



Extract of Appointee Terms and Conditions

Paragraph 1.8 – Expenses

This section contains important information regarding the travel, accommodation and expenses regulations and rates you can claim as an appointee. You should read these carefully before accepting your appointment.

All travel and expenses claims must have been actually and necessarily incurred by you when undertaking SQA business. Any claims received that do not conform to these regulations and/or rates will be amended.

You should make every effort to ensure that arrangements:

- are efficient and cost effective to SQA
- use public transport wherever practical and cost effective
- support Government initiatives to reduce the environmental impact of travel

What you should book

Rail, bus and ferry travel

Rail, bus and ferry tickets with a value of less than £50.00 (return) must be purchased locally and claimed back using the expenses claim form. Please use reduced rate travel where available.

Taxis

Taxis should only be used if there is no public or private transport available. Any use of taxis requires prior authorisation from the relevant team.

What must be booked by SQA:

Rail and ferry travel — Rail or ferry travel costing £50.00 (return) or more.

Fast ticket machines

All rail tickets booked by SQA will be e-tickets unless there is no Fast Ticket Machine available at the departure station. You will be required to insert your personal credit or debit card to retrieve your ticket. Your card will not be charged as this is for identification purposes only.

Air travel and car hire – Please provide detailed information at time of booking.

Overnight accommodation

All overnight accommodation must be booked by SQA. We have a procurement arrangement in place which is designed to achieve cost efficiencies through negotiated Scottish Government rates. Please note it may not be possible to book all appointees attending meetings into the same accommodation. Claims for accommodation costs not booked by SQA will not be reimbursed.

One day event accommodation requests for one night

Overnight accommodation will only be permitted the night prior to an event if your journey would exceed two hours in each direction.

Multiple day events accommodation requests for consecutive nights

If you are to attend an event lasting more than one day please provide as much detail as possible when requesting overnight accommodation. Each request will be assessed on a case-by-case basis.

Meal allowances when accommodation is booked by SQA

Evening meals will be reimbursed up to a maximum of £20. We aim to book all accommodation to include breakfast. However, a small number of venues may not offer breakfast. Where breakfast is not provided we will reimburse up to a maximum of £8.

Special requirements

If special arrangements are required for your travel, overnight stays and/or dietary requirements, please provide detailed information on your Travel and Accommodation Request (TARE) form.

Mileage rates you can claim:

Private motor car (regardless of engine size): 32p

Private motor cycle (regardless of engine capacity): 16p

An additional rate per passenger of 2p per mile can be claimed.

We will normally calculate the mileage allowance for attendance at meetings using the shortest distance between the place of departure and the place of the meeting or procedures. If you have not travelled by the shortest route, please provide details on the reverse of the claim form. Travel claims in respect of journeys of a distance greater than that from your usual address will not be met unless SQA's approval is obtained in advance.

When you are travelling by car or carrying passengers on SQA business, you do so entirely at your own risk, and are advised to check that your own car insurance covers such travel.

No claim will be accepted by SQA in respect of any liability arising directly or indirectly from such use.

Shuttle service

A shuttle pick-up service operates between Waverley station and Lowden. Pick-up times are 8.45 and 09.30 Monday to Friday. Please call Lowden reception on 0345 213 6885 to book a seat or cancel a reservation. All bookings must be made by 15.00 on the day before pick-up.

Transport from Lowden to Waverley station leaves daily at 15.00, 16.00 and 17.00 hours subject to demand and must be pre-booked at least one hour prior to departure. Transport can also be provided — subject to demand — at 18.00 and 20.00 hours, and must be pre-booked with the receptionist at Lowden.

Incidental expenses

Please note that claims for non-food items will not be reimbursed. Some examples of incidental expenses which will not be reimbursed are detailed below:

- alcohol
- newspapers
- childminding costs
- kennel costs

Expenses for postage and telephone calls will be reimbursed where necessarily incurred. Expenses other than these will be reimbursed only where written authorisation is obtained in advance from SQA. A copy of this authorisation should be submitted with your claim.

All claims must be supported by **itemised** receipts (not credit card slips) for all purchases. If you use cash, a cardless transaction or Apple Pay, please request a receipt. We will be unable to reimburse any claims that do not have itemised receipts.

Submitting and processing expense claims

Please submit all claims within four weeks of incurring the expense. Claims received after the end of the tax year, for work conducted during the previous tax year, may not be reimbursed if they are received after this four-week period.

We reserve the right to amend expenses if SQA policy is not followed.

How to make a booking request or claim expenses

You will be provided with the appropriate forms to allow you to claim expenses.

Requests for travel and accommodation to be booked by SQA must be made using a Travel and Accommodation Request (TARE) form which is available on our website at www.sqa.org.uk/markerinformation

Booking timescales

All TARE requests should be submitted at least 10 working days prior to the event date.

Key contacts

Appointee Management 0345 213 6825

Events Planning 0345 213 6830

Events Servicing 0345 213 6664

Lowden reception 0345 213 6885

markers@sqa.org.uk

assessment.planning@sqa.org.uk

events.servicing@sqa.org.uk