

TRAVEL AND EXPENSES POLICY

Including Appendix: Rates for reasonable travel and accommodation

RSCDS meetings and events

- 1) Reasonable travel and accommodation to enable Management Board, FGAP, Committee members and Staff attending RSCDS in-person governance meetings will be covered. If overnight accommodation is required, then this accommodation should be booked by RSCDS Office staff in preference.
- 2) Travel and accommodation to enable attendance of Office-bearers or Staff at RSCDS events (Autumn Gathering, Winter School, Spring Fling and Summer School) in accordance with their office bearing or employment duties will be covered. If overnight accommodation is required, then this accommodation will be booked by RSCDS Office staff.
- 3) Travel and accommodation to enable attendance of Convenors, School Director or Music Director at RSCDS events will be covered if agreed in advance by the Officer-bearers and Event Organiser.
- 4) Reasonable travel expenses for teachers and musicians at RSCDS events will be paid in accordance with this policy. These should be agreed upfront as part of the confirmation of attendance at the relevant event.

Branch events

- 1) Where a Branch extends an invitation for an Office-bearer/ Ambassador to attend an event then the expectation is that the Branch will pay for this travel and provide accommodation.
- 2) If the Branch cannot afford to provide travel/accommodation then they can apply to JMMF for a grant to cover this. JMMF grants will generally only be available to fund these costs for special occasions events (e.g. for silver and greater anniversaries or firsts).
- 3) For events not covered by (1) or (2) then the Office-bearer will need to take the personal decision on whether they wish to attend and cover the costs personally.

Examiners

Reasonable travel expenses for examiners will be paid in accordance with this policy. Any overseas travel should be agreed and booked at least three months in advance of the travel dates with suitable travel insurance also purchased or confirmed that the individual is covered by RSCDS HQ policy in advance.

Costs of companions travelling

- 1) No additional costs incurred in relation to a companion travelling with the RSCDS representative will be covered.

Donations

Anyone covered by this policy will be able to make a donation to the Society (with gift aid if applicable) to cover the cost of their travel and accommodation covered by this Policy.

Environmental and Financial Sustainability

All those booking travel on Society's business have a duty to ensure that they are doing everything that they can to (a) minimise their and the Society's impact on the environment with their travel plans, (b) value for money and (c) health and safety.

Appendix: Rates for reasonable travel and accommodation

Modes of travel	
Air Travel	<ul style="list-style-type: none">• Environmental impact must be considered prior to booking and air travel only booked if no other more environmentally sustainable alternative is feasible.• Economy class for all flights under 6 hours duration.• Premium Economy for flights over 6 hours duration provided you are scheduled to represent the Society within 12 hours of arrival.• Business class flights approved at the discretion of the Office-Bearers, where Premium Economy is not available or there is a value for money justification to book business class• First class travel is not allowed (anyone travelling First Class will be required to repay the excess cost to the Society),
Cars (Private & Hire)	<ul style="list-style-type: none">• Public transport shall be used wherever possible• Private car usage must be preauthorized, the car must be road worthy, reliable and insured for "business use". Multiple occupation of vehicles should be considered if travellers are attending a Society's event or meeting.• Use of own car mileage allowance of 45p per mile for the first 10,000 miles (HMRC advise that the rate for motorcycle mileage allowance of 24p per mile)• Travel from home to Permanent Workplace is only permitted in exceptional circumstances such as if claimant is unable to get into work due to disability/illness etc.• Hire cars may be used if it is considerably cheaper to use a hire vehicle, notwithstanding the point above.
Rail	<ul style="list-style-type: none">• Standard class rail travel for all journeys.• First Class Rail for UK trains or Standard Premier (or equivalent) for Eurostar fares are permitted at the discretion of the Office-bearers on a Value for Money basis, facilitating better working conditions and WiFi connections on board or terminals• Sleeping compartments on trains can be booked for overnight journeys of over five hours or if this avoids air travel, and above standard class may be booked if this is the only way that sole occupancy of a sleeping compartment can be secured.• Local rail, bus and tube fares can be claimed through the expense process• Booking in advance may achieve best value for longer distance rail travel:• If fixed time tickets are purchased journey insurance may also be purchased.
Taxi	<ul style="list-style-type: none">• Where possible public transport should be used; taxis are permitted in circumstances when for Health and Safety or efficiency purposes, such as travelling with bulky or fragile equipment, airport transfers, or in an unfamiliar environment or other H&S considerations.

Hotels	<ul style="list-style-type: none"> Hotels should be booked by RSCDS Office Staff Hotels up to £150 per night including breakfast and taxes. Hotel reservations greater than £150 per night up to £300 will require Office-bearer approval Hotel Reservations greater than £300 per night require approval of the Treasurer, in addition to the Office-bear <p>Exceptions to the above:</p> <ul style="list-style-type: none"> Where safety may be an issue then a higher grade hotel may be selected provided it has adequate security arrangements in place and the travel has been pre-approved
Insurance	<ul style="list-style-type: none"> Travel on Society business is covered by the Society's Travel Insurance Policy, which includes medical and emergency expenses, personal baggage and loss or theft of money (subject to the insurance policy maximum limits), the Society's insurance certificate should be completed in advance of the journey. Companions or family members travelling must arrange their own insurance policy, it is recommended that any such policy is of a similar standard and covers the entire duration of the trip.

Subsistence	Duration	Amount permitted to be reclaimed
Day Subsistence ^[1] (only claimed if not staying overnight. If attending a fully catered event then no subsistence can be claimed)	Away from home for between 5 and 12 hours (UK)	£10.00 per day
	Away from home for between 5 and 12 hours (Rest of World)	HMRC's official rate for that location up to £30 a maximum of per day.
Overnight Subsistence ^[2]	UK	£20.00 per overnight
	Rest of World	HMRC's official rate for that location up to £60 per night.

^[1] Subsistence rates are set in accordance to HMRC's guidelines for benchmark rates.

^[2] Per diem rates are deemed to cover all living expenses. Breakfast should normally be included in the hotel rate and is therefore excluded from the per diem rate. If a per-diem rate is not considered adequate to cover actual costs or is not available, then traveller should claim actual receipted expenses instead of per diem. If the traveller benefits from hospitality for dinner then only day rate should be claimed.