



TRAVEL & SUBSISTENCE POLICY

SUMMARY	This policy outlines expenses employees are entitled to claim.
AUTHOR	People and OD Team
VERSION	Final
EFFECTIVE DATE	May 2021
APPLIES TO	All employees
APPROVAL BODY	Social Partnership Forum consulted with prior to approval by the Remuneration and Nomination Committee
RELATED DOCUMENTS	All HR policies
REVIEW DATE	May 2024

VERSION CONTROL SHEET

Version	Date	Author	Status	Comment
1.1	03/10/13	Hannah Morris	draft	Consultation
1.2	04/11/13	Hannah Morris	draft	Consultation with Trade Unions via the Leeds Area Social Partnership Forum
1.3	05/02/14	Hannah Morris	final	Assurance Committee
1.4	12/05/21	Ian Corbishley	Final	Changes either update or to reflect changes in Agenda for Change. Consultation with WaDG, SPF and ratified by RemNom

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1. PURPOSE

- 1.1 This policy is to ensure all managers and employees are aware of the correct policy to follow for payment of travel and subsistence claims.

2. SCOPE

- 2.1 This policy will apply to all employees within the organisation.

3. EQUALITY STATEMENT

- 3.1 In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic. A single Equality Impact Assessment is used for all policies and procedures.

4. ACCOUNTABILITY

- 4.1 The Chief Executive is accountable for this policy.

5. IMPLEMENTATION & MONITORING

- 5.1 The Remuneration and Nomination Committee is responsible for formal approval and monitoring compliance with this policy. Following ratification the policy will be disseminated to employees via the CCG extranet.
- 5.2 The policy and procedure will be reviewed periodically by the People and OD Team in conjunction with managers and Trade Union (SPF) representatives where applicable. Where review is necessary due to legislative change, this will happen immediately.

6. RESPONSIBILITIES

- 6.1 Good working relations are vital for the organisation to operate successfully and provide services. There is a joint responsibility for management, trade unions (staff side) and employees to accept the responsibility of working together on issues in good faith and with the shared intention of facilitating good working relations.

6.2 Employees

- 6.2.1 It is the responsibility of employees to ensure that:
- They are aware of the policy and apply for reimbursement of travel and or subsistence in accordance with it.
 - All mileage claims submitted must be business related only.

6.3 Line Managers

- 6.3.1 It is the responsibility of line managers to ensure that:
- This policy is applied fairly to all, irrespective of their age, sex, religion, belief, race, disability, or sexual orientation.

- Employees are made aware of the policy/ procedure for travel and subsistence and ensure its implementation.

6.4 People and OD Team

- 6.4.1 The People and OD representative will provide advice and support on all aspects of this policy to ensure application and support.

7. SUBSISTENCE AND OUT OF POCKET EXPENSES

- 7.1 On production of valid receipts, all reasonable expenses incurred whilst carrying out business for the organisation e.g. travel, meals and necessary accommodation will be reimbursed in line with the Agenda for Change Terms and Conditions of Service Handbook (Appendix A).

7.2 Day Subsistence

- 7.2.1 A meal allowance is payable only when an employee necessarily spends more on meal(s) than would have been spent at their place of work when an employee is necessarily absent from home on official business and more than five miles from their base, by the shortest practicable route, on official business. Normally an employee claiming a lunch meal allowance would be expected to be away from his/her base for more than five hours and covering the normal lunch period of 12:00pm to 2:00pm. These allowances are not paid where meals are provided free at the temporary place of work
- 7.2.2 To claim an evening meals allowance an employee would normally be expected to be away from base for more than ten hours and unable to return to base or home before 7:00pm and as a result of the late return is required to have an evening meal. Employees may qualify for both lunch and evening meal allowance in some circumstances.
- 7.2.3 Incidental expenses allowances are subject to a tax liability.

7.3 Night Subsistence

- 7.3.1 Night subsistence covers short overnight stays in hotels, guesthouses and commercial accommodation. When an employee stays overnight in a hotel, guest house or other commercial accommodation with agreement of the organisation, the overnight costs will be reimbursed in line with the actual, receipted cost of bed and breakfast up to the normal maximum limit (see Appendix A). Additionally, a meal allowance as specified in Day Subsistence will be reimbursed.

- 1.16 Where the maximum limit is exceeded for genuine business reasons (e.g. the choice of hotel was not in the employees' control, or cheaper hotels were fully booked) additional assistance may be granted at the discretion of the organisation.

- 7.4 For all long distance journeys, consideration should be given to using alternative forms of transport (e.g. coach, train). The main benefits of this include greater cost effectiveness for the organisation and for the person/s travelling a more comfortable journey with the opportunity to study or prepare for a meeting. Employees may be asked to justify their mode of travel when submitting travel claims and may need to evidence that they have considered other more cost effective means.

- 7.5 All employees should take the fullest possible advantage of any available cheap fare and when using trains should use 2nd class rail fares unless an exception has been agreed by the Chief Executive . Where local arrangements are in place for booking travel tickets these should be adhered to.
- 7.6 Taxi or mini cabs will only be payable in cases of emergency where an adequate public transport is not available and prior approval is given by the budget holder. Where appropriate, taxis will be arranged for those with a disability.
- 7.7 Payment for travel by a hired vehicle other than a taxi or cab shall not exceed the mileage allowance which would have been payable had the vehicle belonged to the member of employees who hired it; provided that where the budget holder approves, payment may be increased to an amount not exceeding the overall cost of the hiring.

8. CAR USERS

8.1 General - Employees who use their own cars whilst travelling on organisation business must ensure that they or their car comply with the current legislation contained in the Road Traffic Act (i.e. the vehicle is covered by MOT, Road Tax, Licence and Insurance). Managers will be asked to check at least annually to verify compliance. All expenses are applied to EASY expense system that will alert when documents expire and require renewal.

8.2 Business Insurance Cover - All employees require Business Insurance cover if they use their own vehicle in the course of their work, including the carriage of goods and passengers. If an employee is not clear if their cover is adequate, advice should be sought from their Insurer.

It is an audit requirement that the manager must authorise updated documents via the EASY system (see 8.3), or if there is a change of car on an annual basis. When there is a change of car payroll must be informed via ESR.

8.3 Authorised User Form - All employees who use a private car on organisation business must be an authorised user. All employees will be automatically able to register via EASY system. All accounts are linked to ESR and payroll. A copy of the current insurance certificate, driving licence and valid MOT certificate should be attached to the system. Any future changes to car details must be submitted by the employee through the EASY system.

8.4 Mileage and Other Allowances

8.4.1 Where an employee uses (with the agreement of their line manager and following the above authorisation process), their own vehicle or pedal/motor cycle to make journeys in the performance of their duties costs will be paid in line with Agenda for Change rates outlined in Appendix B.

8.4.2 Employees will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey. The organisation does not reimburse employees for travel between home and the base.

8.4.3 Normally the miles eligible for reimbursement are those from the agreed work base and back to the work base as part of travel to meetings etc during the day. However where the journey being reimbursed starts or ends at home the mileage for reimbursement will be set as outlined in the example in Appendix C. When claiming for these journeys on the EASY system the system will automatically *deduct*.

- 8.4.4 Wherever possible employees should convey other employees who are attending the same place of business (including attendance at courses and/or conferences) in the same vehicle. The additional mileage incurred in picking up and dropping off other members of employees shall be reimbursed in line with Appendix B.
- 8.4.5 Reimbursement will be made for necessary parking and toll charges incurred whilst on organisation business. Charges incurred should be supported by vouchers or receipts. **Fines incurred for illegal parking, speeding, and use of mobile phones whilst driving etc will not be paid.**
- 8.4.6 Travel expenses for employees attending training courses will be in accordance with the usual mileage rate and reserve rate where applicable.
- 8.4.7 . Mileage for Agency staff will be reimbursed directly by the Agency and a recharge will be made to the organisation where agreed.

9. EXCESS DAILY TRAVEL

- 9.1 Employees who are required to change their base of work as a result of a merger of NHS employers, except for in circumstances detailed in section 9.2 below **may** be reimbursed their extra daily travelling expenses for a period of up to 4 years from the date of transfer. In such circumstances the employee claims any additional mileage they have to travel each day to get to and from their new base. Where employees choose to apply for a new position they will not be entitled to claim excess mileage if they are appointed to the new post. Excess travel should be claimed on the EASY system and recorded as excess travel. This is paid at public transport rate. For example:

Home to old base mileage is 6 miles return
Home to new base mileage is 8 miles return
Therefore excess mileage to be claimed is 2 miles return per day
The mileage rate is taxable at source
The maximum period over which excess mileage can be reimbursed is 4 years.

- 9.2 Employees who have a lease car or salary sacrifice lease car will not be reimbursed their extra daily travelling expenses as a result of a merger of NHS employers. This is because travel from home to a permanent workplace (including excess mileage as a result in change of base) is defined under HMRC rules as private use of the car and car fuel benefit would apply. This in effect means that anyone claiming home to work mileage for any reason would be subject to additional tax charges arising from the fuel benefit charge.

10. SUBMITTING CLAIMS

- 10.1 All employees must submit their expense claims each month via EASY system and as a minimum every 3 months. The system will not accept claims over 3 months. Any claims over 3 months may be reviewed in exceptional circumstances and will be signed off by the Chief Finance Officer. Miles are automatically calculated on the system.
- 10.2 Claims must be made on the electronic EASY system. The claim should be completed in full, supporting receipts must be attached, and approved by the line manager.
- 10.3 Where employees have claimed for excess mileage or submitted any false claims, this may result in disciplinary / criminal action being taken.

11 LEASE CAR SCHEME

- 11.1 A lease car scheme is currently offered,. Employees who have a lease car will be able to claim the mileage rates in this policy. Employees should undertake an assessment to determine if the organisations lease car scheme is the suitable for their individual circumstances.

APPENDIX A

Subsistence Allowance

1. Night allowance: first 30 nights – Actual receipted cost of bed and breakfast up to a maximum of £55.00
2. Meals allowance – Per 24 hour period £20.00
3. Night allowance in non-commercial accommodation
Per 24 hour period – £25.00
4. Night allowances: after first 30 nights
maximum amount payable £35.00

Employees without responsibilities equivalent to those of married employees and those staying in non-commercial accommodation: maximum amount payable £25.00

5. Day meals subsistence allowances
Lunch allowance - £5.00 – more than five hours away from base, including the lunchtime period between 12:00 pm to 2:00 pm
Evening meal allowance - £15.00 - more than ten hours away from base and return after 7:00 pm
6. Incidental expenses allowance (this allowance is subject to a tax liability)
Per 24 hour period: £4.20
7. Late night duties allowance (this allowance is subject to a tax liability)
Per 24 hour period: £3.25

APPENDIX B

Mileage and Other Allowances

The following allowances are in accordance with Agenda for Change terms and conditions and are amended from time to time (as at the 1st July 2014)

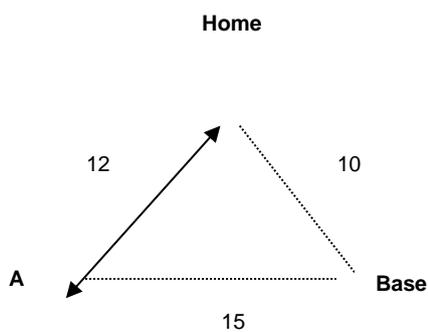
Type of Vehicle Allowance	Annual mileage up to 3,500 miles (standard rate)	Annual mileage over 3,500 miles (standard rate)	All eligible miles travelled (see paragraph 17.15 and Table 8)
Car (all types of fuel)	56 pence per mile	20 pence per mile	
Motor cycle			28 pence per mile
Pedal cycle			20 pence per mile
Passenger Allowance			5 pence per mile
Reserve Rate			28 pence per mile
Carrying heavy or bulky equipment			3 pence per mile

APPENDIX C

Examples when claiming for miles starting/ending at home to/from a site which is not the base i.e. meeting at another employers site

Example 1

When travelling directly from home to a meeting, appointment or a course that is not being held at your normal base excess between home to base and home to meeting can be claimed.



Single Journey

Home to base mileage = 10 miles

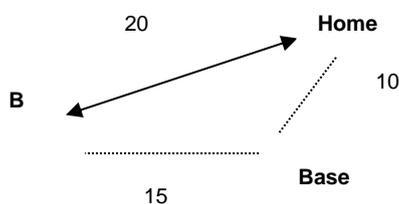
Home to A (place of meeting/course) = 12 miles

Business Mileage claim allowed = 2 miles

Return Journey

Home to A to Home = 24 miles

Business Mileage claim allowed = 4 miles



Single Journey

Home to B (place of meeting/course) = 20 miles

Business mileage claim allowed = 10 miles

Including Return Journey

Home to B to home = 40 miles

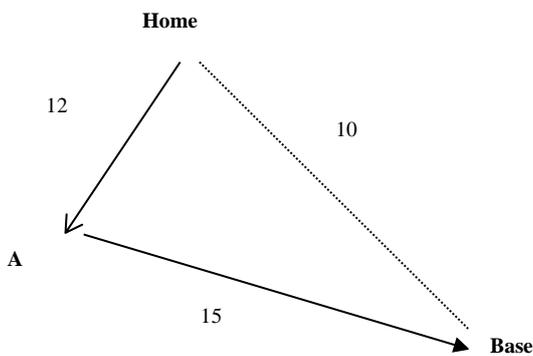
Business mileage claim allowed = 20 miles

Example 2

When travelling directly from home to a meeting, appointment or a course that is not being held at your normal base and then continuing your journey to your normal base the following rules apply:

For the journey from your home to the meeting, the rules as in Example 1 apply.

Employees who then travel onwards to their normal base are able to claim the full mileage from the meeting, appointment or course to base. Please refer to Example 2 below:-



As Example 1:
Home to base mileage = 10 miles

Home to A (place of meeting/course) = 12 miles
Business mileage claim allowed = 2 miles

Then for onward journey to base.
A to Base = 15 miles
Business mileage claim allowed = 15 miles

Total Journey
Home to A to Base = 17 miles
Business mileage claim allowed = 17 miles

Example 3

When travelling directly from home to a meeting, appointment or a course that is not being held at your normal base and then continuing your journey without attending your normal base the following rules apply:

Please see Example 1 to calculate your entitlement to a mileage claim for the first part of your journey (Home to A)

Employees who then travel onwards to other meetings, appointments or courses are able to claim the full mileage from the first site visited to whichever additional site(s) are visited in carrying out their business duties, and back to base.

If however, employees do not return to base but travel home from the last site visited then for the final journey home the rules in Example 1 apply.

Equality Impact Assessment

Title of policy	Travel and Subsistence	
Names and roles of people completing the assessment	Ian Corbishley HR Manager	
<u>Date assessment started/completed</u>	13/01/21	13/01/21

1. Outline	
Give a brief summary of the policy	This policy outlines the travel and subsistence reimbursement arrangements for staff. Consistent with the Agenda for Change Terms and Conditions of Service Handbook, section 17 and 18.
What outcomes do you want to achieve	A process to allow staff to claim expenses on a regular basis. Consideration to be given to the most appropriate form of transport and sustainability.

2. Analysis of impact			
This is the core of the assessment, using the information above detail the actual or likely impact on protected groups, with consideration of the general duty to; eliminate unlawful discrimination; advance equality of opportunity; foster good relations			
	Are there any likely impacts? Are any groups going to be affected differently? Please describe.	Are these negative or positive?	What action will be taken to address any negative impacts or enhance positive ones?
Age	No		
Carers	No		
Disability	Yes, disabled staff may be more likely to have difficulties travelling while at work.	Negative	Where disabled staff are not physically able to use public transport because of an impairment, a taxi will be provided. This may be via access to work.
Sex	No		
Race	No		
Religion or belief	No		

Sexual orientation	No		
Gender reassignment	No		
Pregnancy and maternity	No		
Marriage and civil partnership	No		
Other relevant group	No		
4. Monitoring, Review and Publication			
If any negative/positive impacts were identified are they valid, legal and/or justifiable? Please detail.		No anticipated detrimental impact on any equality group. The policy is applicable to all employees and adheres to the NHS Litigation Authority Standards, statutory requirements and best practice. Makes all reasonable provision to ensure equity of access to all employees. Provision is made for disabled staff who may not be able to travel via the preferred means due to an impairment.	

4. Monitoring, Review and Publication			
How will you review/monitor the impact and effectiveness of your actions	It makes reasonable provision to ensure equity of access to all staff and takes into account transport for staff with disabilities.		
Lead Officer	Ian Corbishley	Review date:	13/01/21

5. Sign off			
Lead Officer	Ian Corbishley		
Director	Sabrina Armstrong	Date approved:	13/01/21