

# FSRH travel, accommodation and catering policy

## Value for money and impact on the environment

Key to the business of FSRH is delivering value for money as well as protecting the environment. To support these goals the FSRH is proud to be part of the UK Health Alliance on Climate Change. In particular the need to travel must be considered compared to other options available for example the use of video conferencing instead of face-to-face meetings along with the comparative financial and environmental costs. If travel is considered essential the relative carbon emission for any journey should be considered. For a single traveller, in general train travel is less damaging for the environment followed by traveling by car or coach and then flying. Where flying is considered essential by someone travelling on FSRH business, all flights must be justified in advance by the Chief Executive. All travel should be booked as far in advance as possible to secure the best possible advance fare options.

To check out relative carbon impact of different modes of transport you can use the carbon calculator here [carbonfootprint.com - Carbon Footprint Calculator](https://carbonfootprint.com)

This policy excludes individual travel arrangements to the office for those FSRH staff on remote employment contracts; the details of which will have already been provided in writing or as part of Clause 6.

## Travel

### Rail

If travelling on FSRH business, the staff member, officer or member involved in Faculty business is expected wherever practical to travel by public transport and by booking as early as is practical to achieve the lowest costs along with the use of any discounts available through the use of railcards. Where travelling by rail, FSRH will pay for a standard class rail fare. In no instances will a first class fare be permitted, unless the traveller can demonstrate that this is cheaper than travelling by a standard class and it is agreed in advance.

If public or rail transport is not a practical option and either travel by car or by plane is the only reasonable option, then the FSRH expects the potential traveller to consider again if the travel is necessary considering the increased environmental impact of the travel. If considered unavoidable in order to perform FSRH business, the travel must be justified to the Chief Executive prior to any booking being made.

### Air

FSRH will pay for economy class air travel only unless an international flight of over 6 hours is required and the traveller is required to perform FSRH business within 24 hours of the flight departure time. In such instances, premium economy or business class fares may be permissible and must be justified in advance to the Chief Executive.

### Car

If travelling by car and more than one person is attending an event then the expectation is that the participants will car share. Mileage will be calculated at: 40p per mile up to the equivalent of the standard class rail fare or economy airfare. The rate of 40p per mile will be paid for the first 2,000 miles in any one year and then reduce to 25p per mile.

### Bicycle

Bike mileage is calculated at: 20p per mile.

## Accommodation

Where overnight accommodation is required this must be approved in advance by a director who will require the justification along with the proposed hotel to be booked and the associated costs. The price of hotel accommodation varies widely by location and date and so no specific limit is given in this policy

Subsistence: The FSRH will contribute up to a maximum of £25 towards the cost of an evening meal where an overnight stay is agreed.

Light refreshments of up to £10 per day may be claimed where the person is on FSRH business and is away from the normal place of work for a whole day

Expenditure on alcohol consumed will not be reimbursed under subsistence by the FSRH in any circumstances.

### **Catering**

Where catering is being provided for a conference or in the FSRH office, the organiser is expected to consider the environmental impact of the catering and to provide vegetarian or vegan options for at least 80% of the catering and preferably for 100% of the catering. The FSRH expects recycling and composting opportunities to be maximised. Single use plastic should be avoided where possible.

Expenditure on alcohol when catering for an event must be approved by the Chief Executive in advance. In no circumstances will alcohol as part of event catering be permitted during normal business hours of 8am – 5pm.

Where food cost is being reimbursed by FSRH the claimant is expected to make similar environmental considerations.

### **Reimbursement of costs**

Reimbursement is by way of the FSRH expenses claim form and must be signed as approval by the line manager or in the case of Officers or Members by a Director the Chief Executive.

- 1. Receipts:** For all items other than motor mileage a receipt must support each and every individual item. Sometimes receipts are not available due to use of Apps in which case a screen shot is acceptable.
- 2. For travel on the London Underground.** Please state on the expenses form where you travelled from and to.  
*Journey example:*  
*From: Kings Cross*  
*To: London Bridge*  
*Cost of journey: £2.40 (anytime)*
- 3. Mileage:** Please state post code/venue from which the journey commenced if NOT the correspondence address shown on the expenses form. If journey is not direct please provide details
- 4. Congestion charging:** The Faculty will not normally refund congestion charges. Any such expense must be agreed in advance by the Chief Executive.
- 5. Variance to the above:** Anyone wishing to make a claim that is outside the rules above **must get approval** from the Chief Executive before submitting their claim.
- 6. Submission of claims: Claims must be submitted within 1 calendar month after the date of meeting or expense is incurred. Claims received after that date will not be processed.**