**LANCASHIRE ENTERPRISE PARTNERSHIP – BOARD AND SUB BOARD MEMBERS EXPENSES SCHEME AND HOSPITALITY POLICY**

 **INTRODUCTION**

1. Lancashire Enterprise Partnership (LEP) travel and subsistence policy provides all Board and sub-board members and their guests/speakers ('the Claimant') who are required to travel on official LEP business the guidance to operate in an efficient and cost effective manner.
2. The LEP 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.
3. For clarity, the LEP does not pay expenses to Board/sub-board members or sector representatives for attendance at routine, scheduled meetings, but expenses will be paid in exceptional circumstances where agreed in advance with the LEP Chief Executive that they shall represent the LEP on official LEP business. The LEP Chief Executive reserves the right to escalate any concerns to the LEP Board if necessary.
4. LEP Board/sub-board Members 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.

**TRAVEL**

1. 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.
2. The LEP will reimburse the claimant a maximum of the cost of a standard open return rail ticket.

**OVERNIGHT ACCOMMODATION**

1. Where the nature of the duties being undertaken result in a LEP Board/sub-board Member being absent from his/her usual place of residence, overnight accommodation will be booked and paid directly by the LEP via the LEP Chief Executive.
2. In exceptional circumstances where it is not possible for the LEP to make a direct booking on behalf of a LEP Board/sub-board Member, the actual receipted cost of accommodation, including breakfast, will be reimbursed to the LEP Board/sub-board Member. Such reimbursement will be subject to a maximum allowance per night of £151.27 for London and £131.71 elsewhere in the UK.

**DAY SUBSISTENCE**

1. A LEP Board/sub-board Member may claim **up to** the following maximum amounts when absent for the periods stated below from their normal place of residence:
2. a period less than 4 hours - £6.62
3. a period between 4 and less than 8 hours - £13.15
4. a period between 8 and less than 12 hours - £26.34
5. a period in excess of 12 hours - £39.48
6. All day subsistence claimed is subject to the production of receipts. The cost of alcohol may not be claimed for reimbursement.

**TRAVEL ABOARD**

1. For LEP Board/sub-board Members travelling outside Great Britain on approved official LEP duties (including, for the purpose of this section, travelling in Northern Ireland), a flat daily rate up to a maximum of £73.05 will be provided. This allowance is intended to cover costs incurred on meals and transport whilst actually abroad. All subsistence claimed whilst abroad is subject to the production of receipts. The cost of alcohol may not be claimed for reimbursement.

**HOSPITALITY**

In accordance with Government National Local Growth Assurance Framework requirements, LEP Board/sub-board Members should declare any hospitality received or gifts above the value of £50 they should be reported to the Company Secretary for inclusion in the Expenses and Hospitality register.

**ENTERTAINMENT & BUSINESS DEVELOPMENT**

9. LEP will reimburse the cost of breakfast, lunch and dinner, and in exceptional circumstances may include alcohol where appropriate, for entertainment and business development purposes only subject to prior authorisation by the LEP Chief Executive and/or LEP Board if necessary.

10. Receipts must be submitted for all claims with the appropriate form and payment is at the discretion of the LEP Secretariat.