

Key changes to the expenses policy:

Policy overview:

- Receipts should be submitted no later than 3 months from the date of the expense incurred.

Travel hierarchy

- A section on cost saving options to consider before making travel or accommodation arrangements.

Rail travel

- Whenever your train or journey is delayed upon travelling on a ticket paid for through the Capita system or even non-compliant expense tickets the following procedure should be followed. Delay Repay vouchers should be collected for all effected journeys and then be sent to Capita for crediting against our account, this can be done for free through the internal post system:

Delay Repay Vouchers:
Network Rail Account
Capita Travel & Events
Meridian Court
18 Stanier Way
Wyvern Business Park
Derby
DE21 6BF

Upon receipt of the delay repay vouchers they shall be processed and Network Rail will be credited for the effected journey.

London underground

- If you choose to pay via contactless, proof of purchase is still required – this can be in the form of a bank statement with all other items greyed out.

Taxis

- Taxis must be booked using Cabfind through the Capita portal:

https://www.capitatravelandevents.co.uk/Portal/Ootov4_Taxioto.aspx

Hotels

- Hotels can't be booked if the employee is staying within 10 miles of their normal permanent work location. Such instances become a taxable benefit to the employee. Exceptions to this will be made for an employee where there is safety case due to 'Fatigue' and Group Tax will need retrospective approval from the Finance Director.
- When booking a hotel, Capita will now require email approval from the traveller's line manager to book an 'over rate cap' hotel where suitable 'in cap' hotels are available in the area.

Personal Incidental Expenses

- 'Personal Incidental expenses' has been changed to 'Personal Overnight Incidental expenses'. This should only be used when the employee is staying overnight away from their home on official Network Rail business.
- Claiming back the cost of drinks and food during train journeys or 1-2-1s is not permissible.

Lunch Allowance

- We are providing further clarity on when lunch allowances should be claimed: when staying in a hotel the night before or leaving home earlier than on a normal working day. If you are travelling to Network Rail offices and have the opportunity to do what you do normally for lunch then lunch expenses should not be claimed.

Other

- For claims overseas, the subsistence allowance remains the same and needs to be converted to the currency of the country you are incurring expenses in.

Staff rewards/gifts and welfare

- The purchase of flowers is not permitted except under the arrangements of the Death in Service policy.

Business entertaining

- All employees offering or receiving corporate hospitality in excess of £15 should create a submission on iEthics. See the Gifts and Hospitality policy for more details:

<http://connectdocs/NetworkRail/Documents/CorporateServices/Legal/CorpHospitalityPolicy.pdf>

Reasonable adjustments

- Disability railcards may be used to purchase train tickets for companions required to travel with a disabled employee.

Key changes to the iexpenses system:

Receipts

- The 'Original receipts missing' box will be removed from iexpenses, as all claims need to be supported with a valid receipt.

Business reason

- A 'business reason' field will be mandatory for all claims.

Multiple claims

- Where multiple claims are submitted under one receipt, additional fields will appear to include details for all other employees which will need to be completed.
- The correct process is for the employee who paid for the expense to submit their receipt and then complete details for each employee they had paid for – this will then remove the policy violation as long as each employee is within their subsistence allowance. Each employee on the expense claim should not make individual submissions on iexpenses.
- The expenses category should be the allowance you were claiming for (i.e breakfast, lunch or evening meal).