

Expense Claims – authorisation levels & process routes

Expense type	Authorisation level	Process for claiming
Car / motorcycle mileage	Authorising manager in OS	One Source
Local public transport	Authorising manager in OS	One Source
Taxis	Authorising manager in OS	One Source
Car / motorcycle parking	Authorising manager in OS	One Source
Subsistence	Authorising manager in OS	One Source
HGV Medical	Authorising manager in OS	One Source
Digital tachograph card	Authorising manager in OS	One Source
HCPC / Social Work England fees	Authorising manager in OS	One Source
Professional fees	Authorising manager in OS	One Source
Hire Cars	Authorising manager in OS	One Source
Toll Roads	Authorising manager in OS	One Source
Bicycle mileage	Authorising manager in OS	One Source
Visas and vaccinations for business travel	Authorising manager in OS	One Source
Rail travel	Authorising Manager must have approved use of rail travel which is to be booked in the first instance through TMS	Travel Management System in the first instance, followed by P-card and only in exceptional circumstances and as a last resort One Source
Hotel accommodation	Authorising Manager must have approved use of hotel accommodation which is to be booked in the first instance through TMS	Travel Management System in the first instance, followed by P-card and only in exceptional circumstances and as a last resort One Source
Hospitality	Authorising manager must have approved hospitality expenditure. Where hospitality expenditure exceeds £100 Executive Director or Chief Executive authorisation (as appropriate) is also required.	Purchase card
Air travel for business journeys	Prior approval from Executive Director or Chief Executive – (as appropriate)	Travel Management System in the first instance (permitted to use Purchase card as a last resort where TMS is not available)

