

# Travel and Expenses Corporate Policy

## Why this Policy matters

Travel and expenses are a significant cost to the BBC. As a publicly-funded organisation, we have a duty to our stakeholders to ensure that resources are used efficiently, responsibly, and in a way that manages our impact on the environment.

## Who this Policy applies to

This Policy applies to you if:

1. You work for, or represent, the BBC or one of its subsidiaries, and
2. You incur expenses while conducting business on behalf of the BBC.

This includes, but is not limited to:

- employees, full-time or part-time
- those on a fixed term or temporary contract
- freelancers, contractors or consultants
- volunteers or interns

## Overview

Our overarching principle is to exercise responsible stewardship of BBC funds and be mindful of the environmental impact when incurring fair and reasonable expenses for BBC business. Our expenses are often subject to Freedom of Information requests so there could also be a reputational risk with some expenses claims. Any surplus expenditure is your responsibility.

## The essential things you must do or not do

These high-level essential mandatory requirements are the most important for you to understand and follow to meet the Policy objectives.

### Travel and transportation

1. You must only travel or transport equipment if necessary for BBC business. You must book cost-effective travel and transportation and use the BBC's Travel and Delivery systems for all flight, hotel, rail and taxi bookings.

## Expense claims

2. You must only claim for expenses incurred whilst carrying out business for the BBC, within pre-determined limits.

You must get **pre-approval** from your authorising manager for expenses outside the pre-determined limits.

Employees claim expenses using Concur with receipts attached. Contractors submit expenses using manual forms with receipts attached.

3. As an approver of expenses, you must only approve expenses if the claim is a legitimate business expenses in line with this Policy.

You must NOT approve claims above the pre-determined limits unless you pre-approved a request to incur them.

You must NOT approve your own expenses or those of more senior employees.

The budget holder ('person responsible') approves all expenses against a project code.

Line management approves all other expenses, and the seniority of the approver depends on the size of the claim.

## Misuse

4. You must not purchase technology – hardware or software – through expenses.

Any expenses claims relating to technology purchases will be rejected. Hardware includes, but is not limited to, laptops, desktops, tablets or mobile devices.

You may read more about purchasing standard and non-standard technology in the Use of Technology Corporate Policy.

5. You must promptly report any suspected misuse, fraud or other breach of this Policy.

Report concerns to the Expenses Team.

You may also use the Whistleblowing channel.