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## SEC Panel Expenses Policy

### 1. Overview

SEC Section C8.3(a) states that all SEC Panel Members and Sub-Committee members are entitled to recover *“all reasonable travel expenses properly incurred by them in their roles as such”*.

The Panel are required to establish a policy that sets out guidelines regarding what constitutes reasonable travel expenses. This document constitutes that policy.

### 2. Applicability

SECCo will reimburse reasonable travel expenses properly incurred by:

- Panel Members and Alternates when acting as a Member and in their capacity as Directors of SECCo; and
- Each person serving on a Sub-Committee.

This Expenses Policy does not apply to Working Group Members or any expert groups established under the SEC.

### 3 Reasonable Expenses

The entitlement to claim expenses covers all reasonable travel expenses. In the context of this policy, a reasonable travel expense can be defined as:

- The most economic fare available for the journey;
- Accommodation costs to a maximum of £250 per night including breakfast and VAT;
- Subsistence allowance of £30 per night; and
- Mileage rates:
  - If employed by a company: at the rate reimbursed by your employer up to the rate of 45 pence per mile or 25 pence per mile if your cumulative mileage total exceeds 10,000 miles; or
  - If working in an individual capacity: 45 pence per mile or 25 pence per mile if your cumulative mileage total exceeds 10,000 miles.

### 4. Claiming Expenses

#### 4.1 Members Employed by a Company

Submit an expense claim to your employer using your employer's procedures.

Request that your employer raises an invoice for SECCo Ltd for the claim amount and ensure that the invoice includes the following information:

- Name of claimant;
- Meeting name and date (e.g. SECP\_01\_1110);
- Amount claimed for each item (train fare, airline ticket, mileage etc.); and
- Supporting receipts (or copies).

This should be sent to [secas@gemserv.com](mailto:secas@gemserv.com).

#### 4.2 Members Working in an Individual Capacity

If registered for VAT, please raise an invoice for the amount you want to claim and send it to [secasfinance@gemserv.com](mailto:secasfinance@gemserv.com) for the attention of Saadat Wahid, with the supporting information as set out above. If not registered for VAT, please send a letter to us, along with any supporting information.

### 5. Claiming for the First Time

Various details will need to be added to the finance systems before the invoices can be settled.

The information required is set out in the table below:

Name:	
Vat Number:	
Registered Address:	
Post Code:	
Telephone Number:	
Fax Number:	
Purchase Ledger E-mail (if applicable):	
Purchase Ledger Address (if applicable):	
Payment Details:	
Bank:	
Sort Code:	
Account Number:	

### 6. SECCo Directors

SEC Panel Members are able to claim reasonable travel expense incurred in their role as Directors of SECCo. Wherever possible SEC Panel Meetings will be held on the same day as SECCo Board Meetings. Where this is the case only one travel expense claim for attendance at these meetings may be submitted, as only one journey will have been undertaken.

## **7. Panel Chair**

The Panel Chair is able to claim expenses, at his discretion, with regard to undertaking the role as Panel Chair. The Panel Chair shall follow the process set out in Section 4 when claiming expenses in this regard.