



Expenses Code for the Chair and Board Members of IPSA

1. Introduction and general conditions

- 1.1 This Code to claiming expenses is to be used by the Chair and Board Members of IPSA.
- 1.2 This Code aligns with IPSA's values, the Nolan principles of public life, and the expenses policy provided for IPSA's people.
- 1.3 In making any claim, a Board Member must certify that the expenditure was necessary for the performance of their duties. Value for money should always be considered when claims are made and be balanced against the need to travel safely and efficiently during working hours.
- 1.4 Details of expenses incurred will be published bi-annually in arrears on IPSA's website, with spend aggregated for each Board member according to the expense category and differentiated by financial year.

2. Overview

- 2.1 The roles of Chair and Board Members of IPSA require the post-holders to work on a part-time basis. Due to the nature of the work, it is possible that post-holders will have to travel some distance. This was recognised in the advertised terms and conditions for the posts and is normal for this type of public appointment. Provisions for the post-holder to be reimbursed for expenses incurred from travel and overnight accommodation are therefore set out below.

3. Claims for expenses

Travel

- 3.1 Board Members are entitled to claim for travel costs where they are necessarily incurred on IPSA business. This includes (but is not limited to) travel from their home to IPSA's office or any other venue hosting official IPSA business. Claims must be justified by the following criteria.
- 3.2 The purpose of the travel is recorded.
- 3.3 The method of travel should be the most economical method available. When using air or rail, any cheaper travel facilities available (e.g., fixed advance tickets, day return tickets, season tickets, or railcards) should be utilised where possible, subject to the provisions of paragraph 3.4. Board Members must always consider value for money in the expenditure which they incur, though are entitled to reasonably consider efficiency and security when selecting modes of travel and their journey duration/times.

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- 3.4 Board Members should consider the environmental impact of their travel choices, where possible using public transport and limiting air travel.
- 3.5 When travelling by rail, reimbursement for Board Members will be limited to the cost of a standard class ticket. First-class travel, unless there are exceptional circumstances, is not permissible.
- 3.6 Air travel, if more expensive than other means of travel, should not normally be used unless there is a cost advantage because of savings in overnight accommodation expenses or working time, or if some other reason justifies the additional cost.
- 3.7 Where air travel is justified, Board Members will fly in economy class. Reimbursement will be limited to the rate of an economy class ticket available at the time of booking. In the case of air travel, “economy” includes “flexible economy”.
- 3.8 Where Board Members use their private motor vehicle on official IPSA business, they will be able to claim the standard rate of 45p per mile for the first ten-thousand miles travelled in a given financial year, and 25p per mile thereafter. When using their car for business purposes, Board members should ensure that they are appropriately insured. The cost of business car insurance is not claimable.
- 3.9 Where Board Members use their private motor vehicle for part or all of their journey from their home to a venue hosting official IPSA business, they are able to claim for the cost of parking and any toll charges. IPSA will not fund any penalty charges.
- 3.10 The use of taxis in exceptional circumstances is within a Board Member’s discretion.
- 3.11 All claims must be supported by receipts which show the exact cost incurred and contain details of the date of travel and start and end locations.

Accommodation and subsistence

- 3.11 Where a Board Member claims for the cost of overnight accommodation, this should be supported by evidence of the cost incurred as well as justification of the expenditure.
- 3.12 Examples of where the cost of overnight accommodation may need to be incurred include:
 - 3.12.1 if a Board Member does not live within reasonable proximity of where IPSA business is being conducted and is required to be away from home for official business for an early meeting, they may therefore need to stay overnight on the preceding evening; and/or
 - 3.12.2 if a Board Member does not live within reasonable daily travel of where IPSA business is being conducted and is required to be away from home for official business which means they are unable to return home the same day, they may, therefore, need to stay overnight that evening.



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- 3.13 The presumption will be that Board Members will not claim expenses incurred for overnight accommodation unless they are unable reasonably to make the necessary travel arrangements to meet a specific IPSA commitment without doing so.
- 3.14 Hotel accommodation expenses may only be claimed up to the same maxima as those available to IPSA people. Any additional costs incurred will be met by the Board Member.
- 3.15 Where Board Members are away from home on IPSA business for up to eight hours, they may claim subsistence expenses up to a maximum of £10 for food and non-alcoholic drinks. Where Board Members are away from home on IPSA business for over eight-hours, they may claim subsistence expenses up to a maximum of £25 for food and non-alcoholic drinks.
- 3.16 Where Board Members necessarily stay overnight away from their home on IPSA business, they may instead claim subsistence expenses up to a maximum of £35 per night for food and non-alcoholic drinks.

4. Procedure for Submitting Claims⁸

- 4.1 Claim details and supporting evidence should be submitted to IPSA using the Board Expenses Form. All claims should be submitted no more than 90 days after the expenditure was incurred.

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