



Office Memorandum 1/11

To: All DRD Staff

BUSINESS TRAVEL (OUTSIDE NORTHERN IRELAND) AND ACCOMMODATION: AUTHORISATION LEVELS

1. Staff will be aware of the recent introduction of a new NICS Travel Management Contract and accompanying standard arrangements for booking transport (including flights, rail, ferries and car hire) and accommodation. In light of these revised arrangements, I am taking the opportunity to detail the levels at which official travel/accommodation and completed Travel Request Booking Forms must be approved and authorised in advance within DRD.
2. These levels are as follows:

Area/Range of Travel	Approval Required
Official travel within the United Kingdom (outside Northern Ireland) and the Republic of Ireland	Grade 5 level or above. NOTE: In the case of Roads Service staff travelling to Specialist Training Courses directly approved by the Director of Engineering, Travel Request Booking Forms may be authorised by Grade 6 Heads of Business Units. When submitted, these forms must be accompanied by the Director of Engineering's course approval confirmation.
Official Travel outside the United Kingdom and the Republic of Ireland but within the European Union	Deputy Secretary (for DRD Core staff) Chief Executive (for Roads staff)
Official Travel outside the European Union	Permanent Secretary

3. It should be noted that the approval levels detailed above also apply to any associated accommodation in cases where an overnight stay rather than same day travel is considered necessary. The current financial thresholds for accommodation are as follows:

Central London (5 miles from Charing Cross) and Republic of Ireland	Bed & Breakfast: Up to £120 per night (inclusive of VAT)
Elsewhere in Great Britain and Northern Ireland	Bed & Breakfast: Up to £80 per night (inclusive of VAT)
Officers staying with friends or family	£25 per night

4. I would remind staff that all business travel and accommodation must be booked in accordance with the NICS travel policies detailed in Section 9 of the NICS HR Handbook.
5. Full details of the new booking procedures can be found at http://online.nigov.net/procedures_for_booking_travel.doc. In addition, a new NICS Business Travel Site which provides extensive guidance on the policies and procedures relating to business travel (flights, rail, ferry), hotel accommodation, car parking, car hire, using your own car in connection with your work and booking taxis can be found at <http://online.nigov.net/index/business-travel.htm>.
6. This Memorandum supersedes and replaces DRD Office Memorandum 5/03.

[Signed]

BARRY JORDAN

Director of Human Resources and Organisational Change

3 February 2011