

Travel and Expenses Policy

About this policy

British Dietetic Association (BDA) recognises its responsibility to manage expenditure fairly and consistently and to ensure that clear guidelines are provided for staff and members when they are claiming subsistence.

These guidelines should be used in conjunction with the 2025 Expenses form and may also be used as a guide for staff credit card bookings and receipts.

Please note there is a separate process for business credit card holders.

Purpose

This policy outlines the clear procedures and limits for claiming travel and subsistence expenses incurred while conducting company business. It ensures fair reimbursement while maintaining cost-effective spending.

It will help to provide clarity for people who are regularly asked to travel in their capacity as employees or volunteers for the BDA and as an outline for those who only do so occasionally.

Where possible we ask that environmental impact is considered when booking travel and that public transport is chosen as the primary option.

We support travel options which incur the fewest emissions and where it is possible to walk or cycle to a destination, this is encouraged.

Scope

This policy applies to all staff, members of the Board of Directors, Sub-Committees, Branches and specialist groups and any other volunteers or contractors being asked to travel and attend events on behalf, or as a guest, of the BDA.

General Principles

- There must be a legitimate reason for the travel or other expenses incurred.
- Where travel is non-standard, authorisation from a Line Manager for staff, and appropriate member of staff for volunteers should be sought prior to booking.
- The most cost-effective options must be sought, however consideration towards environmental impact may be deemed a suitable reason for a slightly more expensive option.
- Expenses should be submitted within 30 days of the expenditure incurred.
- Timed train advance bookings should always be chosen unless the cost difference for an open return is insubstantial. For example, if you are attending a meeting which finishes at 3pm, we would prefer you to leave the meeting at 3pm. Or, if you are hosting the meeting to allow ample time for the meeting to over-run.
- For longer rail journeys please consider the option of booking a split ticket via <https://www.mytrainpal.com/> as this can sometimes show excellent savings.
- Travel by taxi is generally non-standard and we do not usually advocate this, unless pre-agreed by the signatory. However, safety is priority, so we appreciate taxi may be required at times; particularly in Winter and for those who live in rural areas.



- Car mileage is reimbursed at the price of 45p per mile.

Hotel Accommodation

The company will reimburse the cost of hotel stays for business travel, within the following maximum nightly rates (inclusive of VAT and breakfast):

- **Within London:** Up to **£200*** per night
- **Outside London (UK):** Up to **£150*** per night

****We appreciate that, on occasion, these budgets may need to be exceeded for last minute bookings. Where this applies, please state this in your expenses claim.***

Employees and members should seek reasonably priced, mid-range hotels and book in advance, where possible, to secure the best rates. It is often possible to book hotels at much lower rates than those outlined above.

Upgrades and additional services (e.g., minibar, spa) will not be reimbursed.

We recommend hotel bookings in low-cost chains such as Premier Inn, Travelodge etc. or the cost equivalent.

Meals and Subsistence

Evening Meal Allowance

Employees and members may claim reimbursement for evening meals when they are required to stay overnight for an early start.

- **Maximum Allowance:** Up to **£25** per evening.
- Alcohol will not be reimbursed.

Meal claims must be itemised and within reasonable limits. Tips/gratuities are reimbursable up to 10% of the meal cost.

Lunch Allowance

- Maximum Allowance is up to **£15** per person

Breakfast Allowance

- This allowance is valid when the meeting or event attended is not providing breakfast on-site, or where dietary requirements deem this necessary.
- Maximum Allowance is up to **£15** per person

Travel Costs

- **Public Transport:** Employees are expected to use standard class travel unless first class is cheaper or essential for business (with prior approval).
- **Mileage:** Personal vehicle use may be claimed at the approved mileage rate of 55p
- **Taxis and Ride Shares:** Permissible only when public transport is impractical or when travel is causing the traveler to feel vulnerable or unsafe in some way (i.e. traveling in the dark)
- **Non-Reimbursable Items**

Examples of expenses that will not be reimbursed include:

- Alcohol (except as noted)



- Personal entertainment (e.g., movies, gym access)
- Fines or penalties (e.g., parking tickets)
- Personal items (e.g., toiletries, clothing)

Overseas travel

This section provides guidelines and standards for employees travelling abroad for business purposes. It clarifies procedures for expense reimbursement, travel safety, aiming to enhance the employee experience, to control travel expenses and ensures that all employees are treated fairly and consistently, regardless of their travel needs.

Travel Approval and Reimbursement:

All international travel plans and costs must be approved by the line manager. Travel booking must be made well in advance to control costs and ensure safety. All travel should be booked as standard class only. Any enhanced travel benefits such as additional luggage or extra leg room, business or first class must be paid for by the individual. This will not be re-imbursed by the BDA.

Travel Safety and Security:

The BDA has a travel insurance policy for European and worldwide travel. Staff must take a copy of the BDA travel insurance documentation including emergency insurance contact details, with them.

Other claims

The BDA will only reimburse staff and members for their evening meals and their breakfast, where they have been required to staff overnight for business and volunteering commitments.

Where travel has been undertaken within the same day, no subsistence may be claimed. The BDA considers short haul travel to and from meetings and events 'business as usual'.

However, where traveling time amounts to more than 5 hours within the same day, then drinks and snacks up to £15 for travel may be reimbursed and for more than 8 hours then a full evening meal and/or lunch may be reimbursed.

Specialist Groups and Branches

Expense claims for Specialist Groups and Branches are authorised and signed off by the respective treasurers.

There may be requirements for setting up and attending events, or other adhoc requirements for members acting on behalf of Specialist Groups and Branches, which will be agreed by the Treasurer. The BDA appreciate that there may be additional expenses incurred outside of the standard guidelines in this policy at times.

How to claim?

Receipts must be submitted for all expense claims, except for car mileage allowance.

Expenses claim forms must be submitted to the Line Managers for staff and authorised staff personnel for members.



Staff must ensure that the correct coding is added to the Expenses form or credit card form before sending through to accounts.

Receipts must be in pdf format before being sent to accounts.

Expenses will be paid no more than 4 weeks after being submitted through to accounts.

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GMB Staffside

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Liz Stockley
CEO of BDA

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Date

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