

SEEDA's Travel Policy relating to planes, trains and cars (extracted from Financial Procedures Manual)

Mileage Claims

When claiming for business mileage, you must state the place of departure and destination in the 'Details of Expenditure' column. You must also state the reason for your trip. Miles claimed must be on the basis of the lesser of distance actually travelled; and the distance which would have been travelled if the journey had started and/or finished at the office at which you are based. (See Appendix 3 for examples).

Travel

UK Travel should be split between taxis & trains and other UK Travel. Parking claims should be entered in this column.

11.7 RAIL WARRANTS - Expenses

If the journey is known about in advance, rail tickets should be booked over the web to take advantage of cheaper fares. This can either be paid for on your SEEDA Credit card or on your own credit card & reclaimed via expenses.

Otherwise rail warrants should be used by staff travelling by train for business purposes and employees should not purchase their own ticket. The procedure for use of rail warrants is stated in 13.2 of the Financial Procedures.

12. HIRE CAR POLICY AND PROCEDURES

12.1 POLICY

If / when the SEEDA pool car is not available, SEEDA staff who do not have a lease car may hire a car for business purposes, subject to a value for money comparison using alternatives, rail, air or own car. Arrangements can be put in place for staff waiting for delivery of an approved leased car.

The anticipated minimum daily distance for a casual hire car to meet business purposes is 150 miles (the point when hire would normally be expected to become economic). The type of car hired should be restricted to a small 1200/1400cc. Subject to special business need i.e. to carry third party VIPs, inward investors etc, the respective Executive Director may approve a more expensive or different type of car. Drivers must be permanent SEEDA employees, and have a full driving licence.

The cost should be met from the originator's cost centre budget. Frequent (six times over a four-week period) use of hire cars by the same person will prompt Finance to review the cost benefit analysis.

12.2 PROCEDURE

Availability of a SEEDA pool car must be checked prior to following the procedure below.

The originator must complete a request form with a short justification / options note and request approval from their respective Executive Director (based on trip priority, use of own car compared to use of public transport and use of hire car). Approved requests are referred to SEEDA Headquarters Team Administrator - Procurement (by fax if necessary) who will arrange the hire car and raise a requisition as necessary. Hire cars can be delivered/collected from the most convenient/efficient location. The driver should avoid hire car home / office journeys due to potential tax benefit implications.

An Agresso requisition will be raised at the start of the hire period to cover the full amount, charged to the user / Directorate cost centre

Users must keep a note of the mileage and complete all required documentation required by the Hire Company. The quantity of fuel in the tank must be checked at the start and finish of the hire, and if possible the amount of fuel used should be replenished so as to leave the same amount at the end as at the start, to avoid the hire company charging a premium for the fuel used. The driver can obtain a refund of purchases via the normal expenses claim system.

Where an extension of hire is required this should be agreed with the Executive Director and Procurement Administrator informed. Invoices will be checked against the hire contract documentation / purchase order and payment approved by the originators budget holder.

In cases where the hire of a mini-bus or coach is required the above procedure should be followed but the booking will be made by a divisional PA not the Procurement Administrator.

Alternatively Directorates can make their own arrangements as long as an Agresso requisition / order is raised in the usual way.

13.2 TRAVEL

Foreign Travel Policy

All foreign travel will depend on business need and only carried out after a thorough value for money assessment. The need to travel will only be necessary when there is no efficient alternative to achieve the business objective. All foreign travel bookings should be at standard class where the flight duration is expected to be less than 5 hours. For flights longer than five hours business class travel will be allowed.

Procedure

All requests for foreign travel outside of Europe must be submitted in writing to the Chief Executive or the Executive Director - Resources. European travel is at the discretion of Executive Directors. The purpose of the journey, an itinerary, estimated costs and a statement that there is adequate approved budget must be included in the request. Approval to be obtained for foreign travel requests, except Europe, before any booking commitments are undertaken using appointed agents, which takes advantage of all available discounts. Ticket costs will be paid on receipt of invoice and debited to the appropriate costs centre on Agresso, or paid for at the time of booking by SEEDA corporate credit cards.

SEEDA staff who have been issued with a corporate Visa Barclaycard should use it to pay all foreign hotel and subsistence costs. Corporate Cards must **not** be used for any personal purchases (duty free etc.). Staff travelling without a SEEDA corporate card can be issued with a cash advance or use personal cards and claim reimbursement retrospectively.

Airline and Hotel Bookings

Flights should be booked via the originating departments Executive PA or nominated administration assistant, who have authority to book direct with travel agents and airlines including use of the internet.

Hotel reservations should be booked using Expotel or direct with those hotels that negotiated rates have been agreed with. The bookings to be confirmed in writing, or email, by the appointed travel/booking agent or hotel.

At least two quotes should be obtained prior to booking or by the use of on-line web-based bookings. An appropriate requisition should be raised on the Agresso system or the SEEDA credit card can be used

In order to ensure best value for money, staff requiring travel and/or accommodation should make arrangements through their Divisional Executive PA or nominated administrator, who have authority to make bookings with each agent.

Hotel bookings are to be paid for upon departure by employee. All hotel/travel receipts should be retained for matching with invoices or claim forms at a later date, and a booking reference for the relevant hotel must be quoted on all expense claims.

Eurostar and General European Train Travel

Eurostar and general European train travel can be booked by relevant Executive PA or nominated administrator either direct on line or through our nominated booking agent. A requisition must be raised on Agresso by the originator with the value and supplier details or use the SEEDA credit card. Tickets for Eurostar are to be booked in standard class only. If first class travel is required for business purposes, approval must be obtained in writing from the Executive Director. The travel must be in excess of 2 hours.

GENERAL TRAVEL

Rail Warrants

Staff travelling by train for business purposes can use rail warrants, rather than purchasing their own ticket and reclaiming via expenses or purchase on corporate credit cards. Rail warrants and forms 'Requests for Travel Warrants' are kept securely by the Procurement Department. The request must be signed by a Delegated Signatory who is at a more senior level than the traveller. (Where the traveller is the Chief Executive, a senior member of the finance department may approve the Request). Rail Warrants are dated either with the intended day of travel or with an expiry date agreed with the traveller not normally in excess of 7 days later.

Unused or spoiled Warrants must be returned to the Procurement Administrator who will cancel them by writing 'VOID' across the Warrant and attaching them to the original Request. All staff UK rail travel is to be booked standard class, if first class travel is required for business purposes, approval must be obtained in writing from the Executive Director. The travel must be in excess of 2 hours and outside the South East region, i.e. (inter city).

Ferry Bookings

Tickets can be booked through the relevant Executive PA or nominated administrator, either direct on line using a SEEDA credit card, or through the nominated booking agency. If the value is over £250, a requisition must be raised on Agresso by the originator with the value and supplier details.

Conference and Study Tour Bookings

Conferences and Study Tours can be booked through an appointed agent or where rates have been negotiated direct with the preferred venues. In order to ensure best value for money, staff requiring conference facilities should make arrangements through their Divisional Executive PA or nominated administrator, who have authority to make bookings with each agent or direct.

Confirmation of bookings will be in writing with the contract supplied to be checked and signed by the organiser. Contracts must not be signed without a completed requisition through Agresso Web Services. Deposits and final invoices will then be matched to requisitions for payment processing.

Environmental Policy

As the Regional Development Agency for the South East, SEEDA provides leadership to shape and ensure delivery of the Regional Economic Strategy (RES). The vision for the RES is that, by 2016, the South East will be a world class region achieving sustainable prosperity. This vision can only be achieved with and through our partners, who rightly expect SEEDA to provide environmental leadership in its own activities and actions.

SEEDA is committed to becoming an exemplar to minimising its own impact on the environment by preventing pollution and continually improving its environmental performance through the setting and review of objectives and targets. This is being achieved through the development of an Environmental Management System (EMS) in accordance with the requirements of the International Standard for Management Systems (ISO14001:2004). The scope of the EMS is initially covering the direct impacts of SEEDA's office-related activities (at Guildford and Chatham) in addition to facilities management and procurement services. The EMS will subsequently be extended to SEEDA's broader impacts resulting from its funding and influencing activities.

SEEDA is committed in particular to:

- Increasing the efficiency of its energy and water use, and reducing the carbon emissions of its own activities as well as supporting these goals for the South East region in line with its Corporate Plan and the Regional Economic Strategy.
- Practicing waste minimisation and taking action to re-use or recycle whatever possible.
- Minimising the environmental impact of its business travel and staff commuting by introducing new ways of working and promoting more sustainable travel options, enabling individuals to commit to reduce the impact of their lives.
- Implementing initiatives which minimise the environmental impact of goods and services it purchases.
- Communicating its policy commitments to all staff and those working for, or on behalf of, SEEDA, and encouraging them to adopt and promote these commitments throughout their work.
- Ensuring compliance with all the relevant environmental legislation and with other environmental obligations, requirements or commitments.

This policy will be displayed at all strategic locations, made publicly available and will be reviewed on an annual basis to ensure its continuing effectiveness.



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Chief Executive

Dated: 31/3/2010



Green Office Tips

Some simple changes of habit can save energy and resources at work and encourage others to do the same.

Saving ENERGY can be easy - here are some things **YOU** can do today that could reduce the overall office energy use.

Office Equipment

Switch off equipment when you're not using it. Switching off all non-essential equipment in an office for one night will save enough energy to make over 4500 cups of tea!



Computers and Monitors

- **Switch off monitors** when you are away from your desk (e.g. for meetings and over lunch), and **power down your computer** at the end of the day.
- Check that the **power-saving mode** is enabled on your PC – remember, screen savers don't save energy!

Printers, Photocopiers and other Equipment

- If you are the last to leave in your area **turn off any equipment around you** that doesn't need to be on.



Lighting - At SEEDA HQ you don't need to worry about switching the lights off – it happens automatically. However, **if you notice a flickering light – report it** – it uses more energy.



Hot Water - If you use a kettle to make your hot drink – **only heat as much water as you need.**

Reduce, Reuse, Recycle



Printers and photocopiers gobble up energy and waste paper

- Be stingy with paper. Use duplex (**double-sided**) **printing and copying** (and print two sheets on one side for draft copies and for reading).
- Printers often allow **lower-resolution draft output**, too, so that pages can be printed faster with less toner.
- **Think before you print!** Could it be read or stored online instead? Consider how many copies are really needed.
- **Re-use envelopes** wherever possible, especially for sending information internally.
- Collect all paper that has been printed on one side and re-use it for printing in draft or for **scrap message pads**.
- **Use the recycling bins** in place.
- **Recycle all toner and ink cartridges.**



Save WATER!

Turn off taps fully and report any leaks – a 5 mm stream of water wastes 528,000 litres (528 m³) of water / year.

At SEEDA HQ **hold down the flush** for a shorter flush!

Rethink Your TRAVEL - It is estimated that by 2025 there will be 50% more cars on the road than there were in 1997, resulting in more traffic jams, reduced efficiency and increasing impact on the environment.

- Can you **use the videoconferencing facility** instead of travelling to your meeting?
- Can you travel by **public transport**?
- If several people are travelling to the same meeting can you **share a lift**?