

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 Chair and Board Members of IPSA.
- 1.2 This guide is designed in line with IPSA's values, the Nolan principles of public life, and reflects the approach taken in the relevant sections of the Scheme of MPs' Staffing and Business Costs.
- 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 Claims for expenses incurred will be published bi-annually in arrears on IPSA's website.

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 (up to a limit) are therefore set out below.
- 2.2 This guide does not cover gifts, entertainment, and hospitality, which are covered separately in the [Gifts and Hospitality Code](#).

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 non-London Area¹ home to IPSA's office in central London 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 (for example, day returns, season tickets or railcards) should be taken advantage of, subject to the provisions of paragraph 3.4 Board Members must always consider value for money in the expenditure which they incur, though

¹ The London Area is defined in Schedule 1 of the [Scheme of MPs' Staffing and Business Costs](#).

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are entitled to reasonably consider efficiency and security when selecting modes of travel and their journey duration/times.

- 3.4 When travelling by rail, reimbursement for the Chair and Board Members will be limited to the rate of an “anytime standard open” ticket in line with the rules for MPs; however, the benefit of cheaper tickets (for example, fixed advance tickets), should be utilised whenever the certainty of meeting times allows. Where the cost of a first-class ticket is less than the comparable standard class equivalent, this is permissible. First-class travel, unless there are exceptional circumstances, is otherwise not permissible.
- 3.5 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 any additional cost.
- 3.6 Where air travel is justified, the Chair and 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”.
- 3.7 Where the use of return tickets is the economically most viable option, the Chair and Board Members will do so.
- 3.8 Where the Chair or Board Members use their private motor vehicle on official IPSA business, they will be able to claim the standard rate of 45p per mile.
- 3.9 Where Board Members have been working on IPSA business past 22:00, taxis may be permitted provided a note is submitted as to why public transport was not reasonably practical nor appropriate at the time. With the same note, taxis are also permissible where no other reasonable method of public transport was available for all or part of the journey, or where the journey is impractical owing to Board Member pregnancy, disability, illness, or injury.
- 3.10 All claims as set out in paragraph 3.2 must be supported by receipts which show the exact cost incurred.

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:
 - if a Board Member does not live within the London Area 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
 - if a Board Member does not live within the London Area 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 the Chair and 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 Members of Parliament, as set out in Chapter 4 and Annex A of the Scheme of MPs' Staffing and Business Costs. Any additional costs incurred will be met by the Chair or Board Member.
- 3.15 Where the Chair or Board Members necessarily stay overnight away from their home on IPSA business, they may also claim subsistence expenses up to a maximum of £25 per night for food and non-alcoholic drinks.

4. Procedure for submitting claims

- 4.1 Claims should be submitted to the Business Support Officer using an IPSA expenses claim form, along with the supporting evidence. All claims should be submitted no more than 90 days after the expenditure was incurred.
- 4.2 All claims will be published periodically in arrears on [IPSA's website](#).

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