

**Reviewed: November 2022**

MARSHALL AID COMMEMORATION COMMISSION

**Travel Policy**

For travel undertaken by Marshall Commissioners both in the UK and the US the following guidelines must be followed.

**Travel in the UK**

This guidance assumes that Commissioners are normally based in the UK. In exceptional circumstances Commissioners who are temporarily located overseas may seek authorisation from the Chair to travel to meetings in London. Such authorisation will only be granted on an ad-hoc basis.

**Air Travel**

All flights purchased should be Economy. Note: travel within the UK should be by train whenever possible, but it is recognised that on occasion flights may be cheaper and/or may save overnight hotel expenses.

**Train Travel**

Commissioners may claim for the equivalent of a standard class return ticket for train travel providing this is for Marshall Commission business meetings. If a cheaper fare can be found by buying single tickets the Commission encourages Commissioners to do so. **At all times Commissioners must endeavour to purchase the cheapest fare available and are encouraged to book tickets early in order to receive the best deals.** Receipts must be presented for reimbursement.

**Mileage**

The mileage rate for car travel that may be claimed is 45 pence per mile.

**Taxis**

Public transport should be used whenever possible, but necessary taxi journeys may be claimed. Receipts must be presented for reimbursement.

**Accommodation**

Overnight accommodation can only be reimbursed if a Commissioner cannot reach home, after concluding Commission business, by 2200hrs.

Hotel accommodation will be reimbursed at a fixed rate up to £125 per night in London and £85 outside London. Receipts must be presented for reimbursement. Similarly receipts for meals associated with an overnight stay will be reimbursed up to the accumulative value (ie. Breakfast, lunch and Dinner) of £50.

## **Travel to the US**

### **Air Travel**

All flights purchased should be Premium Economy where available. The maximum that can be claimed is the equivalent of a Premium Economy fare. Flights may be booked through the Secretariat and dates for travel must be provided at the earliest opportunity, to ensure the cheapest fares, alternatively Commissioners may book their own flights and submit receipts for reimbursement using the appropriate claim form.

### **Taxis**

Public transport should be used whenever possible, but necessary taxi journeys may be claimed. Receipts must be presented for reimbursement.

### **Accommodation**

Accommodation should normally be booked through the Secretariat so that advantage can be taken of the special rates arranged through the ACU and the British Consulates.

When travelling for the Marshall Commission, Commissioners may claim for accommodation, meals, use of the internet and business related hospitality expenses. Receipts must be presented for reimbursement.

### **Insurance**

The Marshall Commission does not provide travel insurance for Commissioners. Commissioners are therefore expected to have their own private travel insurance.

<b>Review Date</b>	November 2022
<b>Next Review date</b>	October 2023