

PAB expenses policy

Proposed policy for adoption

1. Introduction

At its January 2007 meeting, the PAB adopted a code of conduct, which makes reference to an expenses policy.

This paper introduces a draft policy for discussion and adoption by the PAB. The draft is based on Nominet's staff expenses policy.

2. Resolution

A draft resolution is:

The PAB resolved to adopt the PAB expenses policy attached in the paper.

PAB EXPENSES POLICY

1. Travel

1.1 Rail

When travelling by rail, you should usually use standard-class rail facilities, unless you are travelling in peak times (in which case you may travel by first-class rail).

The PAB secretariat will be happy to book train tickets for you in advance of your journey. Tickets can be sent to your home address (if purchasing 5 working days before departure), or alternatively tickets can be collected at the departing station.

Nominet will pay for any car parking fees at rail stations. Please keep all relevant receipts.

When needing connections, Nominet will pay for tube or taxi fares. Again, keep all relevant receipts.

1.2 Air

In general, business class fare is acceptable. The PAB secretariat can assist with booking air travel. Tickets are generally e-tickets which can be emailed to your preferred email address.

1.3 Road

Own car – mileage claimable is detailed on the PAB expenses claim form, which can be located at the back of your meeting paper pack with a freepost envelope for you to use. It is your responsibility to ensure you hold a current driving licence, your vehicle is insured for business use and the vehicle is in a road worthy condition. Nominet expects all persons driving whilst on company business to comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. The use of mobile phones whilst driving is not acceptable except where a legally compliant hands free unit is installed, and even then it is strongly advised against.

Parking fines – the person in charge of the vehicle must settle parking fines at the time the fine was accrued.

Private car hire – to be used with discretion, and must be agreed with the PAB Secretariat beforehand.

Private hire taxi – Nominet has specially agreed rates with suppliers, please contact the PAB Secretariat who will organise a taxi on your behalf.

Car-parking – charges can be claimed in full and you should obtain receipts whenever possible.

Motorbikes/Pushbikes – travel by this method will be reimbursed per mile using the current mileage rates (see expenses form for details).

2. Accommodation and subsistence

Overnight accommodation will be booked by the PAB secretariat. Breakfast will be included within the room rate. Nominet will not reimburse any other costs incurred during your stay at the hotel e.g. mini-bar use, room upgrades or any additional subsistence costs, other than the allowances detailed below.

2.1 Meals

Breakfast

This will be included in overnight package

Lunch

If lunch is not provided or arranged by the company, Nominet will reimburse your lunch expenses up to a value of £20 per meal. Receipts will be required.

Dinner

If the company has not arranged dinner, a meal up to a value of £35 can be claimed. Receipts will be required.

2.2 Other expenses

Any other expenses claimed for must be agreed in advance with the PAB Secretariat.
