

Travel and Expenses Policy  
For Strategic Panel and Committee members use  
Effective 17 May 2023 (v4.0)



## Introduction

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Independent and Trading Party Strategic Panel members, committee members and members of working groups may recover reasonable travel expenses properly incurred in the performance of their duties from MOSL. Independent members may also claim for their time spent on Panel and committee duties, based on their contractual day rate.

The purpose of this policy is to establish the terms and conditions for claiming business related expenses (i.e. what and how much can be claimed) and the process for payment.

### Claims

Expenses will only be reimbursed on submission of a properly supported invoice and claims must be made within **60 days** of the expense being incurred.

### MOSL team members

MOSL team members are covered under a separate policy which applies to the MOSL board and colleagues.

## Expense Limits

### Employed by a trading party / other organisation

If you are employed by a trading party / other organisation, you may claim the **lower** of the rate agreed with your employer or that set by MOSL.

### Working in an individual capacity

If you are working in an individual capacity, you may claim expenses, including for time spent, using the rates set by MOSL. A working day constitutes 7.5 hours for the purposes of submitted claims. Where a meeting is booked for a whole day and so has required you to keep the whole day free, and then finishes early, you may still submit a claim for 7.5 hours. If any doubt though, please speak to Panel Secretariat.

## Travel Policy

### Public transport

- Public transport should be used wherever possible.
- Select the most economic economy or standard class fare available for the journey (we will not reimburse business or first-class fares).
- Tickets should be booked as early as possible to take advantage of lower price advance fares where they are available.
- Taxis should only be used in exceptional circumstances based on a cost versus time value assessment.

### Personal vehicles

If you use your car for business purposes, you may claim a mileage allowance. You will need to set out the purpose and distance of the journey taken (less your normal home to work mileage) on your claim. It is your responsibility to ensure it is correctly insured for business use.

Under our policy, we will reimburse car mileage allowance of 45p per mile for the first 10,000 miles claimed each tax year and 25p per mile for any mileage above the 10,000 mile threshold. For motorcycles, the rate is set at 24p per mile irrespective of the number of miles claimed in a given tax year.

Type of vehicle	First 10,000 miles	Over 10,000 miles
All Cars and vans	45p	25p
Motorcycles	24p	24p

### Miscellaneous travel costs

You can claim reasonable car parking costs while carrying out Strategic Panel or committee business. Any traffic offence including, without limitation, parking tickets and speeding fines are considered your responsibility and MOSL will not be liable for any payment.

## Accommodation and Subsistence Policy

### Prior Agreement

Accommodation and subsistence are only payable where MOSL have agreed in advance that an overnight stay is necessary. Please check with Panel Secretariat (Panel.Secretariat@mosl.co.uk) if unsure whether an overnight stay is authorised.

### Accommodation

You are expected to choose the most cost-effective option available. The **maximum** amount we will reimburse for hotel accommodation is £130 (including VAT) per night in London and £100 (including VAT) outside of London.

Location	Maximum cost per night, including breakfast
London	£130 (including VAT)
Outside London	£100 (including VAT)

### Breakfast

Where breakfast is not included in the rate, but must be purchased separately, the combined cost of the hotel and breakfast should not exceed these limits.

### Dinner

Up to £30 per head (unless dinner is being provided by the host as part of the arrangements). This may include a single alcoholic drink and is expected to cover the service charge. It is expected that you use your discretion and ensure out-of-pocket expenses are kept to a minimum.

The use of the mini bar and any other chargeable facilities is for your own account and will **not** be covered by MOSL.

## Claiming Expenses

### Employed by a trading party / other organisation

Submit an expense claim to your employer in accordance with your employer's procedures. Ask your employer to raise an invoice for MOSL for the maximum permissible amount (i.e. the **lower** of the rate agreed with your employer or that set by MOSL).

### Working in an individual capacity

Raise an invoice for MOSL for the maximum permissible amount (i.e. the rate set by MOSL).

### VAT

If the invoicing party claiming expenses is VAT registered, you should invoice MOSL for the **net** expense incurred and then add output VAT. For example, if you spend £50 on train travel (no VAT) and £120 on accommodation (£100 net plus £20 VAT) per HMRC rules, you should invoice MOSL for £150 net + 20% VAT of £30 = £180. We will then reclaim the VAT.

If the invoicing party claiming expenses is not VAT registered, you should invoice MOSL for the **gross** expense incurred. For example, if you spend £50 on train travel (no VAT) and £120 (including £20 VAT) on accommodation per HMRC rules, you should invoice MOSL for £170. (Unfortunately we are unable to reclaim the £20 VAT).

### Breakdown of items to be claimed

All expenses claims should include an hourly breakdown of time spent on each item to be claimed. For example:

Date	Description	Time spent (hours)	Amount
06/02/2023	Strategic Panel meeting	6	£680
01/05/2023	Attending Strategic Panel teach-in	1	£113
15/06/2023	Reading materials for Strategic Panel meeting	3.5	£397

### Supporting documentation

Please ensure adequate supporting documentation (e.g. copies of tickets / invoices) is attached to your invoice.

## Claiming Expenses

### Completed claims

Please send completed claims to [Panel.Secretariat@mosl.co.uk](mailto:Panel.Secretariat@mosl.co.uk)

### Payment

Valid claims will be paid by BACS transfer within four weeks of an invoice being received by MOSL for the claim amount.

Expenses claims submitted after the 60 day window will not be reimbursed unless there are extenuating circumstances (e.g. absence due to serious ill health).

Any additional expenditure over and above the allowances quoted in this document will not be covered by MOSL and should not be included on your expense claim. Where your expenses exceed the limits, for example where a hotel stay exceeds the MOSL cap, then MOSL will reimburse you for the amount up to the limit only.

Before we can reimburse expenses to you or your employer you will need to be set-up on our finance system as a supplier. Our finance team can provide you with a copy of the new supplier form (you can contact them by emailing [commercial@mosl.co.uk](mailto:commercial@mosl.co.uk))



NEW SUPPLIER FORM (1)

Sections 1 & 2 should be completed by the prospective new supplier

**1. Supplier contact details**

1.1 Supplier Address Details		1.2 Supplier Company Details	
<b>Failure to complete the below sections will result in delays processing the application</b>			
* Supplier Name	<input type="text"/>	* VAT Registration No	<input type="text"/>
* Trading Name (if different)	<input type="text"/>	* Company Registration No	<input type="text"/>
* Supplier Invoice Address	<input type="text"/>	* Company Web Address	<input type="text"/>
* County	<input type="text"/>	* Finance Contact Name	<input type="text"/>
* Country	<input type="text"/>	* Finance Contact Direct Dial	<input type="text"/>
* Post Code	<input type="text"/>	* Account Contact Email Address	<input type="text"/>
* Telephone No	<input type="text"/>		

**2. Supplier Payment Details**

2.1 Bank Details			
* Bank Name	<input type="text"/>	* Account No.	<input type="text"/>
* Bank Address Details	<input type="text"/>	* Sort Code	<input type="text"/>
	<input type="text"/>	* IBAN Number (non GB only)	<input type="text"/>
* Bank Post Code / ZIP	<input type="text"/>	* BIC/Swift Number (non GB only)	<input type="text"/>
* Account Name	<input type="text"/>	* Routing Number (US only)	<input type="text"/>
* Country	<input type="text"/>	* Invoice Settlement Currency	<input type="text"/>
<b>2.2 Account Factor (if applicable)</b>			
Name of Factor	<input type="text"/>	Account Name / Reference	<input type="text"/>
Factor Address Details	<input type="text"/>	Sort Code	<input type="text"/>
Factor Post/Zip Code	<input type="text"/>	Account No	<input type="text"/>
<b>2.3 Supplier Declaration</b>			
Agreed Payment Terms	<input type="text"/>		
(30 days unless specified otherwise)			
Currency	<input type="text"/>		
<p>I confirm that all supplier contact details, supplier company registration details and supplier bank account details are correct. I confirm that I am authorised to sign on behalf of the supplier and agree to Market Operator Services Limited's Terms and Conditions which shall be deemed incorporated, by reference, into all contracts with the supplier except to the extent specific exclusions or separate contractual arrangements have been confirmed in writing and agreed by an authorised representative of Market Operator Services Limited.</p>			
Name:	<input type="text"/>	Position:	<input type="text"/>
	<input type="text"/>	Date:	<input type="text"/>