

Non-Staff Reimbursement Policy

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# Introduction

1. It is NICE policy to ensure members of its advisory committees, other ad hoc advisory groups, and its Fellows and Scholars are reimbursed promptly and appropriately for expenses incurred on NICE business.
2. It is not NICE policy to personally remunerate individuals for time spent on NICE business except for honorariums paid to lay members, committee chairs and vice chairs. NICE will however reimburse travel and subsistence costs which allow individuals to attend meetings comfortably and conveniently. When making bookings NICE expects best value to be obtained.
3. NICE is committed to the [Greening Government](https://www.gov.uk/government/collections/greening-government-commitments) agenda for UK government departments and their agencies to reduce their impact on the environment. NICE recognises that any travel, other than cycling or walking, can have an impact on the environment. The procedures set out below attempt to minimise the environmental effects of any travel.
4. Any deviations from the policy must be agreed in advance by the Director of Business Planning and Resources or designated deputy.

# Scope

1. This policy applies to people who are individual members of our advisory committees and other groups convened to help us with our work. It also covers people who attend committee meetings as experts. Meeting organisers will be explicit about whether expenses are covered when inviting people to take part in meetings. They will be collectively termed ‘individuals’.
2. People attending meetings as observers are not eligible to claim reimbursement of expenses.
3. NICE staff and Non-Executive Director expenses are covered in a separate policy.
4. Guideline committee members who are working with other bodies that contract with NICE to produce our guidance, known as our collaborating centres should claim their expenses from the other body and not from NICE. Please note that other bodies may operate different expenses policies to NICE.

# Section 1 - Travel and accommodation

1. This section covers the following:
* Rail travel
* Other public transport
* Taxis
* Flights
* Car use
* Bicycle use
* Accommodation
* Rechargeable activity
1. NICE has a central booking facility for train, air travel and accommodation. We aim to reduce the burden of costs for individuals and will aim to book (and pay for) all train, air travel and accommodation where applicable in advance. Wherever possible individuals are encouraged to use public transport, cycle or walk in preference to using cars or flying, on grounds of reducing cost, improving health and minimising the impact of the journey on the environment.
2. Journeys between home and NICE business locations will be booked by the team organising the meetings. Please contact the relevant NICE team to request travel booking and explore accommodation requirements.
3. NICE will usually book and purchase rail, air travel and hotels on behalf of individuals, we recognise that on some occasions this will not be possible. When, by exception, rail travel and accommodation is booked and purchased by the individual the limits within this policy apply. In such circumstances NICE will reimburse the cost of return travel between the individual’s home, office base or workplace, and the NICE business location. Receipts will be required when a claim is made for reimbursement. Where appropriate, and by pre-agreement, NICE will reimburse other travel expenses incurred by those engaged on NICE business for example mileage, parking, taxis and flights.

## Rail travel

1. Tickets should always be purchased as economically as possible taking advantage of cheaper fares where available through advance booking. Booking arrangements should be made with enough time for postage or collection. Alternatively, tickets can be collected from the train station, using the ticket on departure facility. When arranging ticket on departure teams must forward budget holder authorisation to TODauthorisation@nice.org.uk.
2. Rail travel will be standard class, unless first class travel can be obtained for a similar or lower price than a standard class ticket with the same level of required flexibility on travel options. Otherwise first-class travel is not permitted unless this is needed for reasons of disability or other medical / health / access need. These requirements must be discussed and agreed in advance with the team supporting the meeting. Evidence (for example a medical note) may be required to support the request. All requests for first class travel should be raised with the team supporting the meeting who will seek approval from Finance who will then inform the Facilities team who are responsible for printing and distributing tickets.
3. Compensation relating to delayed trains, where travel has occurred may be retained by the individual in recognition of the impact of the delay. Where a journey is cancelled and a full refund offered, this should be returned to NICE and where appropriate a new booking will be made.

## Other public transport (e.g. tube, tram or bus)

1. In London and Manchester where public transport services are comprehensively available individuals are encouraged to use these modes of transport.
2. Individuals are encouraged to use Oyster cards, or equivalent, or contactless payment cards for travel on public transport. These paperless systems provide a cost-effective means of travel. Any bus, tram or tube passes that allow unlimited travel (such as a monthly season ticket) will not be reimbursed as no additional cost has been incurred.
3. Tickets, receipts or statement extracts should be attached to the claim as proof of expense.

## Taxis

1. Taxis may be used where there is a justification on the grounds of:
* Cost-effectiveness due to multiple people travelling to the same place together.
* Personal safety, for example travelling at night.
* Disability, impairment or a long-term condition.
* Travelling with heavy or bulky items of equipment of luggage.
* Travelling in an area with limited public transport.
1. Individuals wishing to travel by taxi should discuss this in advance with the relevant NICE team so that budget holder approval can be obtained prior to travel if the cost of the journey exceeds £15.
2. Where an individual has paid for a taxi fare, a receipt must be obtained and a scanned copy attached to the claim.

## Air travel

1. Air travel should be extremely rare and consideration given to the environmental impact of flying as opposed to other means of transport as per NICE’s responsibilities around the sustainability agenda. However, there may be some instances where individuals may need to travel within the UK when travel by train may not be the most cost-effective or viable option, or outside the UK, to attend conferences and events in connection with NICE business.
2. In such circumstances individual NICE teams should book air travel through NICE’s internal booking systems. All bookings should be booked as far in advance as possible to ensure the purchase of the best value ticket available.
3. When travelling by air, NICE’s staff travel policy applies and should be referred to.

## Car use

1. NICE discourages travel by motor vehicles because of the environmental impact and the lack of opportunity for other activity when driving. As such, travel by public transport would usually be expected unless there is a specific need for car use, for example due to disability or lack of public transport options or travel to a public transport departure point.
2. Reimbursement of mileage expenses will be paid where travel by public transport was not available or not appropriate for the journey. Individuals who use their own vehicles in these circumstances will receive reimbursement at the prevailing reserve (public transport) mileage rate, as set out in appendix 2.
3. Reasonable receipted parking fees, congestion charges and tolls will be reimbursed. Individuals are expected to use the most cost-effective parking options available and to make use of any discounted parking where available, having due regard for personal safety and other considerations, especially when travelling at night. Parking fines or excess charges will not be reimbursed.
4. Car sharing is encouraged and as such if a passenger is carried to the same meeting or event, an additional 5p per mile can be claimed in line with HMRC recommended rates.
5. In very exceptional circumstances, where an individual is unable to use public transport, reimbursement at the business mileage rate may be agreed in advance with the Director of Business Planning and Resources.

## Bicycle use

1. NICE encourages cycling as this is consistent with its carbon reduction strategy and is likely to have health benefits to individuals. Where individuals use their own bicycle to travel on NICE business reimbursement will be at the rate set out in appendix 2.
2. NICE will reimburse cycle usage scheme in London and Manchester for journeys between stations and offices.

## Accommodation

1. Although it is not usual for NICE to cover the cost of accommodation for non-staff, there may be circumstances where individuals may need to stay away from home in order to attend early morning meetings or where a meeting runs over multiple days. In these cases, bed and breakfast hotel accommodation will be booked through NICE’s central booking facility via the individual NICE team responsible for the meeting.
2. Where it is not possible for the NICE team to make these arrangements, NICE will reimburse the cost of accommodation to the individual in line with the limits set out in this policy. Receipts will need to be attached to the claim.
3. Costs for overnight accommodation comprising bed and breakfast should not normally exceed:
* £135 per night in London
* £100 per night elsewhere in the UK
* Outside the UK may depend on the prevalent rates (which may be lower) but should not normally exceed £145 per night and limited to 4 star.
1. The above costs are upper limits and the lowest rate available in a reasonable standard of accommodation should be booked.
2. There may be circumstances when these maximum rates can be exceeded on NICE’s central booking facility for genuine business reasons (for example, the choice of hotel was not within the individual’s control, where a particular hotel is required due to wheelchair or other access requirements, for matters of personal security or where cheaper hotels were fully booked). In such instances, approval must be obtained by the relevant budget holder and from the Facilities Manager, who in turn will seek approval from the Director of Business Planning and Resources or Deputy. The Facilities Manager will work with the teams to ensure all accommodation options have been exhausted before making a booking in excess of the limit.
3. For bookings made outside of NICE’s central booking facility, only an amount up to the maximum limit will be reimbursed.
4. Any additional services such as room service, mini bar, newspapers etc. used whilst at the hotel must be paid for directly by the individual and will not be reimbursed.
5. Where an individual chooses to stay overnight away from home with relatives, friends or a colleague instead of a hotel, a flat rate of £25 per night will be reimbursed. Individuals are only entitled to claim for this allowance where the normal requirements for a hotel are met (see paragraph 33).

## Rechargeable activities

1. Where individuals are engaged by a third party to attend an event or carry out an activity on behalf of NICE, for example a speaking engagement for which a third party has agreed to reimburse their expenses (such as presenting at a conference or event), then the team coordinator should:
* Contact finance to arrange for the third party to pay for travel and accommodation in advance;

or

* Arrange the booking through the NICE internal booking systems, pay expenses directly and claim back using the online expenses system and inform Finance, who will recover the expenses and other costs by invoicing the third party directly.

# Section 2 – Subsistence, carers, additional support and incidentals

## Subsistence

1. A subsistence allowance is a contribution to the cost of meals for the time a person is engaged on NICE business and incurs additional costs as a result of being away from home or usual place of work. Subsistence allowances are payable to individuals attending a NICE business meeting for a period of 5 hours or more, including travel time. As subsistence is an allowance, receipts are not required. Details of subsistence allowances are listed in appendix 1.
2. A maximum of one subsistence rate may be claimed for each 24 hour period. Subsistence cannot be claimed for meals that have been provided by NICE or a third party, for example, meals provided at a meeting, seminar, training course, workshop or conference, or if the hotel accommodation includes breakfast or an evening meal (see appendix 1 for further details).

## Carers, support worker and childcare expenses

1. NICE recognises that in some circumstances individuals will need to arrange for carers or support workers to accompany them to a meeting, or to take over unpaid caring responsibilities while they are at a meeting – this includes childcare or care of a family member with a disability or other additional needs.
2. NICE will meet the reasonable costs incurred by individuals for employing a carer or support worker. There is no set rate, as we understand that this can vary significantly depending on the type of care and/or support needed. NICE will reimburse the actual costs incurred by the individual. Receipts or other evidence of expenditure such as an invoice must be included with the claim for reimbursement. For the avoidance of doubt, the care or support worker is engaged by the individual and not NICE. NICE will only reimburse invoices and receipts for carer expenses from professional registered agencies. The receipt or evidence should provide details of the carer’s or support worker’s registration and/or the professionally registered organisation or individual providing the care. For reimbursement of childcare costs the provider must be Ofsted registered.
3. Within the above guidelines, NICE will cover the following costs:
* The hourly rate cost paid to a professionally registered agency for a carer, support worker, or other professional for accompanying an individual to a meeting. This includes hourly rate costs for travel time to and from the meeting.
* Travel booked by NICE via our central booking facility, or reimbursed travel and subsistence expenses for the carer, support worker or other professional, in line with NICE rates, should an individual attendee require a carer to accompany them. This is in addition to the hourly rate claimed for the cost of hiring the carer or support worker.
* Accommodation booked by NICE via our central booking facility, or reimbursed travel and subsistence expenses for the carer, support worker or other professional, in line with NICE rates, should an individual attendee require a carer to accompany them overnight.
* The hourly rate cost paid to a professional registered agency for a carer, support worker or other professional to backfill an individual’s caring responsibilities to enable them to attend the meeting.
* The hourly or day rate cost paid to an Ofsted registered agency or individual for childcare for pre-school age children and/or childcare outside of school hours to enable the parent or carer to attend the meeting.
1. NICE will make a flat-rate contribution of £25 for out of pocket expenses, claimed via the online expenses system, to people with caring responsibilities who are inconvenienced in some way but do not use a registered agency (for example people who use the services of a family member or friend).

## Additional support on NICE’s premises

1. NICE wishes to support people who may need assistance to help them take part in our committee meetings or groups and will make reasonable adjustments in order to do so. The assistance may include using a Speech-To-Text Typist, note taker or British Sign Language interpreter. Where such support is required this should be discussed and agreed with NICE in advance and arranged either by NICE or by the individual. If arranged by the individual, prior agreement should be sought from the team organising the committee. NICE will only reimburse registered businesses at current market rates. Once it has been agreed the team organising the meetings will provide a purchase order number. The purchase order number should be passed on to the supplier along with the following address in order that the invoice can be processed. NICE T53 Payables 4545, Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE.

## Incidental and other business expenses

1. Individuals may make a reasonable claim for postage, telephone usage and other incidental business expenditure incurred while engaged on NICE business for which itemised receipts should be provided.
2. In circumstances where an individual could incur other expenses that are not explicitly covered by this policy then reimbursement may be available providing agreement has been reached in advance with the Business Planning and Resources Director or nominated deputy.

# Section 3 – Payments and reimbursements

## Lay contributor payments

1. Lay contributors involved with NICE advisory committees and other ad hoc advisory groups are offered an honorarium for their contributions.
2. Lay contributors are individuals who have been selected and specifically invited to contribute a relevant lay perspective to NICE’s work, irrespective of whether they are a paid employee of another organisation. Examples include (but are not limited to) people recruited to lay member roles on our committees and other advisory groups, those asked to speak at our annual conference, or those asked to give their personal testimony to one of our committees or advisory groups. They include the following:
* Patients
* Service users
* Carers
* Members of the public
* Representatives of specific populations
* People from patient, carer, voluntary and community sector organisations
1. Payment will be offered for any individual lay contribution that requires face to face or virtual (teleconference and videoconference) contact.
2. Payment will be offered at the following rates:
* £150 per full day meeting (four hours or longer);
* £75 per half day meeting (shorter than four hours).
1. The payments do not mean that NICE’s lay contributors have a contract of employment with NICE or its partner organisations.
2. Payment is not offered where attendance or activity is considered optional (for example, optional training sessions (such as health economics workshops), reviewing or contributing to implementation or communications products during the course of committee or group work, or where it can reasonably be considered to be part of fulfilling someone’s routine duties on a committee or group (for example short virtual pre-meeting communications).
3. Payment is also not offered:
* Where a lay contributor does not attend a meeting or, depending on circumstances, where they attend only part of a scheduled meeting.
* For time spent undertaking preparatory reading for meetings.
* To lay people who attend meetings held in public as observers, or who contribute to consultations, surveys and other equivalent activities.
* To lay people attending meetings as representatives of an organisation (such as those attending scoping meetings or workshops), rather than acting in an individual capacity.
* To carers attending meetings to support a committee member, expert or conference speaker.
1. Any payments accepted for contributing to NICE’s work, are regarded, by HMRC as part of overall income. Each lay contributor is personally responsible for any liability with regard to Income Tax or National Insurance contributions. All lay contributor payments will be made directly to the individual. A lay member may decline to claim payment if they wish.
2. Lay contributors are asked to declare that they acknowledge their personal tax responsibilities and that they are not claiming the payment via an intermediary (such as a personal service company) when the claim is made. If the individual declares that they are accepting the payment via an intermediary, IR35 intermediaries tax legislation may apply and as such NICE may need to deduct tax and National Insurance at source.
3. As these payments are classified as income for state benefit calculations people in receipt of state benefits may choose not to claim them. Individuals in receipt of state benefits are advised to liaise with relevant agencies.
4. Travel, subsistence, and other out of pocket expenses will be covered, in line with this policy, in addition to the payment. Payment of these expenses should not affect any state benefits the lay contributors receive. However because NICE offers a standardised subsistence payment of a maximum of £20 per day, these subsistence payments may be considered as earnings when calculating benefits. Lay contributors whose subsistence costs are lower than £20 can claim the exact amount spent on subsistence. This claim for the exact amount will not be considered as earnings.
5. All claims for reimbursed payments and expenses for lay contributors (as opposed to travel and accommodation booked by NICE) will be processed and approved by NICE’s Public Involvement Programme. Please note: lay contributor queries should be sent to piplayexpenses@nice.org.uk

## Locum backfill reimbursements to NHS GP practices

1. NICE will reimburse locum backfill for committee members, chairs and vice chairs that are working in NHS general practice and a locum is needed to allow their attendance on NICE business. The cost of the locum cover will be reimbursed up to a maximum of £600 per day or £300 for half a day.
2. Locum reimbursement claims must be submitted by the practice via an invoice to NICE. The invoice from the practice must give details of the hours of locum cover, the name of the person, organisation or agency providing the cover and the rate being claimed. In the case of salaried staff evidence of their annual salary would also be required (to determine daily rate). Any external agency locum costs need to be supported by a copy of the agency’s invoice. All reimbursement for internal or external locums will be to the claimant’s practice.
3. Locum reimbursements will only be paid via the invoice/ purchase order route on a weekly BACS run, with the aim to make payment within 3 weeks of receipt of the invoice at NICE’s accounts payable provider. Practice invoices quoting the purchase order number provided by teams together with a copy of the Agency locum invoice if applicable, should be sent to: NICE T53 Payables 4545, Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE.

## Self-employed NHS locums attending NICE’s committees

1. Self-employed GP locums working in the NHS will be personally reimbursed £400 per day or £200 for half a day upon receipt of a completed claim form. These payments will be made through NICE’s payroll system and will be subject to tax and National Insurance deductions in line with IR35 legislation.
2. Self-employed GP locums need to submit an honorarium paper claim form which is available from the team coordinator of the meeting. As these will be processed through payroll, additional personal information needs to be collected to set the claimant up on the system and to fulfil reporting requirements to the HMRC. When issuing an honorarium claim form for the first time, the coordinator of the meeting will therefore also ask that the claimant completes a payroll information form. All honorarium claim forms will need to be verified and approved by the relevant budget holder within the team and forwarded to the payroll team for processing. Payments will be usually be issued in the month with pay day being on or around the 25th of the month.
3. The above is applicable to self-employed GPs working in the NHS only. Consideration may be given to the reimbursement of NHS hospital based locums on a case by case basis. Approval should be sought from the Director of Business Planning and Resources. Locums from private practices or other commercial organisations will not be entitled to claim for any locum costs.
4. Locum and any lay contributor attendance fee claims processed through the payroll system will be paid at the end of the month following the month of approval.

## Chair and vice chair reimbursement and remuneration

1. Committee chair and vice chairs’ employing organisations are normally reimbursed for the time chairs work for NICE on a secondment arrangement.
2. Where it is not possible or appropriate to reimburse a chair or vice chair’s employing organisation NICE will engage the chair or vice chair directly on payroll and PAYE will be collected. NICE engages chairs as office holders and as such the NHS pension scheme and other benefits are not offered.
3. The on payroll reimbursement rate (honorarium) for a chair or vice chair is up to £500 per day.

# *Section 4 - Using the expenses system*

1. With the exception of locum fees, chair and vice chair honorarium and lay contributor payments made to intermediaries, all claims for reimbursement must be made using the online expenses system (https://nice.sel-expenses.com). All claims must be made within 3 months of the date the expenses were incurred, with scanned copies of all required receipts attached together with other documentation as required.
2. If an individual is not able to use the online expenses system the team organising the meeting can support them to submit their claim using the internal protocol. All claims and supporting documents must be submitted to the relevant team within 3 months of the date the expense was incurred. The information, provided by the individual, will be entered into the online expenses system on their behalf.
3. False, exaggerated or intentionally submitted duplicate claims will be treated as fraud and appropriate investigative action will be taken in line with NICE policies. Suspicions of fraudulent activity will also be reported to the Counter Fraud Authority (NHSCFA) or the Department of Health and Social Care Anti-Fraud Unit (DHSC AFU), and investigations will be undertaken which may result in civil or criminal sanctions being applied.
4. All limits, allowances and monetary values are inclusive of VAT.
5. NICE will reimburse claimed expenses to the individual’s specified bank account via a weekly BACS run. Individuals bank account details will need to be added and maintained by the individual on the online expenses system and selected when making a claim.
6. NICE aims to approve claims and reimburse individuals within 3 weeks of their claim being submitted. Individuals should contact the individual NICE teams if they have issues claiming expenses or if their claim has been delayed.
7. Lost receipts should be brought to the attention of the finance team before a claim is made. NICE reserves the right to decline the reimbursement of an expense without a receipt.
8. All claims for expenses and receipts will be held for a period of not less than 7 years in order to comply with statutory regulations. Please note that information provided will be used to create a record on our expenses/payroll database to enable payments to be processed and for subsequent reporting of statutory information to the relevant government agencies. Please see the NICE privacy notice at [www.nice.org.uk/privacy-notice](http://www.nice.org.uk/privacy-notice) for further information.
9. Any deviations from policy must be agreed in advance by the Director of Business Planning and Resources or designated deputy. NICE’s Standing Financial Instructions (SFIs) apply to all expenditure committed on behalf of NICE, including within this policy. In accordance with NICE’s SFIs, NICE will seek to recover overpayments made in relation to this or other policies.

# Appendix 1 – Subsistence allowances

Subsistence allowances can be claimed when a person incurs additional costs on meals (defined as a combination of food and drink) as a result of being away from their usual home or place of work (referred to as base). Reimbursement rates are as per HMRC’s benchmark scale rates and therefore do not require receipts where all of the following qualifying conditions are met:

* The travel must be in the performance of duties undertaken for NICE on a journey that is not substantially ordinary commuting.
* The person should be absent from his normal base for a continuous period in excess of five hours or ten hours.
* The person should have incurred a cost on a meal (food and drink) after starting the journey.

**Rates are set as follows:**

|  |  |
| --- | --- |
| Minimum consecutive time away from base without provision of a meal | Maximum amount of meal allowance, if a cost was incurred |
| 5 hours  | £5 |
| 10 hours | £10 |
| 24 hours (breakfast provided) | £20 |
| 24 hours (breakfast not provided) | £25 |

The maximum amount claimable within a 24 hour period is £25. Where some meals have been provided then this must not be claimed for.

**Some examples are provided below:**

|  |  |
| --- | --- |
| Scenario | Maximum claim (if a cost was incurred) |
| Away from base between 08:00 and 18:00. Lunch has been provided  | £0 |
| Away from base between 08:00 and 18:00. Lunch has not been provided | £5 |
| Away from base between 08:00 and 20:00. Lunch has been provided  | £5 |
| Away from base between 08:00 and 20:00. Lunch has not been provided | £10 |
| Away from base between 06:00 and 21:00. No meals provided. | £5 and £10 |
| Away from base 16:00 on day 1 until 20:00 on day 2. Breakfast and lunch provided on day 2. | £10 for day 1 £5 for day 2  |
| Away from base 16:00 on day 1 until 19:00 on day 2. Breakfast provided on day 2. | £20 |
| Away from base 16:00 on day 1 until 19:00 on day 2. No meals or refreshments provided | £25  |

# Appendix 2 – Mileage rates

**Motor Vehicles (Reserve Rate)**

28p per mile

**Motor Cycles (Reserve Rate)**

28p per mile

**Pedal Cycles**

20p per mile

**Passenger Allowances**

5p per mile

Claimable when an individual member agrees to allow a colleague to accompany them in their private vehicle