days after the trip.
- ✓ All the incurred expenses should have their proper receipts and they should be on logical and sound fares.
- ✓ In general, staff members should use the transport and subsistence that offers best value for money overall.

### 2. Travel

- Standard class travel should be used at all times if possible. First class travel should only be used in exceptional circumstances and be approved in advance by COO.
- Advanced plane tickets should be purchased wherever possible as they are generally lower cost, but where there is uncertainty over the time of travel an open ticket should be purchased.
- Reimbursement of taxi fares is permissible where there is concern over personal safety, limited access to public transport or where a staff member is carrying luggage etc. Special consideration will also be made for staff members with mobility problems.

### 3. Accommodation

- Where staff cannot be reasonably expected to make a return journey to and from their destination in the same day, an overnight stay should be booked. This should be booked at the lowest reasonable cost and within the guideline rates where possible.

- Guideline rates, which are currently 75\$ per night for Iraq Kurdistan Region of Iraq, and \$100 for travelling abroad. These rates can be changed with approval of COO for special circumstances, and the COO must sign off any booking over the guideline rates.
- Every effort should be made to obtain accommodation to include breakfast within the set financial limits. Where that is not possible, and by exception, staff can book breakfast at their accommodation.

#### 4. Subsistence

- HPI will reimburse the cost of refreshments on journeys required for work, including the cost of meals related to overnight stays.
- Costs incurred should be reasonable and not exceed 20\$ per meal (lunch or dinner).
- For day travel, costs for breakfast will only be refunded where travel is before 8 am.
- Under no circumstances will HPI reimburse the purchase of alcohol and cigarettes.

#### 5. Expenses Claim Form

- The expenses claim form is saved in the HPI team, general channel, and available upon request from the finance department.
- It should be filled out and signed by the employee and their line manager.
- All claims should be supported by appropriate receipts or evidence of expenditure.
- Expense claims should be submitted no later than 5 days after the costs are incurred.

