

*There have been no changes to these guidelines since they were last reviewed. We are satisfied that we are in compliance with these guidelines.*

**Andrew Skilton**

December 2023

## **THE BUTLER TRUST**

### **Travel and Subsistence Guidelines Effective from December 2023**

The following Guidelines should be observed by all personnel travelling on behalf of The Butler Trust. Any variation from these guidelines must be agreed, in advance, with the Director.

Travel and subsistence expenses claimed must be directly related to Butler Trust business. It is requested that travel bookings are made as early as possible to take advantage of cheap rates.

Claims must be submitted on a claim form which has been completed and signed, with receipts for all expenditure. Forms are available from the office (info@butlertrust.org.uk or 020 8688 6062).

<b>Train travel</b>	Unless there is a clear business case approved in advance by the Director, standard class travel only will be reimbursed, preferably booked on an advanced basis and taking advantage of off-peak fares where possible.
<b>Air travel</b>	Where possible this should be on budget, no-frills airlines. As a maximum, Apex or similar economy tickets on other airlines will be reimbursed if budget airlines do not fly a particular
<b>Accommodation and meals</b>	<p>Overnight accommodation and meals to be reimbursed should reflect prudence on the part of the user.</p> <p>Please contact the Trust Director before booking accommodation costing more than £150 in London and £85 elsewhere.</p>
<b>Mileage</b>	The Trust will meet the cost of travel in your own car at the rate of 45p per mile subject, where travel by train would not be a practical alternative, to a maximum equivalent to the cost of travelling by train.

Allowing for time for two signatures, the Trust will endeavour to reimburse expenses within four weeks of receiving a claim, sooner if possible.