



POLICY AND RESOURCES COMMITTEE

25 SEPTEMBER 2024

## **DRAFT BUSINESS TRAVEL AND EXPENSES POLICY**

Report by Chief Executive

### **PURPOSE**

- 1.1 The purpose of the Report is to seek approval for the Draft Business Travel and Draft Expenses Policy.

### **EXECUTIVE SUMMARY**

- 2.1 The Business Travel Policy and the Expenses Policy have been reviewed and updated as part of a rolling review of corporate policies.
- 2.2 While the General Principles of the Policies remain the same, the policies have been updated to improve clarity; reflect changes to available modes of transport, operators and travel booking arrangements, and to ensure alignment with the Comhairle's Climate Change Strategy.
- 2.3 It is proposed that the maximum allowable rates which can be claimed for subsistence are increased, following feedback from CMT that the current rates are insufficient, given increases in costs for meals and overnight accommodation. Proposed rates for employee expenses are appended to the Report.
- 2.4 A number of links in the Drafts are currently unavailable due to the cyber-attack. These will be updated following the launch of the new website.

### **RECOMMENDATIONS**

- 3.1 **It is recommended that the Comhairle approve the Draft Business Travel Policy, Draft Expenses Policy and Employee Expenses Rates appended to the Report.**

Contact Officer: Anna Hulme, Senior Researcher  
Appendix: Draft Business Travel Policy  
Draft Expenses Policy  
Draft Employee Expenses Rates 2024

## IMPLICATIONS

4.1 The following implications are applicable in terms of the Report.

<b>Resource Implications</b>	<b>Implications/None</b>
Financial	None
Legal	None
Staffing	This report relates entirely to employee travel and expenses.
Assets and Property	None
<b>Strategic Implications</b>	<b>Implications/None</b>
Risk	The updated drafts aim to minimise risk of improper business travel or claiming of expenses.
Equalities	None
Corporate Strategy	Effective governance of the Comhairle is a Strategic Outcome of the Comhairle's Corporate Strategy 2024-2027.
Environmental Impact	The updated drafts aim to minimise negative environmental impact by reducing carbon emissions associated with business travel.
Consultation	The report has been considered by the Joint Consultative Committee.