



D2N2 Local Enterprise Partnership

Gifts, Entertainment Hospitality and Expenses Policy of Reference

August 2021

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Gifts, Entertainment and Hospitality

As a general rule, no gift entertainment or offer of hospitality should be accepted without first seeking and obtaining permission from the Chief Executive of the D2N2 LEP. The following notes represent guidance on what constitutes gift, entertainment or hospitality and is applicable for both members of D2N2 Board (and their spouses, partners or relations) and to D2N2 members of staff (and their spouses, partners or relations).

Gifts, entertainment and hospitality is identified by the receipt or offer of gifts, meals, invitations to functions and events in relation to membership of the D2N2 board or as a member of staff. The above items are acceptable, if they align with reasonable boundaries that include occurrence and value. If the hospitality, entertainment or gift is inexpensive, routine and only very occasional, it is acceptable to accept. However, if the gift, entertainment or hospitality is more frequent and at a higher value than the accepted threshold of £50, then it is advisable to decline.

This is to ensure that the perception given of this gift, entertainment or hospitality is not one of appearing to influence or show bias for or against a person or organisation whilst on the D2N2 Board or as an employee.

This guidance should also be seen to apply to spouses, partners, and relations, if the gift, hospitality or entertainment can be perceived or argued to benefit the board member in question.

Acceptance of Gifts

The basis is that all gifts should be declined, unless the gift is of a promotional, seasonal or trivial nature such as diaries, calendars pens and so on if they bear company names and logos from which they are provided. These gifts should not exceed a value of £50. If a token gift is presented by an organisation, it may be accepted if it has been authorised by the relevant member of staff.

Items of greater value than £50, or of lottery tickets, cash, gift vouchers or gift cheques cannot be accepted. This includes loyalty or discount cards that can be viewed as benefiting the individual. Frequent flyer cards, if gained from non-personal means, MUST NOT be used for personal flights.

All gifts must be reported and recorded accurately with the relevant information, in the hospitality register held by D2N2 LEP office. This should be done by emailing the D2N2 operations manager (michelle.reynolds@d2n2lep.org) or by telephoning 0115 957 8250. D2N2 staff will complete the register with the Chief Executive's decision.

Reimbursement of Expenses

We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently or otherwise in breach of this policy may result in disciplinary action. Expenses will only be reimbursed if they are: submitted to D2N2 LEP's Operations Manager (to be paid the current months expenses on the 25th day of the following month you must submit the expenses within the first two

working days of the following month e.g. August expenses must be submitted two working days into September to be paid on 25 September) and Submitted within three months of being incurred (otherwise they will not be processed).

They must be supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips). Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank/building society account via bacs. Any questions about the reimbursement of expenses should be put to the Chief Executive before you incur the relevant costs.

Travel expenses

D2N2 LEP will reimburse the reasonable cost of necessary travel in connection with our business. The most economic means of travel should be chosen if practicable and you should use existing travel cards or season tickets wherever possible. D2N2 LEP operates a policy where meetings should be done by Teams/videocall where possible this reduces cost and helps the environment.

Trains: We will reimburse the cost of standard class travel on submission of a receipt with expenses claim form. A receipt should be obtained for submission with an expenses claim form.

Car: Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage. Details of the current mileage rates are in line with HMRC mileage rates ([available here](#)) - You can also claim for any necessary parking costs which must be supported by a receipt or the display ticket.

We will not reimburse penalty fares or fines for parking or driving offences, other than at our discretion in exceptional circumstances.
