



**International  
Growth Centre**

# **Travel, Subsistence & Expenses Policy**

**Last Updated:** May 2022

**This policy is applicable to all those travelling on IGC-related activities and is based on strict value for money principles (VfM).**

Please either submit claims on a monthly basis, or as soon as possible after the expenditure has been incurred. ***If you submit a claim which is more than 90 days after the date of the actual expense, it may be refused.***

Please note it is your responsibility, ***before commencing travel***, to ensure:

- you have approval for the travel;
- you are medically fit to travel;
- you have the appropriate vaccinations before travel;
- you visit the [gov.uk](https://www.gov.uk) travel abroad website (or equivalent for in-country teams) and read the latest information for the country you will be visiting;
- you are familiar with relevant institutional and government guidance (departing/transit/arriving) regarding health and safety measures;
- you have the appropriate passport and visas before you travel;
- you are familiar with your insurance details and cover;
- you have undertaken any necessary training for the visit;
- you should carry contact details for the overseas office/post or organisation with whom you will be working, for use in the event of an emergency;
- if you will be working in the country for more than a few weeks, you are encouraged to register your presence with the post/diplomatic mission or embassy for the country of citizenship.

## WHAT YOU CAN CLAIM FOR

**Please bear in mind that Value for Money (VfM) is our guiding principle when booking and claiming for travel.**

### TRAVEL

#### Air Travel

***You must plan your journey as far in advance as possible to ensure that it can be taken in the most economical way*** (tickets bought 21 days ahead of travel are substantially cheaper than those purchased closer to departure).

All IGC air travel (both international and domestic) will be reimbursed for **standard economy class travel**, across the most cost-effective route between country of location and country of destination, and must demonstrate Value for Money (VfM). Alternative routes will require Hub pre-approval but may be considered where they balance VfM efficiency and economy (such as the trade-off between direct and stop-over routes).

Consistent last-minute requests for travel bookings processed by the IGC Hub may result in the full value of the expenditure not being met by the IGC.

**BUSINESS CLASS TRAVEL CANNOT BE CLAIMED.** If your travel requirement does not meet these criteria you must contact the Hub for further guidance before you travel. If you choose to travel on a ticket other than standard economy you must provide a standard economy class quote for the exact same itinerary (same route, airline and dates), obtained

on the same date (the “*VfM Quote*”). You will receive reimbursement for the value of the economy quote. **Premium or flexible economy quotes are not permitted.**

All **IGC staff** are required where possible to book travel through Diversity, the LSE’s travel agent and coordinate this through the IGC Administrator. IGC Country Directors, Lead Academics, Research Programme Directors and other IGC affiliates are encouraged where possible to adopt the same approach as IGC staff because this has Value for Money benefits from group discounted pricing and safeguarding information on travellers; if travel is booked directly please inform the [igc.administrator@lse.ac.uk](mailto:igc.administrator@lse.ac.uk) three weeks before travelling so that a VfM Quote can be generated for reimbursement purposes.

Travellers are advised to make their own travel arrangements for in-country travel. However, for large regional events or for Growth Week in London, there may be an opportunity for you to book your ticket through the IGC Hub in London. Invitees to these events will be informed well in advance if the Hub can make travel bookings for delegates. Please enquire well in advance if you are in any doubt on whether this service will be available for the event you are attending.

### Public Transport

Travel by public transport is strongly recommended and should be used wherever and whenever possible where a safe and reliable service is available.

### Train

Travel by train (including sleeper train) will be reimbursed for standard class only.

The IGC recommends the following for London airport services: [Heathrow Express](#), [Gatwick Express](#), [Stansted Express](#), and the [London Underground](#). London Transport should also be used for general travel in London.

### Taxi

Travel by taxi is discouraged. Taxis should only be used when:

- there are no safe or reasonable means of public transport;
- disability or health considerations prevent the use of public transport.

Where taxis are used, it is expected that a **standard** service is used. Luxury vehicles are not permitted. In cases where a receipt cannot be issued, a handwritten confirmation should be obtained by the traveller indicating travel to and from, date, and fare paid with the driver’s signature.

Taxis in London are not permitted, except for disability or health reasons, unless an exception has been agreed with the relevant IGC Programme Coordinator or Senior Management Team (SMT) member.

### Car Travel:

**Travel by Private Vehicle:** IGC strongly discourages travel by private vehicle and it should be the last option to be considered for travel. Private vehicles may only be used if:

- it is your car and you are travelling in your country;

OR

- health or disability considerations prevent the use of public transport;
- there is no reasonable means of public transport to the destination;

- it is not safe to use public transport;
- it represents better value for money than taxi or public transport (for example, in terms of overall travel time, or if you have accompanying colleagues in the vehicle);
- the insurance and servicing requirements set out below are adhered to.

**Self-drive:** If appropriate, you may hire a self-drive car for travel on IGC business. The car hired must be an economy or compact vehicle. The cost of the hired car plus fuel will be reimbursed on production of receipts.

**When travelling by car it is your responsibility to ensure** that all vehicle / driver requirements of the relevant jurisdiction are adhered to (including valid driving licence, taxed and serviced vehicle, insurance for injury/death of third parties or any passenger and damage to the property of third parties).

**UK:** Employees using their own vehicles on School business may claim Advisory Fuel Rates in accordance with HMRC guidance as set out on [HMRC Advisory Fuel Rates](#). The details are on the link, and these are currently a maximum of 20p per mile for two litre engine petrol cars.

When a private vehicle is required to undertake IGC business in the UK, mileage will be reimbursed upon presentation of an estimate of distance travelled. Please provide the post codes for the departure and arrival points, mileage and reason for travel.

**Overseas:** Employees using their own vehicles outside the UK should follow the same approach as UK claims, applying the relevant rate set out in Appendix 1. Please note this is not to be confused with the different approach taken for self-drive hire cars.

## Personal Travel

When personal travel has been combined with that of IGC business, a standard economy quote must be obtained at the same time and submitted for the IGC business portion. You will then be reimbursed on the value of that economy quote.

## ACCOMMODATION AND LIVING EXPENSES

### Hotels

Hotel accommodation will be reimbursed in accordance with the table of accommodation allowances set out by country in Appendix 1.

IGC **will not refund minibar purchases** unless they are itemised on hotel bills and are deemed to represent value for money.

As with air travel, all **IGC staff** are required where possible to book hotels through Diversity, the LSE's travel agent and coordinate this through the IGC Administrator. IGC Country Directors, Lead Academics, Research Programme Directors and other IGC affiliates are encouraged where possible to adopt the same approach as IGC staff because this has Value for Money benefits from group discounted pricing and safeguarding information on travellers.

### Alternative Accommodation

If you opt to arrange your own accommodation (e.g., Airbnb) it will be reimbursed on submission of clear and legible scanned receipts in line with the allowances in the Appendix 1.

## Subsistence

Subsistence will be reimbursed on submission of clear and legible scanned receipts in accordance with Appendix 1 attached to this policy (excluding any minibar purchases, as set out above). If you are visiting a country not listed in the Appendix 1 then you should follow the HMRC World Wide Subsistence Rates.

## Incidentals

Reasonable incidental expenses for services offered by the hotels such as laundry (for stays longer than 3 days), telephone, broadband, and business centre usage for IGC business purposes, will be reimbursed upon submission of the hotel invoice.

## Alcoholic Drinks

**Please note alcoholic drinks are not reimbursable.** If incurred at the hotel these expenditure items should be paid for on departure by the individual.

## OTHER EXPENSES

### Visas

Unless otherwise notified by the IGC Hub, the IGC is **unable to reimburse** the cost of visas for sub-contractors as this expense is incorporated in fee payments. Non-fee earning participants attending IGC events or travelling on IGC business will be reimbursed the costs of **single-entry visas** (on submission of scanned receipts).

All IGC personnel should travel on business visas and are responsible for obtaining their own visas. When required, the Hub will supply supporting letters for visa applications and obtain Letters of Invitation from the relevant organisation (travelling personnel should provide contact details for the relevant person in the organisation if possible).

### Vaccination

Visit your medical doctor as soon as possible to check whether you need any vaccinations or other preventive measures (such as malaria tablets) for the country you will be visiting. The IGC is **unable to reimburse** these costs for sub-contractors as these expenses are incorporated in fee payments. Non-fee earning participants (e.g. those attending IGC events or travelling on IGC business) will be reimbursed upon submission of receipts.

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### **Note: VALUE FOR MONEY (VfM)**

Value for Money is about maximising the impact of our funding and recognises this is not solely a matter of cost.

As a general principle, the IGC will reimburse the cheapest travel option. However, exceptions can be made where you can present a **strong rationale** why the cheaper flight/hotel options do not meet VfM for your travel needs. This could include: journeys that take significantly longer than other options, have long stop-overs or multiple connections; hotels that require long travel times to your IGC related engagements; or a hotel is the venue for IGC related business (such as an event) and key participants that you work with are staying there too.

Travel circumstances vary widely, so there will be other strong reasons that can merit an exception to the travel policy. In all cases, please contact the IGC Administrator as far as possible in advance of travel.

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# APPROVALS IN ADVANCE & CLAIMS IN ARREARS

## ADVANCE APPROVALS ARE MANDATORY

This Policy sets out those categories of expenditure which require advance approvals. In addition, all expenditure must be within the overall contracted budget (where relevant). The IGC will not reimburse expenditure incurred before a contract start date.

## CLAIMING

### Supporting Receipts / Documentation Required

Payment for all travel expenses will be made in arrears by submission of the [IGC Expense Claim Form](#) supported with itemised clear and legible scanned receipts, e-tickets and flight boarding cards. Please do not destroy your original receipts until your claim has been settled.

#### **Credit card receipts are not allowed.**

If you are seeking reimbursement for a meal receipt for more than one person then you must provide full names, title, organisation and reason for the meeting in the *Description of Expense* section of the expense claim form. Please refer to the explanatory notes on the expenses form itself before submitting your claim.

To enable the IGC to proceed with the expense reimbursement, please scan your receipts and email them along with the completed IGC expense claim form [igcexpenseclaims@lse.ac.uk](mailto:igcexpenseclaims@lse.ac.uk).

Please note that when a claim is submitted for reimbursement the claimant takes full responsibility for the accuracy of the claim and to make sure that it falls within the guidelines of this policy.

### Payments

Unless otherwise stated in the appointment letter/contract, all payments and reimbursements will be made in UK pounds sterling. Expenses arising in foreign currency shall be reimbursed at the exchange rate stated in the XE 'Current and Historical Rate Tables' on the Friday immediately preceding the first day of travel, or if this took place on a Friday, the rate stated on that date. Rates are available at: <http://www.xe.com/currencytables/?from=GBP>

**Appendix 1: IGC Accommodation and Daily Subsistence Rates**

Country	City	Suggested Hotels	Nightly hotel room budget limit by city (GBP)	Daily subsistence rate (GBP)	Car reimbursement rate per KM (unless stated in Miles) (GBP)
Bangladesh	Dhaka	Best Western Plus Maple Leaf, Dhaka	£168.00	£29.00	£0.49
		Hotel Sarina			
		Four Points by Sheraton			
		Lakeshore Banani			
		Royal Park Residence Hotel			
Ethiopia	Addis Ababa	Hilton Addis Ababa	£196.00	£40.00	£0.44
		Ethiopian Skylight Hotel			
		Ramada Addis			
		Capital Hotel & Spa			
		Best Western Plus			
		Intercontinental Hotel			
		Radisson Blu			
		Hyatt Regency			
Marriott Executive Apartments					
Ghana	Accra	Swiss Spirit Hotel & Suites Alisa Accra	£235.00	£25.00	£0.48
		Movenpick Ambassador Hotel Accra			
		Alisa Hotel			
		The Ritz Exclusive Guest House			
		Kempinski Hotel Gold Coast City			
India	Patna	Hotel Maurya	£110.00	£28.40	£0.36
		Gargee Grand Patna			
		Savera A Business Luxury Hotel			
		Hotel Aalcajars Inn			
		FabExpress Pearl			
		Hotel Panache			
	Hotel Lemon Tree				
	Delhi	Eros Hotel	£120.00	£35.00	
		Hotel diplomat			
		The Muse Sarovar Portico			
The Orion Plaza					
Jordan	Amman	Shervani Hote	£138.00	£60.00	£0.28
		Landmark Amman Hotel			
		Kempinski Hotel Amma			
		Corp Amman - by the airport in Amman			
Kenya	Nairobi	Grand Palace Hotel	£141.00	£40.00	£0.28
		Bidwood Suites			
		Southern Sun Mayfair			
		Best Western Plus Meridian			
		Sarova Panafric			
Crown Plaza					

Country	City	Suggested Hotels	Nightly hotel room budget limit by city (GBP)	Daily subsistence rate (GBP)	Car reimbursement rate per KM (unless stated in Miles) (GBP)
Lebanon	Beirut	Ramada By Wyndham Downtown Beirut	£141.00	£40.00	£0.28
		Hilton Beirut Downtown			
		Radisson BLU Martinez Hotel			
Liberia	Monrovia	Mamba Point Hotel	£196.00	£41.00	£0.53 per mile
		Sunset Inn Guest House			
		Corina Hotel			
Mozambique	Maputo	Hotel Avenida	£204.00	£39.00	£0.45
		Radisson Blu Hotel & Residence			
		Afrin Prestige			
		Hotel Atlantis			
		Hotel Terminus			
Myanmar	Yangon	Rose Garden Hotel	£172.00	£45.00	£0.45 per mile
		Novotel Yangon			
		Landmark Hotel			
		Jasmine Palace Hotel			
		Park Royal			
		Sule Shangri La			
		Lotte Hotel			
Pakistan	Lahore	Pearl Continental Hotel, Lahore	£161.00	£25.00	£0.28
		Faletti's Hotel			
		Avari Hotel			
		Nishat Hotel			
	Karachi	Pearl Continental Hotel, Karachi	£153.00		
		Marriott Karachi Hotel			
		Mövenpick Hotel Karachi			
	Islamabad	Hotel Crown Inn	£204.00		
Serena Hotel Islamabad					
Peshawar	Marriott Islamabad	£110.00			
	Pearl Continental, Peshawar				
Quetta	Serena Hotel	£141.00			
	Rwanda	Kigali	Le Garni Du Centre	£204.00	£37.00
Hôtel Des Mille Collines					
Kim Hotel					
Urban by CityBlue,					
Kigali Marriott					
Radisson Blu Hotels					
Sierra Leone	Freetown	Swiss Spirit Hotel, Freetown	£204.00	£46.00	£0.30
		Country Lodge Complex			
		Occasions			
		New Brookfields Hotel			
		Hotel Barmoi			
		Golden Tulip Essential Kimbima Hotel			
		Sierra Palms			
		Bintumani Hotel			
		Home Suites Boutique Hotel			



Country	City	Suggested Hotels	Nightly hotel room budget limit by city (GBP)	Daily subsistence rate (GBP)	Car reimbursement rate per KM (unless stated in Miles) (GBP)
South Sudan	Juba	Juba Oscar Hotel	£133.00	£45.00	£0.74
		Keren Hotel			
		Juba Landmark Hotel			
		Panorama Sarovar Portico			
Sudan	Khartoum	Grand Holiday Villa Hotel	£141.00	£39.00	£0.28
		Ewa Hotel Apartments			
		Paradise Hotel			
South Africa	Cape Town	V&A Waterfront Collection	£137.00	£35.00	£0.22
		Taj Cape Town			
		15 On Orange Hotel			
		Pepperclub Hotel			
	Johannesburg	Holiday Inn Johannesburg-Rosebank	£110.00		
		Protea Hotel, Sandton			
Uganda	Kampala	Raddison Blu Gautrain Hotel, Sandton	£188.00	£31.00	£0.52
		Park Inn, Sandton			
		Protea Hotel, Melrose			
		Kampala Sheraton			
	Entebbe	Shangri-la Hotel Uganda	£129.00		
		Protea Hotel by Marriott Kampala			
UK	London	Fairway Hotel & Spa	£135.00	£40.00	£0.10 per mile
		Discovery Courts Hotel			
		Imperial Resort Beach Hotel			
		Hotel 7 Seasons			
	Oxford	Best Western Premier Garden Hotel	£175.00		
		Tavistock Hotel			
USA	Washington D.C.	Travelodge London Central Covent Garden	£208.00 £260.00 during Conference Season (September - October)	£71.00	£0.11 per mile
		Jurys Inn London Holborn			
		Premier Inn London Holborn			
		Mercure Oxford Eastgate Hotel			
	Berkley, California	Best Western Plus Oxford Linton Lodge	216.00 £270.00 during Conference Season (September - October)		
		The Old Black Horse			
		The Embassy Row Hotel			
		Hotel Madera			
	New York New York state	Churchill Hotel Near Embassy Row	£180.00 £225.00 during Conference Season (September - October)		
		Kimpton Mason & Rook Hotel			
		POD DC			
		Rose Garden Inn			
Zambia	Lusaka	Hotel Lucent	£133.00	£41.00	£0.42
		Graduate Berkeley			
		Hotel Shattuck Plaza			
		The Solita Soho Hotel			
		NoMo SoHo			
Zambia	Lusaka	Hotel 50 Bowery NYC	£133.00	£41.00	£0.42
		Four Points by Sheraton Manhattan			
		Taj Pamodzi			
Zambia	Lusaka	Fallsway Suites	£133.00	£41.00	£0.42
		Chrismar Hotel Lusaka			
		Garden Inn Hilton Hotel			