

# Travel and Accommodation Expenses Policy for Macmillan Professionals

## 1. Introduction

Macmillan provides a wide range of learning and development opportunities for all Macmillan professionals to support you in your role and with your professional development. We provide these programmes free of charge as we know that training budgets are limited and we want to ensure everyone is able to access the learning we offer.

Where possible we ask that you claim any expenses incurred in attending Macmillan learning from your employer. However, we appreciate that employers are sometimes unable to cover the travel and accommodation costs incurred when taking part in learning and development programmes provided by us and we want to support you with these expenses where we can.

We will make every effort to fairly support claims that meet the criteria below. Please read this guidance carefully to ensure your application is eligible and you follow the correct process.

## 2. Who can apply?

Macmillan professionals only.

## 3. What Macmillan will pay for?

Where your employer is unable to cover the cost of travel/accommodation expenses, Macmillan will consider reimbursing you for attendance at the following:

- Influencing and partnership working with Macmillan: e.g. policy consultation/focus group/project group work
- Learning and Development Events & Courses
  - Courses that are a mandatory requirement for your Macmillan role: e.g. We are Macmillan induction day, Developing Your Role as a Macmillan Professional and Cancer Awareness
  - Events and courses **provided by Macmillan**: e.g. Any event and or course offered by Macmillan, either nationally, regionally or profession specific, including communities of practice/influence
- Learning and Development Grants (Individual grants only, not group grants)
  - Attendance at any conference or learning programme which has been funded via a Macmillan Learning and Development grant

**Please note, you should always aim to attend the course or conference locally wherever possible to keep costs to a minimum.**

#### 4. How much can I apply for?

In order to support as many professionals as possible each year and to ensure all professionals are fully supported in their Macmillan role, we will provide the following levels of support:

Activity	Travel (see note 1 below)	Accommodation/Subsistence
Influencing and Partnership Work	Fully funded (claims over £500 need to be approved in advance)	Fully funded up to rates below (see note 2)
Mandatory Course Attendance	Fully funded (claims over £500 need to be approved in advance)	Fully funded up to rates below (see note 2)
Macmillan Courses and Events (To include the National conferences)	Funding will be provided to support attendance at Macmillan courses/events up to a maximum of £250 per course/event and a maximum of £500 per year in total.	Fully funded up to rates below (see note 2)
Learning and Development Grants (Individual only)	Up to £500 per year in total, inclusive of both travel and accommodation/subsistence. This amount is in addition to any expenses claimed for as listed above.	

- **Travel (note 1)**

If your claim is approved, we will meet the cost of your travel as outlined above. However, in order to minimise the cost to the charity, it is expected that you will:

- Where appropriate, consider the use of telephone or video conferencing alternatives to attendance
- Ask your employer to cover the costs incurred and only claim from Macmillan where this is not successful
- Choose the most local event (where there is a choice of similar events)
- Plan travel as far in advance as possible and choose the most cost effective method
- The use of taxis will only be considered in exceptional circumstances where approved in advance and cheaper than public transport
- If you choose to drive, the following rates will apply:
 

All engine sizes	=	45p per mile for first 10,000 miles
All engine sizes	=	25p per mile for 10,001 miles plus

- **Accommodation/Subsistence (note 2)**

Where one way travel time to an event complying with the criteria above exceeds 3 hours, or transport timetables constrain arrival/departure times, accommodation will be paid for a maximum of 1 night per full day of the event. Breakfast must be included in the overnight tariffs outlined below. You will also be able to claim for dinner (when you are required to stay away from home overnight) or an evening snack (where you will not return home until at

least 21.30 hours and have been away from your place of work for over 5 hours) up to the limits shown:

	London	Outside London
Accommodation	£130	£92
Dinner	£20.00	£17.50
Evening Snack	£12.50	£10.00

Please note that alcohol is not an allowable expense.

In order to minimise the cost to the charity, it is expected that you will:

- Consider alternatives to staying in a hotel e.g. staying with local friends/relatives where possible
- Choose good value accommodation

#### 5. How do I make an application?

- Complete your copy of the Macmillan Professional Expenses claim form and return it with the **original tickets / receipts** within 1 month of the date of the event.
- If your claim form is **not approved**, you will be told the reason why. Please note, this decision will be final and there is no appeal. If you are unsure whether your claim meets the criteria outlined above, please speak to your regional Learning and Development administrator before applying.

#### 6. What do I do if expenses are included in an event's package?

- Where expenses are included in a Macmillan event's package, the claim form may be completed and handed in at the event or returned with the **original tickets / receipts to the event organiser** within 1 month of the date of the event.

#### 6. How will my expenses be reimbursed?

- A personal cheque will be sent to your work address. Claims must be made as soon as possible after the expenditure takes place and Macmillan reserves the right to refuse payment of expenses for claims older than 6 months. After 6 months cheques not cashed will be cancelled and no replacement will be issued.
- Payment will not be made to any individual other than the claimant
- Payment will not be made to any employing organisation

**If you have any queries, or want to check on the progress of your claim, please contact your region/nations administrator on the email or number below**

Your Region/Nation	Email address	Phone number(s)
North of England	<a href="mailto:NorthLearning@macmillan.org.uk">NorthLearning@macmillan.org.uk</a>	01904 651 700
London, East and South East of England	<a href="mailto:LondonSELearning@macmillan.org.uk">LondonSELearning@macmillan.org.uk</a>	01904 651 700
Midlands and South West of England	<a href="mailto:SWMidsLearning@macmillan.org.uk">SWMidsLearning@macmillan.org.uk</a>	01904 651 700
Northern Ireland	<a href="mailto:nilearning@macmillan.org.uk">nilearning@macmillan.org.uk</a>	028 9070 8610
Scotland	<a href="mailto:ScotlandLearning@Macmillan.org.uk">ScotlandLearning@Macmillan.org.uk</a>	0131 260 3720
Wales	<a href="mailto:waleslearning@macmillan.org.uk">waleslearning@macmillan.org.uk</a>	01656 867960