Document Title	Business Travel & Expenses Policy 2026
Type of document	Corporate
Brief summary of contents	Clear guidance around the Group's Travel and Expenses policy
SLT member responsible for policy	Executive Director of Finance and MIS
Date written	19th March 2024
Date last revised	17th June 2026
This document replaces	Business Travel & Expenses Policy 2024
Approval route/consultation	Department Head, SLT Member, Finance Committee, Corporation Board
Head of Department (HOD) responsible for policy	Financial Controller
Author of policy	Executive Director of Finance and MIS / Financial Controller
Contact details	Execoffice@rnngroup.ac.uk
Publication location	Metacompliance and staff portal
Date of final approval	17th June 2026
Date policy becomes live	1st July 2026
Review period	Annual
Links to external standards	HMRC regulations
Related documents	RNN Group Financial Administration Procedures RNN Group Financial Regulations
Keywords	Finance, Expenses, Travel
Training needs	All Staff

Business Travel & Expenses Policy

Version 2026

Version Control Table

Date	Version	Summary of changes	Changes made by
19/03/2024	1.0	Inception of Policy in new format	Executive Director of Finance
17/06/2026	2.0	Updated to reflect HMRC rates and update allowances	Executive Director of Finance & MIS

All or part of this document can be released under the Freedom of Information Act 2000

Contents

1 INTRODUCTION 1
2 ELIGIBILITY TO CLAIM MILEAGE EXPENSES 1
3 TRAVEL – PUBLIC TRANSPORT 1
4 UK TRAVEL – PRIVATE TRANSPORT 2
5 UK TRAVEL – COMPANY CARS 3
6 SUBSISTENCE 4
7 INCIDENTAL EXPENSES 5
8 OVERSEAS TRAVEL 5
9 TRAVEL EXPENSES – CHIEF EXECUTIVE OFFICER 5
10 CLAIM DEADLINES 5

1 INTRODUCTION

Financial regulations apply to all financial transactions of the RNN Group (hereinafter referred to as the 'Group'). Detailed below are the procedures for the payment or reimbursement of staff expenses incurred wholly, exclusively and necessarily for business purposes. No travel or subsistence expenses can be claimed in relation to long courses. Travel and subsistence expenses relating to short courses will be reimbursed as for standard business activities.

Expenses shall be reimbursed based on evidence of expenditure, provided that the nature and level of costs incurred are appropriate to the post holder's duties and such expenses must comply with:

- the general law of charity;
- company law, for registered subsidiaries;
- tax law;
- the Education Funding Agencies' Current Handbook;
- the terms in our Funding Agreements;
- the terms set out in additional grant funding; and
- procurement law.

Where possible travel between campuses should take place within working hours.

2 ELIGIBILITY TO CLAIM MILEAGE EXPENSES

It is the responsibility of the Staff member to ensure that they have a valid UK driving licence and that their vehicle is insured with adequate business cover. Private vehicles must not be used for business use without these being in place. Expense claim forms have a declaration to confirm this and the internal payroll system has the facility to upload these documents. The Group reserves the right to request a copy of insurance documentation at any time and, if not provided or inadequate, expenses will not be paid.

Occasional Business Use

In some circumstances staff may be covered by the Group's Occasional Business Use Motor Policy. This is limited to infrequent and irregular use as a result of an unexpected event. This should not be seen as a substitute for staff's own business cover where travel is an expected part of employment.

3 TRAVEL – PUBLIC TRANSPORT

Staff should normally travel by the cheapest method available. For most journeys, it is expected that the appropriate administrator will obtain a second-class rail ticket from an approved travel agency. Alternatively, actual tickets from the bus or train journey should be attached to the claim for verification purposes and staff will be reimbursed accordingly.

Taxi fares will only be reimbursed in exceptional circumstances to be authorised by the Financial Controller or Executive Director of Finance & MIS.

4 UK TRAVEL – PRIVATE TRANSPORT

Where a staff member of the Group is required to use their car on Group business, the following arrangements will apply for the staff member to reclaim expenses incurred:

i. Journeys up to 100 miles in total – Approved by Line Manager.

ii. Mileage in excess of 100 miles in total – Approved by Line Manager in advance, having due regard to other methods of transport, except in the following circumstances:

- Where the mileage is in respect of T&D when it will be approved in advance by the Executive Director of HR, OD and Marketing (or their delegated representative).

- Where the nature of travel is part of the routine activity of the employee (e.g. Sales/marketing roles), where retrospective authorisation is acceptable.

iii. Travel from home and back to the Group work site attended at the start of the working day will not be reimbursed.

iv. Travel between Group sites from your work site attended at the start of the working day will be reimbursed. The journey home from your last Group site of the day will not be reimbursed.

v. For a journey from home to a place of work, other than a Group work campus / site, and return (not involving a call at an RNN Group campus / site), the actual mileage travelled less the direct mileage between your most frequent base and home (the excess mileage) will be reimbursed.

vi. **Expense claims with a total value in excess of £250 are to be countersigned by a member of the Senior Leadership Team (SLT).**

vii. Subject to the above, mileage claims will be paid in line with current rates which, at the time of writing the policy are:

Mode of transport	**Business Mileage**	**Rate per mile**
Non-electric car without passenger	first 10,000	55p
Non-electric car with passenger	first 10,000	60p
Non-electric car without passenger	over 10,000	25p
Non-electric car with passenger	over 10,000	30p

Fully electric car	first 10,000	55p
Fully electric car	over 10,000	25p
Motorcycle	any	24p
Cycle	any	20p

NB: Non-electric cars include petrol, diesel and hybrid cars.

viii. Staff who incur car-parking charges while carrying out their official business, away from their base for that day, will be reimbursed subject to the submission of appropriate receipts or evidence of the outgoing.

5 UK TRAVEL – COMPANY CARS

Where an employee of the Group is required to use a company car on Group business, the following arrangements will apply for the employee to reclaim expenses incurred:

i. All claims approved by Line Manager.

ii. Travel from home and back to the Group campus base for that day will not be reimbursed.

iii. Travel between Group sites from your base for that day will be reimbursed. The journey home from your last work site of the day will not be reimbursed.

iv. For a journey from home to a place of work and return (not involving a call at a Group campus site), the actual mileage travelled less the direct mileage between your most frequent base and home (the excess mileage) will be reimbursed.

v. Expense claims with a total value in excess of £250 are to be countersigned by an SLT member.

vi. Subject to the above, mileage claims should be made on the appropriate claim form using the rates shown below (valid at the time of writing the policy):

Engine Size	**Petrol – rate per mile**	**LPG – rate per mile**
1400cc or less	14p	11p
1401cc to 2000cc	17p	13p
Over 2000cc	26p	21p

Engine Size	Diesel – rate per mile
1600cc or less	15p
1601cc to 2000cc	17p
Over 2000cc	23p

NB. For a hybrid car use the petrol or diesel equivalent. Fully electric cars will be reimbursed at 9p per mile.

vii. Staff who incur car-parking charges while carrying out their official business, away from their base for that day, will be reimbursed subject to the submission of appropriate receipts or evidence of the outgoing.

6 SUBSISTENCE

a. Meals

Where an employee is unable to take a meal at their normal place of work, or where one is not provided, and therefore has been required to incur additional expenditure while on business outside what would be considered their normal employment pattern, the following allowances will be payable on production of actual receipts:

Outside London	£	
Breakfast	6.00	(Where journey entails leaving home before 7.00 a.m.)
Lunch	6.00	
Evening meal	15.00	(Where employee returns home after 8.00 p.m. or overnight stay)

London & Overseas	£	
Breakfast	7.00	(Where journey entails leaving home before 7.00 a.m.)
Lunch	7.00	
Evening meal	17.00	(Where employee returns home after 8.00 p.m. or overnight stay)

b. Overnight Subsistence

It will be possible to reimburse expenses for overnight accommodation where prior approval of the cost is obtained from an SLT member. Claims should be accompanied by a bone-fide receipted account. Staff will not be reimbursed for items such as drinks, newspapers etc.

c. Conference Rates

Where employees are authorised to attend a conference as a representative of the Group and it is appropriate to stay in the conference hotel, then on authority of a member of the Executive Leadership Team (ELT), it will be possible to reimburse conference rates inclusive of accommodation and meals.

7 INCIDENTAL EXPENSES

Any incidental expenses not covered elsewhere in the policy will only be reimbursed on the production of a claim form approved by the employee's Line Manager with bone-fide receipts attached. This will include the reimbursement of training and development fees.

Payment of parking fines is the employee's responsibility and these will not be reimbursed by the Group.

8 OVERSEAS TRAVEL

All overseas travel should be approved in advance by a member of the SLT or ELT. The SLT or ELT member should also assure themselves that the flight and accommodation arrangements are the most economical. Air travel will normally be by standard class flights. Accommodation should also be booked in advance. Wherever possible, the hotel should invoice the Group for the cost of accommodation, giving a detailed breakdown of the total bill. The cost of accommodation should exclude meals as these are payable in line with the subsistence rates set out in paragraph 6.

All expenses reimbursed for overseas travel will be inclusive of any currency exchange rate costs.

9 TRAVEL EXPENSES – CHIEF EXECUTIVE OFFICER

The Group Chief Executive Officer will receive travel and subsistence expenses based on the same rates and procedures as described above. All travel expenses will be authorised by the Chair of the Corporation.

10 CLAIM DEADLINES

All claims should be made on the appropriate claim form on a monthly basis immediately after the month in which the expenses were incurred or travel took place.

Claims submitted outside of this timeframe will not be reimbursed unless approved by a member of the Executive Leadership Team. Claims not made within 90 days will automatically be rejected.