

## EXPENSES POLICY

### INTRODUCTION

It is GPS's policy to ensure all workers are reimbursed promptly and appropriately for any services provided and are paid for any expenses incurred whilst undertaking work related to GPS activity.

GPS activity is outlined in Annex A. The location, length of activity and applicable payment will be agreed in advance of the activity taking place.

It is GPS policy to remunerate individuals for the days spent undertaking GPS activity along with travel and subsistence costs which will allow individuals to attend venues as required.

GPS recognises that any travel, other than by cycling or walking, can have an impact on the environment. The procedures set out below attempt to minimise the environmental effects of any travel by ensuring that people use the most carbon neutral method available.

### SCOPE

This Policy applies to all workers, and they will be collectively termed 'individuals' where applicable within this policy.

Claims must be countersigned by an authorised signatory who will be the client providers Customer Relations Manager (CRM).

All bookings should demonstrate value for money and must be booked through the GPS central contract provider. Individuals should under no circumstances arrange their own tickets or accommodation.

GPS will remunerate for days spent working on activity as outlined in Annex A.

### KEY RESPONSIBILITIES

Responsibility for the accuracy of claims rests with the claimant and approver. The role of the Flexible Workforce Office (FWO) is to process claims in accordance with these guidelines and provide advice regarding its interpretation.

Authorising signatories are responsible for confirming that any pay or mileage claimed by individuals on GPS business. The authorising signatory is responsible for ensuring the claims are valid and that receipts have been attached to the claim and the form is fully complete and accurate and within 3 months of the work carried out. Failure to provide receipts may lead to a claim being refused. It is important that the signatory either signs a hard copy of the individuals Payment Form (which will contain details of day rate, mileage or expenses claim) or submits an electronic version at the end of activity.

The approver for an individual on a casual workers agreement is responsible for retaining a scanned copy of all signed/ completed claim forms and receipts.

## **REMUNERATION**

All workers who are invited to undertake work related to activities on behalf of the GPS will be paid in accordance with their casual worker agreement.

Workers are paid accrual of annual leave, and this is included in their hourly rate.

GPS do not remunerate for travel time. Time spent preparing for activity which may include attending a pre-activity conference call, reading/reviewing data packs, training materials and additional information i.e. the completion of activity notes which may occur following provider attendance are not claimable.

GPS also does not remunerate for non-mandatory webinar training, attending an assessment centre at the pre-engagement stage or for attending a mandatory MCQ following 12 months out of clinical practice. Exception is given for elements of mandatory training that is deemed a requirement for the GPSA role and this will be made clear in advance of the training being undertaken.

If an individual is on a casual worker agreement, they must complete a claim form which will need to be received items.

## **MISCELLANEOUS EXPENSES**

Workers may not claim for postage, faxes, Wi-Fi/internet access and other incidental business expenditure incurred whilst engaged on GPS business, unless previously agreed.

Workers can claim for telephone calls and printing costs where this has been identified as part of an ongoing business requirement.

The cost of any fines for motoring or parking offences incurred during GPS business will not be reimbursed. It is the responsibility of the individual to settle any liability directly with the issuing authority.

## **EXPENSES**

All rail, air and hotel bookings must be made in advance through the Travel and Accommodation team via the FWO. GPS are not able to reimburse any rail tickets claimed through expenses unless in exceptional circumstances where this has been agreed in advance and pre-approval has been received to do so.

GPS will make the necessary travel bookings to ensure that travel between the individual's home, and the GPS business location is provided while being as cost effective as possible. All rail or air bookings must be made through GPS. Hotel accommodation will also be arranged by GPS.

Wherever possible individuals are encouraged to use public transport, in preference to using cars, on the grounds of reducing cost and minimising the impact of the journey on the environment.

False or exaggerated claims intentionally submitted for pay or mileage will be treated as fraud and the appropriate investigatory action will be taken in line with GPS's policy. Suspicions of fraudulent activity will also be reported to our Fraud Specialist, and investigations will be undertaken which may result in civil or criminal sanctions being applied.

## **RAIL TRAVEL**

Rail travel must be booked in advance through the Travel and Accommodation team via FWO, who will provide full support in the booking of the most cost-efficient travel. In circumstances where a last-minute rail booking is required, the Travel and Accommodation team can arrange for a ticket on departure.

Submitting a claim for the reimbursement of rail travel is not permitted unless in exceptional circumstances where this has been agreed in advance and pre- approval has been received to do so.

First Class rail travel (including Advance First Class tickets) cannot be booked or be reimbursed under any circumstance.

In exceptional and unforeseen circumstances, should an individual not be able to travel, the unused tickets and any seat coupons will need to be returned directly to General Practice Solutions, 71 – 75 Shelton Street, London, WC2H 9JQ.

#### **TRANSPORT WITHIN LONDON**

The use of contactless credit or debit card or Oyster to pay for public transport within London is permitted.

Workers submitting claims for reimbursement must include details of the journey and its purpose. Any claim must be supported by a copy of a statement highlighting the cost to be reimbursed. The cost of purchasing an Oyster card will not be reimbursed.

#### **TAXI TRAVEL**

The use of taxis is not an entitlement and business journeys should be made by public transport wherever possible.

Taxis should only be used where public transport is unavailable, if it offers better value to GPS, where saving business time is essential, for reasonable adjustment cases, welfare reasons or due to safety concerns.

The use of a taxi must be authorised by the CRM prior to booking. The reason for using a taxi must be included alongside details of the journey on the expenses claim.

Taxi travel should be booked through central contracts where available.

#### **AIR TRAVEL**

Individuals may need to travel within the UK when travel by train may not be the most cost-effective option, to attend a provider in connection with their work. Air travel can be used if it represents the most practical and economical method available. In such circumstances air travel may be arranged with due regard to the cost impact on the environment.

All tickets must be booked as far in advance as possible through the Travel and Accommodation team using GPS's contracted service provider to ensure the purchase of the best value ticket available. First class or Business class air travel is not permitted within GPS's Policy.

#### **TRAVEL BY PRIVATE/OWN TRANSPORT**

The use of a private vehicle should only be considered when it offers best value to GPS.

Mileage allowances are specified in Annex B. The mileage allowance covers the full cost, inclusive of fuel.

Submitted mileage claims must include details of the journey, including postcodes from and to, alongside an explanation of the business purpose.

A passenger allowance is payable when making a journey with a GPS colleague.

Individuals driving whilst on GPS business must adhere to the Driving for Work Code of Practice.

Where an individual uses a car instead of public transport, they must comply with the Driving for Work code of practice. Individuals must ensure that they have completed the eLearning training module, have valid business use and/or commuting insurance, hold a valid driving licence, valid MOT certificate and have shown these documents to the Flexible Workforce Office (FWO) within the last 12 months.

The FWO will ensure annually that workers hold a valid driving licence, MOT and car insurance when using their own car.

GPS will not pay any penalty imposed under the Road Traffic Acts or any associated expense arising from a traffic accident or offence. Parking fines and other public transport fines will not be reimbursed by GPS.

### **HOTEL ACCOMMODATION**

Overnight accommodation will only be booked by exception with prior approval by the FWO in accordance with Annex B3.

All accommodation bookings will be made by the Travel and Accommodation team. Should the end time of work on behalf of GPS mean that an individual will arrive home after 10pm, GPS will by exception and with prior approval from the CRM, provide accommodation in a hotel for an additional night. Accommodation is solely for the occupation of the GPS worker.

### **SUBSISTENCE**

Subsistence is only eligible for reimbursement if this is not provided as part of the work undertaken on behalf of GPS.

The following allowances for subsistence are permitted in accordance with the rates outlined within Annex B2:

- Breakfast allowance: this is payable in circumstances where individuals are required to travel for business purposes prior to 7am. This allowance is separate to the daily allowance. Receipts must be obtained and submitted and approved by the authorising signatory.
- Daily allowance: this includes one lunch and one evening meal per overnight stay. This allowance can be reclaimed by the individual for an overnight stay (if not included in accommodation booking). Receipts must be obtained and submitted and approved by the authorising signatory. GPS does not reimburse the cost of any alcohol that may be consumed.
- Evening meal allowance: payable when individuals are required to work later than 8pm and where travel means that you do not get home until after 9pm. Receipts must be obtained and submitted and approved by the authorising signatory. GPS does not reimburse the cost of any alcohol that may be consumed.

Breakfast should always be provided as part of an accommodation booking, however in exceptional circumstances where this has not been possible individuals can claim for breakfast in addition to the usual maximum daily rate outlined in annex B2.

## **CANCELLATION**

On occasion activity may be cancelled at short notice due to unforeseen circumstances which are beyond the control of GPS.

Standard process with regards to short notice cancellations is as follows:

Activity cancelled within 24 hours	100% of day rate relating to 1st day of Activity
Activity cancelled between 24 & 48 hours	50% of day rate relating to 1st day of Activity

For the purposes of cancellation, a Saturday and Sunday (or Bank Holidays) do not count, therefore any activity due to take place on a Monday which are cancelled on a Friday would be classified as within 24 hours. Those due to take place on a Tuesday which are cancelled on a Friday would be classified as between 24 & 48 hours.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

All individuals are required to undertake an Enhanced DBS check before being deployed on behalf of GPS. This fee will be reimbursed by GPS upon proof of purchase.

GPS will send all individuals (via email,) log in details to progress the online DBS application. An individual should log in online before going to the Post office to have the necessary documents verified, making a payment of £17.50.

This payment can only be reimbursed with the associated receipt. An enhanced DBS check will need to be completed every 3 years. Should you have any queries regarding the process, please contact our Flexible Workforce Office (FWO) [fwo@generalpracticesolutions.net](mailto:fwo@generalpracticesolutions.net)

## **RECORDS**

All receipts should be scanned and stored electronically where possible. In all circumstances the receipt should be accessible by the approver clearly showing both the amount and nature of the expenditure being claimed.

Claimants should retain the original receipt until they have received confirmation that their claim has been made, following this the scanned document is a sufficient record. Whether stored electronically or as paper, the records should be retained for a period of three years from the end of the tax year. (As an example, receipts incurred on 30 April 2022 would need to be kept until 5 April 2026).

## **ANNEX A – ACTIVITY**

Activity is limited to the following:

- Attendance at provider site.
- Attendance at a Place Review.
- Desktop support to an GPS team (telephone advice or document review).
- Attendance at Tribunal / Court / Regional or National.
- Completion of witness statements at GPS request which assist with Tribunal / Court action.
- Requirement to attend Face to Face training.
- Delivery of training to GPS colleagues on new legislation.
- Recovery time following an out of hour's activity agreed at the Directorates Discretion.
- Attendance at Management Review meetings.

Any activity not listed above is not eligible for reimbursement

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## ANNEX B - TRAVEL AND EXPENSE ALLOWANCE LIMITS

All rates apply from 1<sup>st</sup> October 2022

### B1 - Travel by private vehicle

Private Car	45 pence per mile for the first 10,000 miles in each tax year  25 pence per mile for any mileage above 10,000 miles in each tax year  NB. The Tax year starts on the 5th April
Passenger Rate.	5 pence per mile per passenger
Motorcycle.	24 pence per mile
Bicycle.	20 pence per mile

### B2 - Subsistence

Type	Limit (£)	Receipt Required	Notes
Breakfast allowance	£5.00	Yes	Payable when required to travel prior to 7am.
Daily allowance	£27.50	Yes	Includes lunch and an evening meal where this is not included in overnight accommodation.
Evening meal	£15.00	Yes	Payable when required to work after 8pm and where travel means you do not get home until 9pm, separate to the daily allowance.

### B3 - Accommodation

Hotels in London (inside M25).	£145 bed and breakfast  (Maximum allowance – no contingency).
Hotels outside London.	£95 bed and breakfast (Excluding £5 contingency).
Dinner during an overnight stay in a hotel. (Lunch can be claimed as part of this allowance)	Up to £27.50 as part of Daily Allowance (NB. the cost of alcoholic beverages cannot be claimed).
Non-hotel accommodation (e.g. with friend or relative).	£25 per night (no receipt necessary but this payment is liable to the deduction of tax and national insurance.

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