

Council – 18 September 2012

HPC's policy for travel by air

Executive summary and recommendations

Introduction

The Health and Care Professions Council's (HCPC) expenses policies for travel by air are currently as follows:

All air travel undertaken must be in standard class with the exception of journeys exceeding 5 hours, where the cost of a premium economy ticket (or equivalent for those carriers that do not have premium economy) will be reimbursed.

A number of changes to the travel policy are proposed and have been recommended to the Council by the Finance and Resources Committee meeting on 11 September 2012.

They are as follows:

Standard Class

Standard Class must be used when the duration of the single airline flight is less than five hours. If the single journey comprises more than one airline flight, Standard Class tickets must be used for the different flights if the combined air travel time is less than five hours.

Premium Economy Tickets

Premium Economy tickets may be used when the duration of a single airline flight is longer than five hours but less than eight hours. If Premium Economy tickets are unavailable, Standard Class tickets must be used.

Business Class Tickets

Business Class tickets may be used when the duration of a single airline flight is longer than eight hours. If Business Class tickets are unavailable, Premium Economy tickets may be used.

In a typical financial year, the proposed change to the policy would result in the purchase of three to five return Business Class tickets costing in total approximately £6,000 to £10,000. The change to the travel policy would not be retrospectively applied to any airline tickets already purchased. The policy applies to Council and Committee members, Partners and employees.

Decision

The Council is requested to approve the new travel policy.

Background information

None

Resource implications

None

Financial implications

£6,000 - £10,000 pa

Appendices

None

Date of paper

6 August 2012