

Business Travel and Expenses Policy

1 POLICY STATEMENT

1.1 This document provides policy and procedures for staff booking, or going on, business travel. This includes accommodation, conferences and incurring expenses whilst on British Transport Police (BTP) business.

1.2 The purpose of this policy is:

- To ensure all BTP staff have a clear and consistent understanding of policies and procedures for business travel, accommodation and conferences
- To maximise the ability of those managing business travel to negotiate discounted rates with preferred suppliers and reduce travel expenses
- To ensure all BTP staff travelling away from home are offered a reasonable level of comfort and travel safely. This includes making 'reasonable adjustments' to ensure accessibility of travel to disabled people and where possible to accommodate the dietary needs on religious or health grounds.

2 OVERVIEW

2.1 This policy applies to England, Wales and Scotland unless otherwise stated.

2.2 This policy applies to all BTP employees.



3 APPLICABLE DATE, MONITORING AND REVIEW

3.1 This policy is applicable from 6 January 2009.

3.2 This policy will be reviewed in January 2011.

4 OWNERSHIP

4.1 This policy is owned by Finance and Corporate Services.

4.2 Any questions and comments related to this policy should be directed to the Finance Department at FHQ.

5 ASSOCIATED DOCUMENTS

5.1 Business Travel and Expenses Standard Operating Procedure.