

Intellectual Property Regulation Board

(from January 2024)

POLICY AND PROCEDURE FOR THE PAYMENT OF TRAVEL AND SUBSISTENCE EXPENSES OF IPREG BOARD MEMBERS AND STAFF

The following are the travel and subsistence rates for board members and staff with effect from 1 January 2024. In most cases they have been increased by 4% - CPI for the 12 months to December 2023:

1. POLICY

- 1.1 It is IPReg's policy that all Board Members should be reimbursed appropriately and promptly for expenses incurred on IPReg business.
- 1.2 IPReg will reimburse travel and subsistence costs which allow the Board to attend meetings conveniently and comfortably, within a reasonable scale of costs.
- 1.3 IPReg may publish travel and subsistence payments made to Board members.

2. PAYMENT OF TRAVEL EXPENSES

- 2.1 Payment shall be made in respect of expenses necessarily incurred by those traveling on business approved by IPReg. The sum paid shall not exceed the amount spent by the individual.
- 2.2 All claims for reimbursement of expenses should be made on a quarterly basis at the same time as fees are invoiced. All claims must be accompanied by receipts.

3. PROCEDURE

Travel by Road

- 3.1 Those that use their own transport for IPReg business will be reimbursed at the rate of 45p per mile for cars, 24p per mile for motorcycles and 20p per mile for pedal cycles; for the first 10,000 miles.¹

¹ These are HMRC agreed rates

- 3.2 Distances claimed must be from home to the place at which the IPReg business will be conducted and return.
- 3.3 Mileage claims will be paid only in respect of private vehicles which are both roadworthy and are insured for the claimant's business purposes. Claims must confirm these points.

Travel by Rail

- 3.4 Tickets must be procured as economically as possible. This means always taking advantage of the cheaper fares that are available through advance booking. Board meetings will always be set well in advance for this purpose. Standard class travel must be used rather than first class for all journeys less than 3.5 hours, unless a first-class ticket is cheaper. If Board members choose to travel first class, they may claim a standard class fare (with confirmation of the cost of the standard ticket – e.g. by providing a screen shot of ticket options available when making the booking). Board members who need to travel first class because of a disability must request approval from the CEO or Chair in advance of making a booking.
- 3.5 Claims for reimbursement of rail fares must be made with evidence attached of the fare paid.

Travel by Taxi

- 3.6 Travel by taxi in London will only be paid for in cases of urgency, where an adequate public transport service is not available or when necessary because of a disability. In such cases the taxi fare and a reasonable gratuity may be claimed with evidence of payment attached.
- 3.7 Outside London, where public transport may not be as comprehensive, taxi fares for short distances may be claimed (e.g. from train station to place visited). As in 3.6, claims may include a reasonable gratuity and must be accompanied by evidence of payment made.

Travel by air

- 3.8 Air travel may be arranged where it is the most cost-effective arrangement for a particular journey.
- 3.9 Air travel will always be in Economy Class for flights of up to 3.5 hours (unless a disability necessitates the use of Business Class, in which case prior approval must be obtained as for rail travel) and must be arranged to ensure the best value fare available, taking into account that the use of air travel may preclude the need for an overnight stay and the payment of hotel and subsistence costs. As for rail travel, Board members may choose to upgrade, but can only claim the cost of an economy fare.

- 3.10 Air travel may only be used with the prior authorisation of the Chair or the Chief Executive.

Hotel Accommodation

- 3.11 The cost of bed and breakfast will be reimbursed when an overnight stay is unavoidable.
- 3.12 In London, the cost of bed and breakfast should not exceed £198 per night. Elsewhere, the cost should not exceed £166 per night.
- 3.13 If accommodation is taken with friends or relatives a flat rate of £44 per night may be reimbursed.

Subsistence

- 3.14 Allowances may be paid when Board members are away from their home for over five hours and where refreshments have not otherwise been provided. These allowances, which will be paid only on the production of receipts with claims, are the maximum that will be paid.
- 3.15 The daily allowances are as follows:
- a) Breakfast: £11.50 (if staying overnight and not included in the room rate; or if the Board member had to leave home before 7am).
 - b) Lunch: £9.50
 - c) Dinner (if staying overnight): £28. A moderate amount of alcohol consumed with dinner may be reimbursed.

Fran Gillon
Chief Executive

Issued February 2024