

Travel reimbursement policy for Members

Last reviewed: June 2023

Background to the Policy

It is the policy of the CCIN to provide reimbursement the Executive Oversight Committee and Values and Principal Board members for pre-approved travel related expenses. The CCIN is committed to making sure public money and other resources are used properly and efficiently.

Any member traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

Keeping track of expenses

The CCIN will only reimburse for pre-approved travel related expenses when the member provides documentation of the expense with receipts from purchases or other verifiable documentation.

Members seeking reimbursement must keep an accurate record of all expenses. The list of expenses must be fully and accurately completed and submitted to the CCIN Accountable Body @ policy@oldham.gov.uk. All receipts should be scanned/attached and submitted with the email.

Guidance on claiming expenses

Travelling by car: The CCIN will pay a mileage allowance equivalent to the amount recommended by HMRC. The mileage rate for 2023 is 45p per mile for the first 10,000 miles and 25p per mile after that for business-related driving. For motorcycles, the rate is 24p per mile, and for cycles - 20p per mile. The CCIN will reimburse for mileage from the point of departure to the point of return. The mileage reimbursement shall be based on the most direct or commonly travelled route.

Travelling by rail: The CCIN will reimburse rail travel at the most direct route purchased. All members should use the cheapest option available, while travelling directly between destinations.

Overnight accommodation: Hotel stays will be reimbursed for reasonable mid-priced hotels. Any accommodation that is over £100 per night (£140 if in London) will need pre-approval by contacting policy@oldham.gov.uk

Air travel: The CCIN will reimburse essential air travel, though this must be at coach class for trip with an airtime duration of three (3) hours or less. Any travel outside of this guidance should be pre-approved by contacting policy@oldham.gov.uk

Subsistence expenses: The CCIN will reimburse reasonable subsistence expenses as per the following Government guidelines:

Subsistence table

Period of absence	Limit London	Limit UK elsewhere
More than 8 hours and no official food provided – Lunch taken away from office premises	£6.00	£6.00
More than 12 hours and no official food provided – Dinner	£20.00	£20.00
More than 24 hours and where breakfast is included in the accommodation tariff	£25.00	£20.00
Late working in the office, for provision of an evening meal in the office	£10.00	£10.00
Breakfast – pre 6.00am start of official journey	£6.00	£6.00

Alcohol: There will be no reimbursement for the purchase of alcohol as part of subsistence. The purchase of any alcohol will be at the member's expense.

Contact details

For guidance on any expenses not covered by this Policy, please contact Oldham Council, CCIN Accountable Body @ policy@oldham.gov.uk