



# Payment of Travel and Subsistence Expenses Policy

**Date:** January 2021

**Version:** 2.0

**Review Date:** January 2024

<b>Policy Information</b>	
<b>Policy Title</b>	Payment of Travel and Subsistence Expenses Policy
<b>Policy Number:</b>	POL 037
<b>Version</b>	2.0
<b>Policy Sponsor</b>	Chief Executive
<b>Policy Owner</b>	Director of Business Support – Desi Miskelly
<b>Committee and date recommended for approval</b>	Business Support Committee 28 January 2021
<b>Date approved by the Board</b>	11 February 2021
<b>Equality Screening Status</b>	1. Policy Screened 2017 2. Policy Screening Reviewed November 2020
<b>Rural Needs Impact Assessment Status</b>	Policy Assessed November 2020
<b>Date Set For Review</b>	January 2024
<b>Related Policies/Documents</b>	The NJC Travelling and Subsistence Allowances Scheme The NJC Excess Fares/Disturbance Allowances Provisions The Libraries NI Part-time Study Scheme The Libraries NI Additional Expenditure in Travelling to Work – Temporary Cover Agreement Libraries NI Financial Memorandum and Management Statement Libraries NI Travel & Subsistence Procedures Guidance on the Use of Privately Owned Vehicles for Business Purposes

## 1.0 Introduction

- a. It is recognised that employees and Board Members of Libraries NI may from time to time incur personal expenditure in the course of their work relating to travel, use of a private vehicle, subsistence costs or accommodation charges and that where such expenses are necessarily incurred an individual may seek reimbursement from Libraries NI.

## 2.0 Purpose

2.1 The purpose of this policy and associated procedures is to:

- provide a framework for the management and settlement of legitimate expense claims incurred by employees and Board Members in the performance of their duties
- support the fundamental principle that claims for expenses should never be greater than actual costs incurred provide clear parameters under which claims for reimbursement can be made
- assist in the protection of the integrity and reputation of the organisation, individual staff and Board Members.

## 3.0 Policy

3.1 Libraries NI will, subject to the submission and authorisation of a formal claim and supporting evidence re-imburse employees and Board Members for expenses incurred in the performance of their official duties.

3.2 In support of this policy Libraries NI will apply the provisions, rates and allowance as set out in the NJC Conditions of Service.

3.3 This policy will also apply to agency workers and secondees who are on placement with Libraries NI, as applicable

## 4.0 Authority

**Policy Sponsor:** The Chief Executive has overall responsibility for the Payment of Travel and Subsistence Expenses Policy

**Policy Owner:** The Director of Business Support is responsible for ensuring the effective operation of the Policy and the associated procedures and for its regular review.

**Policy Contact:** Any Board Member or member of staff who requires further information about the Payment of Travel and Subsistence Expenses Policy should contact the Libraries NI Finance Manager. The Policy will also be available on the staff intranet, the Board Members' extranet and the Libraries NI website.

## **5.0 Related Documents**

Payment of Travel and Subsistence Expenses Procedures  
Guidance on the Use of Privately Owned Vehicles for Business Purposes  
The NJC Travelling and Subsistence Allowances Scheme  
The NJC Excess Fares/Disturbance Allowances provisions  
The Libraries NI Part-time Study Scheme  
The Libraries NI Additional Expenditure in Travelling to Work – Temporary  
Cover Agreement  
Libraries NI Financial Memorandum and Management Statement