

Travel and Expenses Policy

1. Purpose

The purpose of this policy is to set out the key principles relating to travel and expenses at the British Red Cross (BRC). It also outlines our commitment to essential business travel only, allowing the BRC to make the best use of charitable funds and reduce the organisation's travel carbon footprint.

This policy must be read in conjunction with the Travel and Expenses Procedure and guidance and understood prior to incurring expenses. Failure to comply may result in expenses not being reimbursed and/or disciplinary action.

2. Scope

This policy applies to all British Red Cross (BRC) staff and volunteers ('our people') working in the UK or overseas. For the purposes of this policy, volunteers include BRC Trustees.

3. Policy Statement

Before incurring any expenses and/ or booking travel, travellers must ask themselves: 'Do I need to make this journey? Is it essential?'.

Travel and expenses costs should be minimised whenever possible by limiting unnecessary travel, including for in-person meetings, which are permitted, but should be booked in advance to secure the most cost-effective fares available.

By committing to the following principles, the BRC: ensures the responsible use of financial and staff resources; promotes the wellbeing and safety of its people; and supports a commitment to environmental sustainability. The BRC does this by:

- 3.1.** Using good judgement when arranging business travel to ensure cost-effective use of charitable funds with the least impact on the environment, balancing affordability with convenience, comfort and accessibility needs.
- 3.2.** Using remote technology to connect to colleagues as our default for internal meetings and collaboration and using online e-learning for training where available.
- 3.3.** Prioritising environmentally friendly travel options, such as rail over air travel, reducing the BRC's carbon footprint.
- 3.4.** Booking off-peak and advance travel (where possible) to allow for the cheapest fare. This should also consider the total cost of the journey, taking into consideration meeting/ training times and individual needs.
- 3.5.** Prioritising public transport whenever feasible, while ensuring the welfare of individuals by permitting the use of taxis only when it is the

most cost-effective option or when no other reasonable, safe, and accessible means of transport is available.

- 3.6.** Using private vehicles for business journeys when it is deemed more appropriate, safer, and more time and cost-effective than public transport. Reimbursement for private vehicle use will be in accordance with His Majesty's Revenue and Customs (HMRC) approved mileage rates. Additionally, vehicle hire options should be considered if they prove to be more cost-effective for the journey.
- 3.7.** Only reimbursing costs for reasonable and necessary expenses incurred during business travel and other related business costs which are an additional cost to normal daily expenditure. Value Added Tax [VAT] receipts must be provided for all expenses claimed.
- 3.8.** Ensuring all travellers and line managers are held accountable for adhering to this policy, and associated procedure and guidance, when booking travel and claiming expenses.

3.9. Impact Assessments

3.9.1. Equality Impact Assessment

The impact on equality has been considered as part of this policy development. The BRC is committed to creating an inclusive environment where equity, diversity, inclusion and wellbeing underpin all that we do. This policy recognises that individuals have different needs when it comes to travel and aims to ensure fair and equitable access to appropriate travel options and reimbursement processes. The policy allows for flexibility to support accessibility and individual circumstances, including through reasonable adjustments where required thereby ensuring our people are not disadvantaged when undertaking essential business travel.

3.9.2. Environmental Impact Assessment

The impact on the environment has been considered as part of the review of this policy. This policy has woven in the message of sustainability and reducing climate impact, e.g. 'prioritise environmentally friendly travel options' and asking people to 'use public transport where possible'. This can drive meaningful carbon savings and, therefore, the policy will positively affect the BRC's impact on the environment and ultimately will contribute to our goal on carbon reduction.

3.10. Lessons Learned from Policy Evaluation

The revisions to this policy were implemented to ensure alignment with the BRC Policy and Procedure Framework. This process involved consultation with key

stakeholders including representatives from UK Operations, International, People Services, Finance and Social Enterprise, the Chief Executive's Office, and Trustees. The feedback was thoroughly reviewed, and the policy was subsequently updated to enhance clarity and comprehensiveness.

4. Responsibilities

The Board of Trustees (BoT) have ultimate responsibility for this policy.

The Executive Leadership Team (ELT) are accountable for ensuring compliance with this policy.

The Chief Operating Officer (Policy Owner) is responsible for ensuring that this policy allows achievement of external and internal standards.

The Policy Lead (Head of Transactional Operations), together with the Policy Owner, is responsible for the development, monitoring, and review of this policy.

The Heads of Functions/ Services are responsible for policy implementation and compliance.

Line managers are responsible for ensuring their direct reports have received appropriate training and information to assure that the money the BRC spends on travel and business expenses is both necessary and reasonable.

The Transactional Operations team provide advice and support to operational management for the implementation of this policy.

All our people are responsible for adhering to, and complying with, this policy.

5. Governance

Associated policy document/s	<ul style="list-style-type: none"> • Code of Conduct • Health and Safety Policy Parts 1, 2 and 3 • Climate and Environment Policy • Equity, Diversity and Inclusion Policy • Data Protection Policy • Stress Management and Wellbeing Policy • Procurement Policy • Fraud, Bribery, and Corruption Policy
Policy(ies) superseded	N/A
Legislation/ regulatory requirements and standards	<ul style="list-style-type: none"> • HMRC; VAT, Mileage Allowance Payments) • Health and Safety at Work etc Act 1974
Equality impact assessment	Details of the impact assessment included under the Policy Statement
Data Protection impact assessment	No data protection impact identified
Environmental impact assessment	Details of the impact assessment included under the Policy Statement

Endorsing Authority; Endorsement date	ELT; 06 2025	
Approval Authority; Approval date	ELT; 06 2025	
Policy Owner	Chief Operating Officer	
Policy Lead	Head of Transactional Operations	
Date effective	06 2025	
Interim update date	N/A	
Review date	06 2028	
Version	2.0	
Keywords	booking, claim, subsistence, mileage, accommodation, car rental, hotels, economy car, compact car, essential, non-essential, rail, environment, sustainability, green, VAT, reimbursement, vehicle, transport	
Revision history	Version	Summary of change (s)
	1.0	Changes to reflect both the new Green Strategy and Fit for the Future direction of travel.
	1.1	Change of wording to reflect minor changes on use of portal and contact due to new TMC Contract.
	1.2	Change of frequency for staff payments to weekly.
	1.3	Updated policy on use of taxis.
	2.0	Alignment with the Policy and Procedure Framework. Scheduled review. Revised content for greater clarity and understanding.

Appendix: Definitions

Business travel: refers to the journey taken by an employee, volunteer or trustee for a work-related purpose. This does not include home to work journey.

Essential travel: travel that is deemed necessary to carry out BRC duties, e.g. delivering a frontline service, deployments overseas, fundraising activities, onboarding our people, and wellbeing or support meetings. Compare with 'non-essential' travel.

His Majesty Revenue and Customs (HMRC) Approved Rate: Thresholds set by the HMRC to reimburse mileage with no taxable implication.

Non-Essential travel: travel that is not deemed necessary to carry out BRC duties in response to frontline service delivery, e.g. internal meetings and training. Travel should be limited but not restricted with remote being the default option.

Off-peak: travelling during non-peak times when, e.g. trains are less crowded, and travel expenses are often lower.

Remote technology: when people around the country or world, regardless of their location, use video, audio, and text to link up online.

Staff: individuals who are paid directly by the BRC.

Trustee: an individual who chooses to carry out a role on the BRC Board of Trustees for no financial or material gain.

Value Added Tax (VAT) Receipt: a receipt that states the UK tax on purchases made.

Volunteer: an individual who chooses to carry out a role on behalf of the BRC for no financial or material gain.