

TRAVEL AND SUBSISTENCE POLICY

Last Review: June 2021 Date due for Review: June 2022

Travel and subsistence

All travel and subsistence requests or queries should go through Juliette Jackson or Jeanette Sanders.

This policy applies to all Seadream representatives. It is designed with the intention of providing Seadream representatives with a fair, efficient, environmentally conscious and cost-effective way of travelling in connection with Seadream activity.

All requests for travel and subsistence must be agreed in principle before bookings and plans are confirmed.

Seadream will reimburse its representatives for prior agreed actual and reasonable expenses incurred in accordance with the rates set in this policy.

Expenditure should only be incurred within the constraints of the appropriate budget.

Reimbursement of expenses.

Claims for reimbursement should be prepared on a mileage, travel and subsistence claim form with supporting receipt or other suitable evidence.

Claims should be submitted within two months following the incurred expense date.

Travel allowance

Public transport is the preferred option of travel, where possible and practical, i.e. for meetings and training.

Care should be taken to book the most economical ticket, in advance where possible.

Safety is also a priority – Lone travelling at night is dissuaded.

Seadream representatives must consider the environment with any travel plans: Do not travel unnecessarily; carry out multiple tasks in one trip, and, car share where possible.

Business miles claimed in a tax year

<10,000 miles – 50p per mile

>10,000 miles – 30p per mile

Parking charges and tolls can be reimbursed with copies of receipts, or other suitable evidence.

Subsistence.

Individual needs will always be considered, including for family commitments and disabilities.

Accommodation is to be agreed in principle prior to confirming commitments.

Accommodation is to be booked in advance. Safety, environment and cost are all to be considered when selecting accommodation.

Meal allowances will be based on £10 breakfast/ £15 lunch/ £20 evening meal.

Allowances may be higher where justified, i.e. set by conference centre or taken in central London.