

## **BVNA Sustainable Transport and Travel Expenses Policy**

This Sustainable Transport and Travel Expenses Policy is aimed at those travelling on BVNA business – whether as representatives of BVNA, or from outside the organisation (e.g. speakers at BVNA or other external events).



The primary purpose of this policy is to better manage BVNA’s environmental impact, plus to reduce overall travel expenditure.

### **1. Sustainable Transport Policy**

BVNA is a membership organisation which exists to empower veterinary nurses to develop as individuals and increase their impact on the profession and animal welfare. We specialise in representing and promoting our profession, delivering first class Continuous Professional Development and a range of high-quality events that meets the needs of our members.

We acknowledge that our operations have an effect on the environment in terms of the use of materials, emissions to air and water, and waste generation. We have committed to adopting sustainability practices across the business, in order to reduce the impact of our work on the environment. BVNA joined the Investors of the Environment (iE) scheme in 2020, and currently holds ‘Silver’ accreditation.

In our commitment to reducing our impact on the environment leading up to achieving ‘Silver’, we adopted a travel plan for our staff and Council members, which has included moving two-thirds of our bimonthly Council meetings online, generally avoiding travel where online meetings would suffice, and promoting the use of sustainable forms of transport, such as rail or bicycle. We are now implementing this travel plan more broadly, to apply to any activity requiring travel which is carried out on behalf of BVNA.

#### **Consider sustainable means of transport**

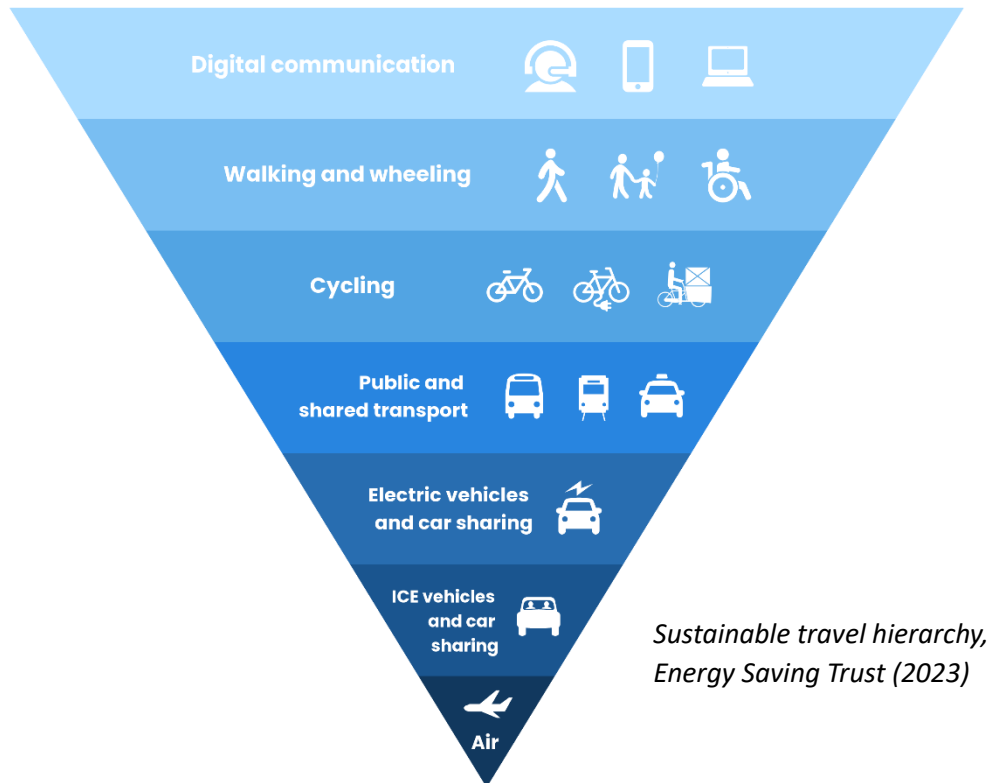
There are times when business travel cannot be avoided – such as for our annual BVNA Congress, or to attend other external events. Where journeys cannot be replaced, please consider lower-carbon options in the order outlined in the “Travel Hierarchy” overleaf.

**Due to its energy- and cost-efficiency, our preferred mode of travel is public transport. We would ask that wherever possible, and especially for journeys over 150 miles, public transport is used for BVNA business.**

Train travel is three times more efficient at reducing emissions than travelling by car; reducing traffic congestion and improving local air quality. It can also be a better use of



your time, and be more cost-effective. Or if you are considering flying – the least sustainable method of travel – is it possible to make the journey by train? A flight from Edinburgh to London emits around 159kg of CO2 per passenger, compared to around 23.5kg if making the journey by train (<https://www.lner.co.uk/tickets-savings/the-best-way-to-travel/our-commitment-to-the-environment/#calculator>).



## 2. Travel Expenses Policy

### Payment of Expenses

BVNA is a not-for-profit organisation, acting on behalf of our members. We therefore carefully consider how member funds are being utilised to support our activities.

It is the policy of the BVNA to cover the normal and reasonable expenses incurred during approved work and activities.

### General

Examples of when expenses may be claimed include representing the BVNA at:

- Any council, committee, sub-committee, board or working party of the BVNA
- Meetings of other organisations, as a nominated representative of the BVNA
- Other approved BVNA events (e.g. CPD Course, regional meeting) if you are a Speaker or Guest of the BVNA and/or have been invited by an Authorised Signatory of the BVNA

Examples of allowable expenses include: accommodation, travel, subsistence. Other unusual or large expenses MUST be agreed in advance.

An appropriate supporting receipt must accompany any claim. Where allowances are indicated (e.g. meals) only the portion used may be claimed, against an appropriate receipt, not the allowance.

Where possible and in order to secure the most economical option some expenses (e.g. travel tickets) should be purchased in advance. BVNA will reimburse costs incurred prior to the Event or Lecture if supported by appropriate receipts.

In some instances, BVNA may be able to book rail or air travel directly and on your behalf so you are not out of pocket.

Where it is no longer possible to attend a BVNA-related trip, you **MUST** notify the BVNA Office and cancel travel bookings as soon as possible, in order to minimise cancellation charges.

## **Travel**

Claimants are expected to use the least expensive form of appropriate transport. It is recognised that this might include consideration of baggage, speed and other arrangements.

Where there are different modes of transport available, the claimant must use the cheaper of either, second class rail fare, economy air fare (where applicable), or car mileage at the appropriate rate (see below).

BVNA encourage car sharing to protect the environment and reduce costs (e.g. two speakers share a car to drive to the same venue). Rates are available on request.

All international travel, air travel, car hire or car journeys over 300 miles (round trip) must be agreed in advance.

Taxi fares can be claimed only where the use of public transport is inappropriate, inconvenient or unreasonable.

## **Mileage Rates, Motoring Offences/Parking Fines**

Where a private vehicle is used and mileage is claimed, the claimant must ensure that fuel receipts are provided with the claim to cover the value of fuel used. Under current HMRC guidance, receipts can be before or after the date of the claim.

The relevant mileage rates are as follows:

- Petrol & diesel @ 45p per mile
- Motorcycle @ 24p per mile
- Where a company vehicle is used a mileage allowance of 21p per mile can be claimed.

Mileage should be calculated from whichever is appropriate and closest: your home, current residence or usual place of work.

### **Payment of mileage claims will be limited to a maximum of £150 per round trip.**

BVNA will reimburse reasonable and necessary parking charges. The BVNA will not reimburse any fines or parking tickets incurred whilst on BVNA business.

## Accommodation

Requests for accommodation will be assessed prior to approval using the following guidelines:

- Your journey to/from the venue is likely to be more than 1½ hours, measured by the transport mode used
- Your attendance is required for two or more consecutive days

BVNA will normally book all approved hotel accommodation requirements on request to ensure that the best available rates are secured.

Where it is necessary for claimants to make their own arrangements (e.g. for an extended stay) then this should be agreed in advance with the BVNA wherever possible. BVNA will not normally part-reimburse accommodation costs.

If your booked accommodation is no longer required, you MUST notify the BVNA Office as soon as possible. In the absence of prior notification, BVNA reserve the right to deduct unused accommodation costs from claimed expenses.

## Combining BVNA business travel with personal travel

Under the following circumstances, BVNA business would not be considered the primary reason for travel:

- If you are asked to support/represent BVNA at an event you are already due to attend for personal benefit (e.g. personal CPD)
- If you are asked to support/represent BVNA at a meeting/event, and you are already due to travel to the area for personal purposes.

In these instances, BVNA will contribute 50% of travel costs to reflect the shared purpose of the trip.

## Exceptions and Exclusions

Expense claims will not be honoured when:

- Payment or claim has been made against the same cost to another organisation, including insurance claims
- The event has been sponsored by a company with which you are associated by contract or other agreement
- Expenses have not been approved by an Authorised Signatory of the BVNA
- They are submitted more than 3 calendar months after the date of the event against which the cost was incurred
- There are no supporting relevant receipts or other acceptable evidence of the cost incurred