

# OSDC Expenses and Benefits Framework

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# Part A. Policy

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## 1. Policy statement

1.1 The Oxford Street Development Corporation (OSDC) governance arrangements are designed to ensure:

- we conduct our business in line with the law and proper standards
- public money is safeguarded, properly accounted for and used economically, efficiently and effectively

They also set clear expectations for Board Members, senior management and staff – and in particular that all of us uphold the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

1.2 To that end it is important we have clear rules and procedures for expenses and benefits: so there is clarity about what we can and cannot claim; so we have robust and auditable processes; and ultimately so we get value for money from and account for how we use public funds. That is the purpose of this framework. It applies to everyone at the OSDC: Board and Committee Members where acting in their OSDC roles or otherwise representing the OSDC; and staff.

1.3 The primary principle underpinning the OSDC's approach is that you may only claim for expenses that have been reasonably and wholly incurred in carrying out the business of the OSDC. In most circumstances such expenses will be for travel or subsistence.

1.4 In addition to the guidelines in this document, there may be occasions when you need to exercise your judgement. At all times you must remember we are a public authority that spends taxpayers' money. Ask yourself: 'Could I reasonably justify the cost I'm incurring to a member of the public?'

1.5 Generally speaking, you will need to get approval to incur expenses before doing so. The expenses regime must not be used for the express purpose of circumventing spending and approval processes set out, in particular, in our Financial Regulations. You should not presume an automatic right to the approval of expenses. All approvals need to be given in the context of the OSDC's budget and expenditure priorities.

1.6 There is a helpful quick reference guide to expenses in the Appendix. Speak to the Finance and Governance teams if you have any queries or feedback. Relevant forms are available from the Finance team.

### *Environmental considerations*

1.7 Board and Committee Members and staff must consider using the least environmentally damaging mode of transport for any necessary travel. This includes using the train or bus rather than planes, cars or taxis: trains and buses have lower per passenger emissions. Where reasonable alternatives exist, the OSDC does not support flying, particularly within the UK or to the near continent. The OSDC is committed to the use of public transport: everyone at the OSDC is expected to use

walking, cycling and public transport for work purposes wherever possible.

## 2. Outcomes

2.1 The outcomes sought from this framework are to:

- establish, communicate and embed the OSDC's commitment to managing expenses in a way that is robust, transparent, promotes high standards of behaviour and ensures value for money
- bring clarity to the rules and procedures for expenses and benefits and give practical guidance to Board Members and staff
- ensure the expenses and benefits regime at the OSDC is effective and efficient

## 3. Scope and definitions

### *Scope*

3.1 This framework applies to Board Members and all OSDC staff – whatever their contractual status – and at all times. There are rules too for consultants and those, such as individuals on a work placement at the OSDC.

3.2 The framework is part of a wider set of mutually supporting arrangements for corporate governance at the OSDC. In particular, this document should be read in conjunction with:

- GLA Group Corporate Governance Framework Agreement
- Contracts and Funding Code
- Financial Regulations
- The OSDC's policy on registering and declaring interests and supporting guidance
- The OSDC's commitment to transparency and reporting arrangements, including to comply with the Local Government Transparency Code

### *Definitions*

3.3 This framework is not based on a strict definition of an 'expense' or a 'benefit'. Rather it is simplest to review the contents of this document to get a sense of what is meant by these terms.

3.4 In broad terms, however, an expense is a necessary cost incurred wholly in conducting OSDC business either by an individual directly (i.e. it is paid for in the first instance by the staff member rather than by the OSDC) or outside of the OSDC's usual

purchase ordering process (for example, by using a corporate credit card or through the office equipment ordering system). Often there are particular tax implications or rules.

3.5 This framework does not cover the full range of benefits available to staff. For example, the staff pension scheme and non-monetary benefits are outside of its scope. Rather its focus is the staff loans and the salary sacrifice scheme. It also has something to say on the OSDC's broad approach to benefits, which is that the OSDC does not normally provide benefits – or indeed expenses – that are taxable. There are some notable exception: the Cycle to Work Scheme and the flu jabs.

## 4. Core responsibilities

### *Agreeing and developing the framework*

4.1 The Board is responsible, at a high-level, for determining the OSDC's expenses and benefits regime; therefore, any fundamental changes to the OSDC's expenses and benefits regime must be approved by the Board. This should usually be following consideration of such changes by the Audit and Risk Committee, where practicable, which has a role in supporting the Board in fulfilling its responsibilities in this regard.

4.2 Approving the document at the highest level serves to underpin and communicate the OSDC's commitment to giving effect to the policy statement and outcomes at, respectively, sections 1 and 2 above.

4.3 Note the Mayoral approval is required for changes to this document that bear on the rates and eligibility requirements for staff and Member travel and other allowances. The former are determined by the OSDC but require the agreement of the Mayor. The latter are determined by the Mayor. This approval can be pursued in line with the OSDC Governance Direction.

4.4 Updates to this document will be undertaken periodically, subject to at least a biennial review.

### *Delegated authority*

4.5 Changes to this document that do not impact on the fundamental principles of the regime or significantly expand its scope or the allowances herein, may be approved by the Audit and Risk Committee.

4.6 The Director of Finance and Corporate Operations has delegated authority to:

- make minor drafting, presentational and other non-substantive changes to this document
- amend expenses and benefits rates on an annual basis, having regard to inflation
- adapt processes and forms supporting this framework
- approve exceptional items of expenditure relating to expenses and benefits outside of the procedures set down in this framework, subject to expenses being reasonably incurred in carrying out OSDC business

## *Implementation*

4.7 The responsibility for day-to-day implementation rests with the Director of Finance and Corporate Operations, supported by the Finance and Governance teams. This includes communicating, advising on and administering the OSDC expenses and benefits rules and procedures. To this end they will ensure this framework is supported by clear supplementary guidance and well-understood and effective processes, with appropriate reinforcement, training and support.

4.8 At the directorate and team level, directors and managers have a responsibility to ensure the framework is implemented by staff working to them.

4.9 Everyone at the OSDC is responsible for applying and adhering to the framework.

## *Monitoring, reporting and assurance*

4.10 The Director of Finance and Corporate Operations will monitor the implementation of this framework. They will report to the Audit and Risk Committee, which is responsible for scrutinising the framework and its application, including on any exemptions given to the rules set down within it. All breaches of the regime will be reported to the CEO, who will also deal with any complaints, and summary details will be reported to the Audit and Risk Committee. Where the breach is particularly serious or raise questions about the efficacy of the regime it will be referenced in the Annual Governance Statement.

4.11 The Director of Finance and Corporate Operations will ensure the OSDC meets its transparency commitments pertaining to expenses and benefits. This includes reporting the expenses of the Board and staff to the Audit and Risk Committee at each of its meetings. It means also meeting the broader requirements of the Local Government Transparency Code and Accounts and Audit Regulations and making information available publicly.

4.12 Internal Audit has a role in assuring and testing the application of the OSDC's expenses and benefits regime.

## *Authorising expenses and benefits*

4.13 Pre and in-principle approval must normally be sought as per the table at paragraph 6.4, noting the specific rules and processes for different classes of expenses and benefits cited in this document.

# Part B. General approach to incurring and claiming expenses

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## 5. Overarching principles

5.1 As Part A of this framework makes clear:

- the expenses regime must never be used as means of avoiding the OSDC's ordering systems<sup>1</sup> (i.e. via the SAP finance system, procedures or rules (for example, as set down in the Contracts and Funding Code and Financial Regulations))
- the OSDC does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of OSDC business (and nor does it normally provide taxable benefits)
- approval must be sought, wherever possible in advance, for incurring expenses – and in line with this framework
- an automatic right to approval of expenses should not be assumed: approval will be given with reference to not just the principles in this document, but available budget and the OSDC's expenditure priorities
- in all circumstances, the principles of securing value for money and ensuring proper, efficient and effective use of public money must apply

## 6. Procedure for incurring and claiming expenses

6.1 All expense claims must be used through the HR system, the exceptions being foreign travel and procuring travel and accommodation, which have different authorisations and processes.

6.2 The steps to be followed when using the HR system are:

- before incurring expenditure, obtain in principle approval from the relevant authoriser (paragraph 6.4)
- having incurred the expense, retain any and all receipts and other documents providing proof of purchase
- **submit your expense using the HR systems<sup>2</sup> completing all sections of the relevant pages<sup>3</sup> and ensuring you attached the scanned receipts and proof of purchase – otherwise your claim will not be approved**

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<sup>1</sup> So, for example, training courses, conferences, stationery, IT consumables and other such goods and services should not, as a general rule, be purchased on personal or corporate debit/credit cards. Such goods and services should be procured via SAP and the purchase order process. The cost for such goods will not normally be reimbursed to individuals as an expense.

<sup>2</sup> Refer to the detailed guidance available from the finance team

<sup>3</sup> You must first indicate whether your claim is for up to and including £500 or for the greater than that sum. This is to ensure the correct approval process is followed. You must then fill in the page that applies to the type of expense incurred. The main categories are: travel, subsistence, business entertainment, and mileage. There is also a page for other types of expenses.

- the system will automatically request approval from your line manager and you will receive confirmation that it has been approved (or rejected)
- the expense will be reimbursed to you in the next payroll round.

6.3 It is important you submit your expense claim promptly. The OSDC will not reimburse any credit card or bank charges you incur for late or partial payment or for becoming overdrawn. The deadlines for submissions for the payment to be made in the next payroll round are available via the intranet.

### *Authorising expense claims*

6.4 Expenses that are being claimed through the HR system must be authorised as set out below, with an underlying principle being that no individual can sign off their own expenses. The approach to authorisation applies also at the in-principle pre-approval stage and for approving the claim itself (the latter being routed and processed via the HR system).

Claimant and amount	Authorising person
Board and Committee Members and anyone reporting to the CEO	Chief Executive Officer
Chief Executive Officer	Chair, with Director of Finance and Corporate Operations informed
All other staff:	
£500 or over	Chief Executive Officer
Up to £500	Relevant Directors (or CEO for Director-level staff)

6.5 Those in an authorising role should appoint someone to act in their place when out of the office, and in such circumstances that individual may provide approval. If there is no acting approver, then the Director of Finance and Corporate Operations may provide approval.

## 7. Authorising exemptions to this framework

7.1 Claims that fall outside the normal rules and procedures set down in this framework may in certain circumstances be acceptable but must be supported by the relevant authoriser and then discussed with and approved by the Director of Finance and Corporate Operations. In such circumstances, and wherever possible in advance, a note must be made and retained setting out how value for money is being / has been secured and/or why it is or was not possible to comply with the framework.

7.2 Such exemptions will be reported to the Audit and Risk Committee.



## 8. Tax treatment of expenses

8.1 Expenses are exempt from tax where, and only where, incurred wholly, exclusively and necessarily in the performance of OSDC business. This includes travel and subsistence expenses, business entertaining and professional fees and subscriptions to organisations on the [HMRC List 3](#). Staff will not be taxed on the reimbursement of these expenses and there is no requirement to report them to HMRC on the P11D form.

8.2 The OSDC does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of OSDC business. Nor does it normally provide taxable benefits. The main exception is the transfer of bicycles to staff at the end of the Cycle to Work agreement. These are taxable benefits and so are reported by the OSDC to HMRC on P11D after the end of each tax year. Employees in receipt of such benefits will receive a copy of the P11D form for their own tax returns.

## 9. Tipping/Gratuities

9.1 Service charges are permitted only on business entertaining and are limited to 12.5 per cent of the total bill within the UK and up to 20 per cent of the total bill overseas, depending on the convention within the country. The claimant must pay for any excess.

9.2 Tips on subsistence and for taxis will not normally be reimbursed. It is recognised, however, there may be exceptions to this rule overseas – taking account of the cultural norms in the territory in question and providing the tip is proportionate. All costs including any tip paid must, however, be supported by a receipt.

# Part C. Approach to specific types of expenses

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## 10. General rules for travel

10.1 Rail travel (excluding within London), air travel and accommodation must be approved and booked in advance wherever possible. Staff members are responsible for organising their own travel arrangements, complying always with the Corporation's purchasing procedures and procurement rules and securing value for money. This will normally entail obtaining and evidencing at least three written quotes.

10.2 There must be a clear business purpose to the travel for it to be a legitimate expense. **Travel to and from your permanent place of work is not, as general rule and subject to a few exceptions detailed below, an expense: you will not be reimbursed for the costs incurred.** Expenses will only be paid where you incur an actual cost.

10.3 If invoices need to be paid in a foreign currency, please notify the Finance team.

## 11. Travelling in the United Kingdom

### *Prioritising public transport*

11.1 The Mayor and the OSDC's Board are committed to the use of public transport: everyone at OSDC is expected to use public transport for work purposes wherever possible. Taxis and private cars should only be used when public transport is unavailable or impractical – and these reasons must be made clear when the claim is submitted. Examples of potentially valid reasons include: time of day / early flights; that it would have taken three hours to get a local bus; conference location on the edge of city. A statement to the effect that 'public transport was not available' without more detailed reasons is not sufficient and will not be accepted.

11.2 The requirement to use public transport extends to transport used by or booked for third parties such as consultants and guests. Again, if a taxi is booked the rationale must be explained.

### *Reclaiming expenses for travelling via TfL services to meetings and other wholly work-related events*

11.3 Claims must be made on the basis of the actual cost you incur. You cannot, for example, claim for a journey covered by your travelcard or that costs you no extra because you have already reached your daily, weekly or monthly cap (as applied by TfL).

Ensure you:

- get agreement for the journey, as per the table at paragraph 6.4.
- retain the receipt, ticket and/or print-out your TfL journey history (all that apply) as proof of expenditure and record the reason for the journey

### *London public transport (i.e. within the Oyster network)*

11.4 Journeys on public transport within London will only be reimbursed up to the cost of the journey applicable when using an Oyster Card or contactless payment – i.e. the ‘capped’ aggregate cost or most cost-effective single journey payment – and where you incur an actual cost. You should avoid paper tickets for travel, which are often more expensive. If in doubt, refer to TfL’s website for [information on fares](#).

11.5 For journeys via cycle and e-scooter hire schemes, the total amount that will be reimbursed is limited to the equivalent cost of using public transport.

11.6 All claims must be supported by a statement showing the journeys undertaken. Oyster and, particularly, contactless cards should be registered via the TfL website to ensure you can use the journey history function.

Examples	Comments
You live in zone 6 and you travel from home directly to a meeting near Marble Arch (zone 1) and then on to Union Street. The entire journey is covered by your travelcard.	This is not substantially different from ordinary commuting and there is no additional cost incurred by you: you cannot make a claim.
You travel from home by train to London Bridge and then by tube to Marble Arch (zone 1) for a meeting. Subsequently you get the tube to Union Street. Your annual rail ticket only covers mainline services into London Bridge.	You have to pay additional fares, which you can claim for. But you can only claim for the tube fares to and from Marble Arch and not the part of the journey into London Bridge. You should use an Oyster Card or contactless payment to ensure the cost of the journey is kept to a minimum.

### *Trains*

11.7 You are expected to travel standard class on trains, except where non-standard class is cheaper. Where an option other than the cheapest is selected, a reason has to be provided why this choice is made.

### *Other circumstances in which travel expenses may be claimed*

11.8 There are some specific circumstances in which the OSDC will pay for travel that is not by public transport and/or is to or from your home.

Travel expense for...	Criteria
Travelling from home to work by taxi late at night	The OSDC will not normally reimburse you for travel to and from home and work. There is, however, an exception to this general rule when you are working late at night. The following conditions must be met:

Travel expense for...	Criteria
	<ul style="list-style-type: none"> <li>late means after 9pm</li> <li>you only work late occasionally and irregularly: not more than 60 times a year and not to a predictable pattern (this relates to tax rules)</li> <li>by the time you are heading home, public transport has stopped, it is in the circumstances not reasonable to expect you to use public transport, or you need a taxi as a reasonable adjustment for a disability</li> </ul>
Travelling by taxi to transport files or equipment related to OSDC business	<p>Such expenses will be reimbursed provided:</p> <ul style="list-style-type: none"> <li>the equipment or files are clearly for OSDC business</li> <li>you do not usually drive to work in your own car</li> <li>it is not practical to use public transport</li> <li>this only happens occasionally or it is a reasonable adjustment</li> </ul> <p>Note: using a taxi to carry files or equipment is a taxable benefit.</p>
Travelling to a temporary workplace	<p>You can claim the cost of travel to/from home to a location other than your permanent workplace (i.e. Union Street) where:</p> <ul style="list-style-type: none"> <li>you must attend that place of work to undertake your OSDC duties</li> <li>the journey is significantly different to your ordinary commute (so you cannot claim for a journey to City Hall if you normally work at Union Street) assuming you did not have a travel card that covered this cost.</li> </ul> <p>You must travel by public transport unless it is not practical or reasonable to do so – and this must be agreed by the authorising officer.</p>

Example	Comment
You go to a meeting in Westminster on behalf of the OSDC at 7pm and this goes on until 9pm. To get there you take the Tube from Southwark, then a bus, followed by a walk. After the meeting, you get a taxi to your home, which is five miles away.	<p>You can claim for the tube and bus fares only if not covered by an existing travelcard and/or they represent an additional cost to you (i.e. not included within daily capping).</p> <p>You can claim for the taxi fare home, but only because it was late at night and it was not practical to use public transport. Under HMRC guidelines, this must not be a regular occurrence.</p>

### *Mileage allowances*

11.9 If you are using your private vehicle rather than a taxi, you will be reimbursed as per the rates determined by HMRC. You must have and provide proof, when seeking

approval, of business insurance – which you, not the OSDC, are responsible for – and secure prior approval to use your own vehicle. Only use a car where it is essential, e.g. carrying heavy files, where no other public transport is available or where the cost of public transport compared to the use of the car is prohibitive. The rules at paragraph 11.8 apply, noting you may not claim expenses for home to work journeys.

## 12. Foreign travel

### *Approval process*

12.1 You must complete and submit to Finance a signed foreign travel approval (FTA) form well in advance of your trip, setting out the details of your journey and the reasons for the trip. On receipt of the fully signed form, Finance will issue an FTA number which you should keep for your records. Your form must be approved in line with the table at paragraph 6.4.

### *Environmental considerations*

12.2 You should not take flights within the UK unless a practical train, ferry or bus route is unavailable. Train or ferry travel to mainland Europe should be the preferred option wherever possible, particularly when travelling to or via Paris or Brussels.

### *Class or mode of travel*

12.3 The following rules apply to all Board Members and staff:

Flight duration	Class
Up to three hours	Economy
Between three and six hours	Premium economy or equivalent
Over six hours	Business class

12.4 The only exception is where there is a sound business or health-related reason. In this situation, the authorising officer must be satisfied a higher class is justified and represents value for money. Any upgrades should be booked in advance and prior authorisation must be sought as part of the approval process. Where it proves not possible to secure prior approval, the person travelling must accept the risk that they will need to bear any additional cost arising if the upgrade is deemed unjustified.

### *Frequent flyer schemes*

12.5 Where you belong to a frequent flyer scheme or similar, this must not influence travel decisions or choice of airline: such decisions must be made in line with the Contracts and Funding Code and with a view to obtaining value for money.

12.6 If points (or similar) are accrued when travelling on OSDC business, then you should seek to apply those points to any future flights being undertaken for work purposes.

### *Other travel costs when abroad*

12.7 Staff and Board members will be reimbursed for any reasonable business-related travel expenses incurred abroad. Again, public transport should be considered in the first instance and the principle of securing value for money must be applied. In considering what is 'reasonable', the Director of Finance and Corporate Operations will be guided by the rules and examples elsewhere in this framework.

### *Travel insurance*

12.8 The OSDC has in place travel insurance to cover approved trips, but this is only activated once an FTA form has been completed.

12.9 Prior to any such travel, you must contact the Director of Finance and Corporate Operations who will arrange the travel insurance and will provide you with an emergency contact number and policy details.

## 13. Hotel accommodation

13.1 The OSDC will pay for or reimburse you for hotel accommodation where the stay is wholly to facilitate the conduct of OSDC business and the stay is approved as per this Framework (including an FTA form, where foreign travel is involved).

### *Approval and value for money*

13.2 As per the rule generally applicable for expenses, any hotel stay must be authorised in advance by the relevant officer. Where unforeseen situations arise and the authorising officer or their manager cannot be contacted to give approval in advance, approval must be obtained at the earliest possible opportunity.

13.3 There is no explicit upper limit to the star rating of hotel accommodation that can be used. The principles set out in the Contracts & Funding Code do, however, apply: you should use a hotel comparison site or similar, securing at least three quotes<sup>4</sup> and the imperative of securing value for money must be applied. Lower priced – but suitable – accommodation should be used whenever possible. Ask yourself if the cost could reasonably be justified to a member of the public.

13.4 Higher costs may be incurred where this is necessary to accommodate the needs of a member of staff with a disability or special needs – or where it is essential for a member of staff to use a hotel nominated by an event organiser. In these circumstances such costs must be identified as part of the pre-approval process.

13.5 If accommodation costs have been incurred and there is no evidence value for money has been secured, costs may not be reimbursed. If the evidence is not compelling, then only part of the costs may be reimbursed.

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<sup>4</sup> These quotes must be retained to accompany claims for reimbursement.

13.6 The OSDC will not reimburse hotel extras such as laundry, room service, use of the mini-bar and newspapers.

### *Payment*

13.7 Hotel accommodation should be booked in advance and wherever possible paid for directly by the OSDC. This can be done either by the hotel invoicing the OSDC or by the use of a corporate credit card. You can contact the Director of Finance and Corporate Operations to arrange for the corporate credit card to be used.

13.8 Where it is not possible to arrange for the OSDC to pay directly, you may pay yourself and seek reimbursement via expense claim. If the hotel is based abroad, evidence of the applicable exchange rate must be attached to the claim; for example, a bank or bureau de change receipt.

Examples	Comments
You stay overnight in Manchester while on a work trip. You tried to book in advance but the bed and breakfast was not prepared to invoice the OSDC, so you had to use your credit card on departure.	You can claim for the overnight stay, including breakfast. You should have still obtained prior approval from the authorising officer.
You come into work on Friday and, knowing you have a long day, decide to stay overnight in a hotel as you are going to France early the next morning on Eurostar for a holiday.	The OSDC will not pay for any accommodation that has been booked for private reasons, even if you go there straight from work or come to work directly from the hotel.

## 14. Subsistence while in the UK

14.1 As a general rule, subsistence (food and drink) will only be paid to cover the cost of evening meals or breakfast (not lunch). Claims for dinner are only permitted when you have travelled away from home or the office and cannot return home in reasonable time for dinner. Claims for breakfast are only permitted where associated with an overnight stay. The limits are:

Meal	Limit
Breakfast	£15
Dinner	£40

14.2 Any costs in excess of these amounts require an exemption to this framework, agreed by the Director of Finance and Corporate Operations. There is no guarantee that approval will be given and if costs are not justified, the excess may not be reimbursed.

14.3 Claims shall be made on the basis of actual expenditure incurred and exclude alcohol, which is not recoverable. Remember, itemised receipts must be sought, retained and submitted with all claims.

Example	Comment
You travel to Newcastle to visit a regeneration scheme and stay overnight. You have an evening meal in a restaurant.	You can claim for the meal. You should not, however, spend more than £40. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.

14.4 Lunch and snacks between meals and hotel extras such as drinks will not normally be reimbursed.

Example	Comment
You go to a meeting in Camden from 9am to 12pm. On the way back to your workspace you stop and buy a sandwich.	Staff are expected to provide their own lunch. Therefore, you cannot claim for the cost of the sandwich.

14.5 Business entertaining is covered in a separate section of this framework. Different rules apply.

## 15. Subsistence while abroad

15.1 No allowances will be paid to those who have travelled abroad on OSDC business. You will, however, be reimbursed for legitimate expenses incurred in the course of the travel. These include breakfast, lunch, dinner and other incidental expenses.

15.2 The spending limits applying to breakfast and dinner in the UK apply abroad also (applying the relevant exchange rate). It is permissible for claims of up to £20 to be made for lunch while on overseas travel.

Meal	Limit
Breakfast	£15
Lunch	£20
Dinner	£40

### *Incidental expenses*

15.3 In exceptional circumstances, where you are on a foreign trip the Director of Finance and Corporate Operations can make a sterling cash advance that can be converted into the relevant foreign currency where they are travelling abroad. Any such advance will need to be fully accounted for by the claimant in accordance with the principles in this framework. If the Director of Finance and Corporate Operations agrees to the use of this exceptional provision, they will report the fact to the Audit and Risk Committee.



## 16. Business entertaining and the giving of hospitality

*Business entertaining (taking non-OSDC staff out for lunch, dinner or for tea/coffee)*

16.1 The cost of entertaining other OSDC staff is not ‘business entertaining’ and so is not a valid expense: business entertaining must involve representatives of outside organisations. Such entertaining is, in addition and by definition, for business purposes only: it must not be predominantly social in nature.

16.2 The GLA and its other functional bodies are not ‘outside organisations’. Similarly, GLA Group contractors (external contractors contracted in) are not deemed to be from outside organisations.

Example	Comment
You have a meeting with an officer from MOPAC and decide to hold it at a restaurant near the office.	You cannot claim for this as MOPAC does not count as an external organisation.

16.3 The OSDC does not, as a general rule, make resources available for entertaining. You should not therefore take people out to lunch/dinner or for tea/coffee as an OSDC Board Member or employee and, it follows, you should not expect to be reimbursed for any costs incurred. Where catering facilities are available at Union Street, Palestra or other offices these should be used wherever possible. You should always bear in mind that we spend and safeguard taxpayers’ money and need to demonstrate value for money. You must also be aware of the rules flowing from the Bribery Act 2010 and the need to maintain impartiality.

16.4 Exceptions may, however, be made:

- for Board members, Chief Executive Officer and Director of Finance and Corporate Operations and other Directors, when representing the OSDC
- your role requires occasional business entertaining and you have obtained specific agreement from the Chief Executive Officer in advance, noting this usually applies only to senior members of staff
- you are hosting a visit from overseas and have in advance approval from the Chief Executive Officer

16.5 In all such cases:

- there must be good reason to use a restaurant or other facilities instead of OSDC/GLA facilities
- you must clearly demonstrate that the purpose of the meeting is OSDC business – and is not simply for socialising – and that there is a benefit to the OSDC
- you must choose a reasonably priced location, seek value for money and ask yourself if the business entertainment could reasonably be justified to a member of the public

16.6 The spending limits that apply are:

Meal	Limit
Lunch, including all alcoholic drinks	£40 per head inclusive of VAT
Dinner, including all alcoholic drinks	£50 per head inclusive of VAT

16.7 Alcoholic drinks, although permissible, should be kept to a minimum. As VAT is not recoverable on business entertaining, it is included in the above limits.

Example	Comment
You agree in advance with the Chief Executive Officer that you should meet a senior official from a local business to discuss the OSDC's role in providing business support in Oxford Street. The purpose of the meeting is to ensure the company understands the OSDC's role in this field and to see if they are interested in participating in a related project. You cannot hold the meeting at the OSDC offices as they can only meet you in Camden for an hour from midday, so you agree with your line manager to take the official out to lunch.	You, as a senior member of staff, can claim up to £40 a head (including VAT) for the lunch, subject to submitting proper receipts. You must identify the organisation which the person you are lunching with works for and specify the purpose and circumstances of the meeting. The general expectation is no alcohol is claimed for.

16.8 The Chief Executive Officer – or someone acting expressly on their behalf – may in certain circumstances make a higher claim if hosting:

- a Government Minister
- a foreign dignitary
- a senior representative of an important stakeholder
- an occasion of significant importance to the OSDC

The claim must still be within reasonable limits and kept to a minimum. Such claims will be flagged to the Audit & Risk Committee.

16.9 For all business entertaining claims you must:

- give the name and organisation of the recipients
- explain the purpose of the business entertaining
- provide a VAT receipt
- attach your line manager's written approval to your expense claim

16.10 The rules for business entertaining are also applicable to foreign trips on which such entertaining is necessary. Costs of business entertaining abroad, however, should be reflective of local prices and should, as far as practicable, not exceed the limits applicable to the UK. If possible, all business entertaining should be booked prior to leaving the UK. As with all entertaining, it must be met from within approved budgets.

## 17. Hospitality

17.1 Hospitality can be provided where:

- the guests are predominantly from outside organisations (you should not organise hospitality events that are for Board Members / staff only)
- the purpose is clearly OSDC business and not political
- there is sufficient budget available to meet the cost
- the hospitality represents value for money; again, ask yourself if it could be reasonably justified to a member of the public

17.2 Where you need to organise a function at City Hall, Union Street or elsewhere you should:

- confirm the budget available and that approval for spend has been given via the OSDC's usual decision-making arrangements
- seek approval from the Chief Executive Officer for the specifics of the hospitality
- order and pay for the hire of premises and refreshments in advance through the official procedures wherever possible
- make use of pre-existing arrangements the OSDC benefits from, including through the GLA with suppliers

### *Alcohol*

17.3 Alcohol is permissible in certain circumstances and where culturally appropriate. Outside visitors must also be present and the volume of alcohol must be kept to a minimum.

### *Benefiting from business entertaining paid for by others*

17.4 You may, in certain circumstances and subject to strict rules, accept gifts, benefits and hospitality. You must, however, at all times be, and be seen to be, fair, impartial and unbiased. You must adhere to and declare hospitality in line with the OSDC's Gifts and Hospitality Policy.

## 18. Light refreshments and catering at meetings

18.1 As a general rule, you should only order tea and coffee for meetings at which outside visitors are present. Similarly, lunch should only be purchased for long meetings that span the lunch period and also include outside visitors. Lunches should be modest and be of reasonable cost for example, constrained to sandwiches, fruit and soft drinks.

18.2 Buffets and similar are not provided on a regular basis for Board and other meetings. This would be a taxable benefit and would need to be declared to HM Revenue & Customs at the end of the year. Where an evening meeting is required, the principles in the paragraph above apply.

18.3 Note that free or subsidised refreshments for meetings (including invited guests) and for interview panels are a taxable benefit. The OSDC has a PAYE settlement agreement with HMRC and pays any tax on behalf of staff. Please therefore notify Financial Services of all catering expenditure as and when it is incurred, and by 31 March at the latest.

## 19. Training, conferences and awaydays

### *Short external courses and conferences*

19.1 All courses and conferences must be job-related and of clear benefit to your work at the OSDC. You must, in advance, agree you can attend with your line manager and HR. Always check with HR before booking to ensure there is sufficient budget.

19.2 The standard ordering procedure should be followed when booking short external courses and conferences. Shopping carts should state the names of the staff member attending and provide a brief description of how the training/conference relates to the attendee's job.

19.3 The rules at section 14 above on subsistence, including meals, apply.

19.4 The OSDC is on occasion, subject to budget and a business case, able to sponsor and fund (in part or in full) longer courses, ideally leading to an accredited qualification. Those interested should speak to the OSDC's Head of People to discuss whether this can be approved and next steps.

Example	Comment
You attend a course that ends at 6pm. The length of the journey means you will not get home until 9pm.	You can pay and then be reimbursed for an evening meal. You should not, however, spend more than £40. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.
You attend a conference that ends at 6pm and your journey home will take one hour.	You cannot claim for an evening meal.

### *Awaydays and other staff events*

19.5 Awaydays and similar events for Board members and staff must have a clearly defined purpose: they should have a clear benefit for the organisation and not be primarily for social reasons, although can be where the main purpose is team bonding or to mark a major milestone or achievement. The expectation is that such days/events occur infrequently, i.e. not more than a couple of times a year. At all times the principle of reasonableness must be considered, as well as ensuring any events do not cause a detriment to the OSDC's reputation.

19.6 For away days, there must be a clear benefit or practical reasons for having an away day rather than meeting at Union Street or City Hall. All

arrangements should be made in advance where possible. This includes hiring premises and catering. As a guide, expenditure should be no more than £15 a head on any meal.

19.7 Where the event is to mark a major achievement or similar, then:

- the limit of £15 per head applies
- prior approval must be sought from the CEO
- the most senior person(s) present should settle the bill and subsequently reclaim the expense
- all claims must be supported by full VAT receipts (where applicable)
- the claim must clearly identify the names of all participating individuals
- the claim must be recorded as a staff entertainment expense

19.8 Where only internal OSDC staff are present, the purchase of alcohol would not be deemed to be a reimbursable expense.

## 20. ICT equipment

### *ICT equipment for use in the office and mobile phones*

20.1 ICT equipment for use in the office, or used in both the office and home, should be sourced only through Transport for London under our Information Technology Shared Service. This should be in the form of the standard kit unless there is a clear business need for a different piece of equipment. This should be discussed and agreed with the Head of Finance.

20.2 Mobile devices are provided to all members of staff upon joining the organisation.

20.3 Mobile devices can be purchased for non-OSDC staff (e.g. agency staff, contractors, suppliers) – for clear OSDC business purposes – at the budget holder's discretion. The principle of securing value for money and best use of public funds should always be observed. For example, an upgrade to the latest product release is unlikely to be acceptable, – unless it facilitates new and more productive ways of working or communicating commensurate to the cost.

20.4 These are not, therefore, 'expenses' or 'benefits'. There is no tax charge arising if the equipment is provided and used for work purposes and private use is not significant.

20.5 The mobile phone contract used by Transport for London provides for free UK calls and texts and a generous UK data use allowance. There are provisions for roaming when abroad although, broadly speaking, these are significantly less generous. You should seek to stay within these allowances and must not exceed the allowances through personal usage. Calls to non-UK numbers are not included within the allowances and so must be for business purposes only and where unavoidable. If in doubt, speak to Transport for London.

20.6 You should avoid using your personal phone for work business. If this is, however, required out of necessity, then you may claim back relevant costs by submitting a copy of your phone bill, highlighting the business calls / data use, as part of an expense claim. VAT must be shown separately. You will not be entitled to claim for line rental or other account charges.

#### *Asset register and returning equipment*

20.7 The Principal IT and Business Operations Officer maintains an asset management register that records mobile equipment and equipment for use at home provided to staff. This includes laptops and mobile phones.

20.8 You must return all equipment supplied to you by the OSDC when you leave.

#### *Equipment for homeworking purchased by OSDC staff*

20.9 Staff may directly purchase office equipment to support homeworking, on a one-off basis, up to a total value of £250 for reimbursement by the OSDC.

20.10 ICT equipment purchased in this regard should be to complement the standard kit provided (for example, a monitor, keyboard, mouse and associated cables). Before purchasing any ICT equipment, you should review the guidance provided by Transport for London to ensure compatibility with standard kit. Chairs and/or desks may also be purchased.

20.11 You must only claim for what is necessary, reasonable and reasonably priced.

20.12 The Director of Finance and Corporate Operations is, subject to approval from the relevant line manager, able to authorise additional expenditure where 'reasonable adjustments' are required or there are other specific requirements required to support effective homeworking.

20.13 The equipment will belong to the staff member and the responsibility of maintaining or insuring all the equipment lies with each member of staff. All such equipment must be for work purposes and private use must not be significant.

## Part D. Corporate credit cards

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### 21. Overarching principles

21.1 The OSDC holds one corporate credit cards for purchasing goods and services in certain circumstances. The overarching principles are that:

- credit cards must only be used for OSDC business. They should never be used for private expenditure
- the credit card should not be used as a general credit facility
- the first course of action should always be to use the OSDC's usual purchase ordering processes (i.e. raising a shopping cart, TfL issuing a purchase order, receiving an invoice from the supplier and paying by Bacs)
- when travelling abroad, every effort should be made to book travel and accommodation in advance and the card should only be used for incidental expenses such as meals
- irrespective of whether a credit card is being used, the rules and approvals in this framework and the Contracts and Funding Code apply at all times (particularly in relation to subsistence, accommodation and business entertaining)
- the cardholder is responsible for securing value for money at all times

21.2 While corporate credit cards may be used for group expenses, this does not preclude individual members of a group travelling together from using their own funds to meet expenses –and then reclaiming them as per the rules and processes described in this framework.

21.3 When travelling abroad, the card should only be used for incidental expenses such as meals.

21.4 If at any time a corporate credit card is subject to improper use, such as for personal transactions, it will be withdrawn.

### 22. Accounting for expenditure

22.1 All expenditure on corporate credit cards must be accounted for. This will be held by the Finance team and recorded on the credit card transaction log.

22.2 All expenditure that is shown on the statement must be properly approved in accordance with this Expenses and Benefits Framework and supported by:

- a transaction receipt (a receipt for VAT regulations) which shows what goods, materials or services have been received
- a credit card receipt for the transaction (if the transaction receipt incorporates the credit card receipt then a separate credit card receipt will not be required)

## Part E. Expense payments to external persons

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### 23. Individuals from outside bodies

23.1 Payments can be made to individuals from outside bodies for expenses they incur while working on an OSDC project or event. The expenses should normally be for travel and subsistence and reimbursement should be on a cost basis.

23.2 Claims must be made using the non-OSDC personnel expense claim form. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

23.3 Any approved ongoing allowances – for example, attendance allowances – may be subject to income tax and national insurance and would have to be paid via the payroll or the individual may need to invoice the OSDC. Any such proposals must be discussed with the Director of Finance and Corporate Operations before entering into an agreement.

### 24. Work-experience placements

24.1 Work placements may be reimbursed by Bacs for actual expenses incurred on travel. Reimbursement for meals and other subsistence is restricted to a maximum of £7.50 per day<sup>5</sup>.

24.2 Claims must be made using the non-OSDC personnel expense claim form. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

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<sup>5</sup> The rate will be kept under review and may be changed by the Director of Finance and Corporate Operations under their delegated authority set out in Part A, Para 4.6.



## Part F. Staff benefits

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### 25. Staff loans

25.1 Staff can apply for a number of loans to help with specific costs, as listed below. All loans are interest free and deducted directly from staff salaries across an 11-month period. More information, including on how to apply, is available on the GLA [intranet for:](#)

- season ticket (i.e. annual travelcard)
- tenancy loan
- bike loan
- annual gym membership
- childcare (to help cover fees paid in advance to set-up childcare arrangements)
- fees in respect of an application for the right to live and work in the United Kingdom and any associated reasonable legal costs incurred in relation to such an application (which must be properly evidenced)
- purchase a bicycle to travel from home to work, or to purchase cycling equipment and accessories, or to cover bicycle servicing costs

25.2 The Cycle to Work scheme operates differently and more information is available from HR.

#### *Annual limit and tax treatment*

25.3 HMRC sets an annual limit on the value of tax-free loans that an employer may provide: £10,000 at the time of writing. The aggregate value of loans you are able to claim will not exceed this sum.

### 26. Leave trade-in

26.1 Under the OSDC's flexible benefits scheme, within the terms and conditions of service, staff are entitled to trade in one day's or two days' annual leave towards to help with certain costs incurred. At the time of writing, leave could be traded-in towards:

Option	Detail
1	Payment of annual subscription to a professional body.
2	Payment of additional voluntary contributions to pension.
3	Payment of annual membership subscription for any health scheme, benefits or facilities, or fitness or sports facilities.
4	Payment of medical treatment.
5	Payment of personal training or development.

Option	Detail
6	Payment of annual season ticket loan.
7	Payment of spectacles or contact lenses.
8	Payment of private health insurance.
9	Payment of personal student loan.
10	Payment of childcare facilities.
11	Payment of bicycle loan
12	Payment of purchase of a bicycle or cycling equipment and accessories.
13	Payment of purchase of laptop, tablet or desktop PC.
14	Payment of tenancy deposit or tenancy deposit loan
15	Payment of childcare deposit or childcare deposit loan

26.2 The value of leave is calculated as a standard rate for all employees and is upgraded each year in line with the cost of living award. You can request information on the value of a day's leave by contacting the Finance team (at the time of writing it was £238.79). Payments are subject to deductions for tax and national insurance.

26.3 Only full days can be reimbursed and only up to the cost of the expenditure. You can, however, trade-in leave against more than one of the items listed above to bring the total value up to that of a whole day (or two). Once approved, you must notify HR so your annual leave details can be updated on the HR system.

Examples	Comments
Your annual gym membership costs £400 and you have organised an interest free loan from the OSDC to cover the cost.	Two days leave can be traded-in to cover the cost. But only £400 will be paid – not the full two-day's value of just over £450.
Your annual gym membership costs £400 and you have organised an interest free loan from the OSDC to cover the cost. You have also organised a loan to cover the cost of a £500 annual travelcard.	Two days leave can be traded-in to cover the £400 gym membership. The additional sum of just over £50 can be paid towards the value of the season ticket.

## 27. Other staff benefits

27.1 Full details are available on the intranet or from HR, but note, OSDC staff do not have access to all the benefits listed on the GLA's intranet page. For any queries before purchasing anything on this list, please liaise with HR. Where you do make a claim, ensure the procedure explained at section 6 is followed\$

## *Eye tests*

27.2 The OSDC will reimburse the full cost of eye tests up to the NHS standard eye test charge, which at the time of writing was £21.71.

## *Glasses*

27.3 The OSDC will reimburse costs up to £80 for glasses if they are required only for VDU use. Claims must be supported by a letter from your optician verifying that you need glasses solely for VDU use.

## *Flu vaccine*

27.4 The OSDC will reimburse the full cost of the flu vaccine privately administered, up to a maximum value of £15.

## *Payment of professional subscriptions*

27.5 The OSDC will support membership of professional bodies where this directly benefits the organisation as well as the individual, and where budget allows. Generally, the OSDC will only pay for one subscription per person, based on the criteria below. Both criteria 1 and 2 below must be met, plus one or more of the other criteria.

Criterion	Detail
1	You are a permanent member of staff who has successfully completed your probationary period (fees can be reimbursed to you if the association requires payment before the probation period ends). You can be full-time or part-time. No payments will be made for those on a fixed-term contract or who are secondees, consultants or temporary members of staff.
2	The body is <u>recognised by HMRC</u> and so approved for tax-relief.
3	Membership is a legal requirement of your job; i.e. you cannot practise otherwise.
4	Membership of the professional body is listed as an essential requirement in the recruitment criteria of the job profile.
5	You have been transferred by TUPE and your subscription was paid by your previous employer.
6	Payment is agreed at the point of recruitment, following approval by your Director and HR. This includes where the OSDC chooses to honour your existing commitment to a course of study you have partially completed and which requires student membership.
7	Following discussions with your Director and HR, the OSDC agrees to fund a course of study for you, where budget allows. You must have student membership. The implications of the undertaking will be described in the Training Agreement. The OSDC will continue to pay full subscriptions once you graduate, providing you remain a permanent member of staff and can make a case for membership using the criteria above. This may be subject to budget considerations.

27.6 You must attach a copy of your certificate or membership card to your expense claim.

## Appendix. Quick reference guide to expenses

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All expense claims must be supported by itemised receipts which list what is purchased (a bank statement on its own is insufficient). Any spend connected with meetings, conference or training should include specific named details of the event.

Expense	Allowance/Criteria
Public transport in London (tube and bus)	<ul style="list-style-type: none"><li>• The cost of the journey to you using an Oyster Card or contactless payment.</li><li>• The journey must be agreed in advance with an authorising officer (staff only).</li><li>• You must retain a receipt or print your journey history from the TfL website as proof of expenditure.</li><li>• You cannot claim for any journey that is covered by your existing travelcard or that does not incur a cost to you; for example, because it is above the relevant cap.</li></ul>
Rail fares	<ul style="list-style-type: none"><li>• The actual cost of the ticket, subject to the rules set out in section 11.</li><li>• The journey must be agreed in advance with an authorising officer.</li><li>• You cannot claim for any journey that is covered by your existing travelcard.</li><li>• Standard is the normal class of travel.</li></ul>
Air travel	<ul style="list-style-type: none"><li>• Flights must be booked following the criteria set out in section 12.</li><li>• Flights up to three hours: Economy Class; three to six hours: Premium Economy; over six hours: Business Class.</li><li>• Wherever possible air travel should be booked well in advance ensuring value for money is obtained.</li><li>• A foreign travel approval (FTA) form must be completed and authorised in advance.</li></ul>
Taxi fares	<ul style="list-style-type: none"><li>• The actual cost of the taxi fare incurred.</li><li>• A receipt must be obtained.</li><li>• Taxis should only be used where public transport is not available or not practical and specific reasons provided, e.g. time of day; health reasons; carrying equipment.</li></ul>

Expense	Allowance/Criteria
	<ul style="list-style-type: none"> <li>Journeys between home and work are not reclaimable with exception of taxis booked after 9.00pm for staff working late on OSDC office premises.</li> </ul>
Mileage	<ul style="list-style-type: none"> <li>As per <a href="#">HMRC rates</a>.</li> <li>Journey must be agreed in advance with an authorising officer.</li> <li>When using your personal car, you must have and provide proof of business insurance, which is your responsibility.</li> <li>Cars must only be used where it is essential; e.g. carrying heavy files, there is no public transport or it is more costly.</li> </ul>
Subsistence	<ul style="list-style-type: none"> <li>Actual cost of meal, not exceeding £15 for breakfast (if connected to overnight stay) or £40 for dinner.</li> <li>All claims must exclude alcoholic drinks and be supported by VAT receipts.</li> <li>Lunches cannot be claimed, except for staff on foreign travel, where a limit of up to £20 applies, or as part of an official away day.</li> <li>If you go above the limit in pounds or foreign currency equivalent, the repayment amount will be reduced to the relevant limit.</li> <li>For overnight stays, hotel extras such as drinks, snacks and newspapers will not be reimbursed.</li> <li>Tips are generally not reimbursed although when abroad local custom can play a role.</li> </ul>
Eye tests	<ul style="list-style-type: none"> <li>At the NHS standard rate currently £22.31. Please only claim up to the standard rate.</li> <li>£80 contributions for glasses are only available if the glasses are confirmed in writing by the optician to be solely/specifically for VDU (computer/screen) use and does not apply to those who need prescriptions for other uses.</li> <li>Category of 'general prescription including VDU use' cannot be accepted for repayment. Please check before purchase with Finance and Governance if you are uncertain.</li> </ul>
Business entertainment	<ul style="list-style-type: none"> <li>When claiming, include all of: name of person; their organisation; any staff present; reason for business entertainment. A full list of attendees must be provided including all OSDC staff.</li> <li>Alcohol is only permitted on business entertainment and VAT is not recoverable.</li> </ul>