

CONNECTED Travel, Subsistence Costs and Accommodation Booking Guidelines

These guidelines should be used when booking any travel to/from CONNECTED events. Only costs that adhere to these guidelines can be claimed. Itemised receipts will be needed to process the expenses claims. To be the most cost-effective please book in advance when possible.

Category	Allowable Cost	Comments
Car Mileage: Private vehicles only	Yes	For the first 10,000 miles in any tax year (6th April – 5th April following year) up to 45p per mile can be claimed.
Fuel Costs: travel in private vehicles	No	Mileage rates should be used rather than submitting receipts for fuel costs.
Taxis	Yes	Taxis can be used for journeys providing it is more cost effective than other options and appropriate to do so (please provide an explanation when claiming).
Car Rental: Fuel Costs and Hire Charge	No	This is not an allowable cost
Rail Tickets Standard Class	Yes	Standard Class is the expected standard of travel.
Air Travel	Yes	Economy class is the expected standard of travel. Premium Economy, Business or First Class is allowable to accommodate disability or accessibility needs (and no appropriate facilities are available in Economy) Or where no cheaper ticket or alternative travel option is available. CONNECTED Network authorisation is required prior to booking.
Lost Baggage, Personal Items	N/A	These costs should be recovered through an insurance claim. (Please note that Travel Insurance is not an allowable cost under CONNECTED travel policy.)
Seat allocation charge	Yes	This is an allowable cost
Travel Insurance	No	This is not an allowable cost
Travel Visa Cost	Yes	Only for a purpose of travel to/from the CONNECTED event (short term/single entry visa).
Medical Costs relating to travel	Yes	Additional medical costs incurred in relation to the CONNECTED event trip will be reimbursed, for example vaccinations required in order to travel. Medical costs relating to illness/injury occurring once abroad should be claimed through travel insurance. Please remember to apply for travel insurance prior to travel. However, please note CONNECTED is unable to pay for travel insurance policies.
Meals	Yes	We will reimburse the actual cost of meals while the individual is attending a CONNECTED event if catering is not provided or travelling to/from the CONNECTED event, up to a cost of £45 per day.
Hotel	Yes	Maximum rate per night during travel to/from and during the CONENCTED event, per room: £140 (or equivalent). This should comprise of a standard room with private bath/shower room.
Per Diem Payments	No	This is not an allowable cost for travel to/from and during the CONNECTED event and will not be reimbursed

Mini Bar Newspapers Toiletries and Make up Pay-as-you-go TV Hiring Videos of Games Use of Leisure Facilities	No	These are not allowable costs
Internet Access/Wi-Fi	Yes	These costs are allowable where required for CONNECTED Network activity purposes
Laundry	Yes	If dry cleaning is required written justification must be provided.
Telephone: Landline or Mobile	No	This is not an allowable cost.
Laptop Computers	No	This is not an allowable cost.
Mobile Devices	No	This is not an allowable cost.
Personal Desktop Computers	No	This is not an allowable cost.
Course Registration or Conference Fees	Yes	Needs to be Authorised by the CONNECTED Network prior to purchase

For any items/services not included in the policy, please check with the CONNECTED Network prior to making arrangements.