

# **ENTERPRISE M3 TRAVEL & SUBSISTENCE POLICY**

**AUGUST 2020**

## **INTRODUCTION**

The Enterprise M3 travel and subsistence policy provides Board Directors and their guests/speakers ('the Claimant') who are required to travel on LEP business the guidance to operate in an efficient and cost effective manner.

Enterprise M3 will reimburse the claimant for actual and reasonable expenses incurred wholly, exclusively and necessarily in the course of its operation and in accordance with the maximum rates and guidance of the policy set out below.

LEP Board Directors are however encouraged to incur a reasonable level of personal expenditure and claims should be made at their own discretion. Expenditure should only be incurred within the constraints of the appropriate budget and will be reviewed annually. Enterprise M3 will not reimburse expenditure associated with attending Enterprise M3 Board meetings.

## **TRAVEL**

Car mileage can be claimed at a rate of 45p per mile up to 10,000 miles and 25p thereafter. Costs of parking charges may also be claimed. Any fines or penalties incurred for motoring or parking offences will not be reimbursed under any circumstances and are the responsibility of the claimant.

Enterprise M3 will reimburse the claimant a maximum of the cost of a standard open return rail ticket. All overnight accommodation can be claimed but must be reasonable and necessary and must be authorised in advance by the Enterprise M3 Chief Executive.

The cost of food and drink may be paid where a claimant is unable to return home and provided the claim is reasonable and necessary. The cost of alcohol may not be claimed for reimbursement.

## **ENTERPRISE M3 OFFICERS**

Enterprise M3 LEP Employees are employed through Hampshire County Council as the LEPs Accountable Body.

Hampshire County Council and Enterprise M3 recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities and supports the principle that such expenditure should be reimbursed.

Employees of Enterprise M3 must adhere to Hampshire County Councils expenses policy which is found here: <https://documents.hants.gov.uk/corprhantsweb/ExpensespolicyFinal-V12-WEBHF000008052084.pdf>