

# **OPM Expenses Policy (Externals)**

21st January 2020

## 1. About this policy

This policy deals with claims for reimbursement of expenses, including travel, accommodation and hospitality.

This policy applies to expense claims by all non-employees of OPM that is: suppliers (including external consultants) and agency workers (**Claimant**).

## 2. General Provisions

**Expenses** cover out of pocket expenditure incurred by the Claimant solely in order to carry out the Services defined in the contract.

OPM will reimburse Claimants' expenses properly incurred in accordance with this policy. OPM will only reimburse expenses if they are submitted to OPM in accordance with the relevant contract and this policy, where there is any conflict between them, then the terms of the contract will prevail.

If a Claimant wishes to claim for any expense incurred that is not in accordance with this policy then he or she must obtain written authorisation from the OPM Project Manager before the expense is incurred.

If a Claimant is unclear if an expense falls within this policy then this must be confirmed with the OPM project manager in writing before the relevant costs are incurred.

The following categories of goods and services do not count as expenses under this policy and therefore will not be reimbursed:

- Standard 'tools of the trade' required for completion the contract. For example, a mobile phone, laptop, or printer.
- Items which have not been purchased for specific use on the project in question, but are for general use by the contractor. For example: clothing, toiletries, and vaccinations.

Leisure and luxury products, such as sightseeing taxis, alcohol, caviar and truffles. Any attempt by a Claimant to claim expenses fraudulently or in breach of this policy may result in OPM taking action against the Claimant including termination of any contract(s) or action for recovery.

## 3. Reimbursement of expenses

All claims must be supported by:

- Clear scans of receipts for all expenses, costs incurred and reimbursable claims; and,
- copies of electronic or scans of boarding passes.

Scans or copies of documentation will be sufficient for invoicing, but originals must be kept for at least seven years after the termination of the contract. Receipts must be provided on request for audit purposes.

Expense claims must be submitted within 90 days of the cost being incurred.

Claims for authorised expenses submitted and approved in accordance with this policy will be paid into the Claimant's account notified to OPM through the Personal Record Form. Where the details on the submitted invoice do not match those on the Personal Record Form claimants will be required to submit an updated Personal Record Form.

## 4. Advances

Pre-payment of expenses before the cost is incurred by the Claimant (an **Advance**) may be agreed at the discretion of the Project Manager, provided that:

- it is allowable under OPM's contract with its client;
- it is less than 75% of the estimated cost of the goods or services.

The written agreement from the project manager should be submitted along with the Claimant's expense invoice.

## 5. Travel expenses

OPM will reimburse the reasonable cost of necessary travel in connection with the provision of contracted services (**Services**) in accordance with this policy.

Claimants must use the most economic and practicable means of travel taking into account the safety or security situation in the country where the travel took place.

The following will not be treated as travel in connection with the Services under this policy:

- travel between an individual's home and their usual place of work;
- travel which is mainly for an individual's own purposes; and
- travel which, while undertaken in relation to the project, is equivalent to travel between an individual's home and their usual place of work.

**Trains.** OPM will only reimburse the cost of second/standard class travel.

**Taxis.** OPM will not reimburse the cost a taxi when there is public transport available, unless it is cost effective due to a significant saving of journey time, the number of consultants travelling together or where there are safety or security reasons to do so.

**Air travel.** If the Claimant is required to travel by plane so that he or she can provide services, OPM will only reimburse the cost of economy class flights, unless the traveller's circumstances are such that another class of travel is specifically permitted under OPM's Travel Policy. All travel must be approved in accordance with the OPM Travel Policy.

**Car.** Personal car travel to provide the services, is only permitted where it is cost effective for you to do so. The UK mileage allowance that may be claimed is 42p per mile, unless otherwise stated in your contract. Non-UK mileage allowances must be agreed in advance with your project manager. Proof of mileage must be submitted

with any claim. The Claimant may claim for any necessary parking costs incurred providing the Services if they provide a receipt or other proof of the expense incurred. OPM will not reimburse penalty fares or fines for parking or driving offences.

## **6. Daily subsistence, accommodation and other overnight expenses**

OPM will reimburse a Claimant's reasonable out-of-pocket expenses for daily subsistence allowance and overnight stays up to the limits stated in the contract.

Receipts should always be kept for accommodation and other overnight expenses, unless otherwise specified. Where no limit is stated in the contract, contact your project manager to agree a rate.

## **7. Entertaining and Compliance**

OPM will not reimburse any expenses paid in relation to entertaining.

Claimants must ensure that any expenditure under this policy complies with our anti-corruption and bribery policy, and in particular does not constitute a Prohibited Act as defined in the contract.

## **8. Exchange Rate Movements**

The handling of out-of-pocket expenses as a consequence of exchange rate movements is ordinarily defined by the project donor. Therefore, you will need to confirm the agreed policy for your project with your Project Manager. If exchange rate losses are covered by the project donor, OPM will reimburse those relating to duly incurred expenses, where proof of loss is provided, e.g. through a bank statement or credit card statement.

# Expenses Policy (Externals)

## Document Purpose:

To ensure that OPM's suppliers, partners, and other non-staff representatives understand what is permitted to be claimed and how to claim for reimbursement of expenses, including travel, accommodation and subsistence.

To reduce the risk of disputes over expense claims, or the non-payment of costs incurred.

Policy Overview			
<b>Policy Owner</b>	Group Financial Controller		
<b>Applies to</b>	All suppliers, partners and other non-staff representatives of OPM		
<b>Global or local scope</b>	Global		
<b>Version Number</b>	1.0	<b>Effective from</b>	21/02/2020
<b>Approvals (Dates)</b>	<b>Board</b>		N/A
	<b>Policy Authorisation Committee</b>		06/02/2020
	<b>Other (please state)</b>		N/A