

CAA Consumer Panel Expenses Policy

General

a. Principles

This document lays out general travel and subsistence policy and relates to out of pocket expenses incurred as a result of the duties undertaken for the CAA Consumer Panel ('the Consumer Panel').

The overriding principle for expenses claims is that they should only cover the costs necessarily incurred in carrying out such activities. The Consumer Panel is expected to provide value for money.

Individuals are responsible for ensuring that any claims made under this policy are appropriate and that the expenditure can be justified as a proper use of money. Reasonable expenses incurred by individuals as a result of undertaking their duties will be reimbursed. Individuals should pay their own bills and claim reimbursement.

b. Process

Expense claims should be submitted on a monthly basis. To assist approval and processing, claims should be submitted by the monthly deadline agreed with the CAA for PAYE approval, which is generally at least five working days before the end of the month. With the exception of the allowances for private car mileage, claims should be supported by VAT receipts.

If there is a particular reason for an expense outside of the policy, then with the Consumer Panel Chair or secretariat approval, it may be considered appropriate that it is covered.

2. Travel expenses

Individuals are responsible for selecting the most appropriate mode of transport taking into account value for money. Rail travel should be standard class unless travelling first class is cheaper than standard class travel. Air travel should be on economy class. Individuals are not expected to use taxis except when necessary, which includes the following situations:

- Group travel where a taxi may be a cost effective option;
- Locations where public transport is unavailable or very inconvenient;
- When there is heavy luggage;
- When speed is a business necessity;
- There is a safety consideration, e.g. late at night.

Car parking, toll charges, ferry and car hire and associated petrol costs will be reimbursed in line with the general principles.

Individuals may travel by private car when:

- A journey by car would significantly reduce the journey time;

- The carriage of papers and equipment make a car a better option; or
- There is a safety consideration, e.g. late at night.

Individuals will be reimbursed at a rate per mile at 45p per mile for the first individual inclusive of VAT. This rate covers wear and tear of the vehicle, insurance, petrol, oil and other maintenance costs. No other claims should be made for additional motor costs.

3. Accommodation

Use of hotel accommodation is permissible when travelling home is not practical or an overnight stay is a sensible use of time or a business requirement. Individuals will be reimbursed for the cost of bed and breakfast in a hotel of an appropriate standard, generally equivalent to a 3 star rating, subject to the target cost guideline below:

UK capital cities	£110 per night
UK regional locations	£75 per night

4. Review

This policy will be kept under review and updated when necessary.

December 2017.