

TRAVEL AND BUSINESS COSTS POLICY

POLICY NUMBER:	HR52
VERSION NUMBER:	1.4
KEY CHANGES FROM PREVIOUS VERSION	3 month extension Sept 21 (F&P)
AUTHOR:	Human Resources Business Partner
CONSULTATION GROUPS:	Workforce Transformation Group, HR Policy Sub Group, Joint Partnership Committee
IMPLEMENTATION DATE:	February 2018
AMENDMENT DATE(S):	N/A
LAST REVIEW DATE:	N/A
NEXT REVIEW DATE:	September 2020 December 2020 March September December 2021
APPROVAL BY WORKFORCE TRANSFORMATION GROUP:	6 th November 2017
RATIFICATION BY FINANCE AND PERFORMANCE COMMITTEE:	February 2018
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POLICY SUMMARY	
<p>The Travel and Business Costs Policy sets out the framework for the Trust's approach to the management of travel and business costs for managers and staff as well as the scope of the policy to whom it applies.</p> <p>This policy should be read in conjunction with the Travel and Business Costs Procedure.</p>	
The Trust monitors the implementation of and compliance with this policy in the following ways;	
Monitoring of implementation and compliance with this policy and associated procedural guidelines will be undertaken by the compliance function and the Finance and Performance Committee as outlined in the associated procedural guidelines.	

Services	Applicable	Comments
All Staff on Agenda for Change Terms and Conditions of Employment	✓	

The Director responsible for monitoring and reviewing this policy is the Executive Director of People & Culture

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SAMPLE ONLY

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Assurance Statement

The Trust recognises that travel between locations whilst at work is sometimes essential and that it aims to ensure that there are sufficient procedures are in place to be able to ensure that employees of the Trust are reimbursed for any necessary travel or costs associated with journeys undertaken whilst at work

This policy establishes a clear guide for processing travel expenses. It aims to provide a framework and guidance balanced with the duty of care, protects the health and safety of employees and is applied to all EPUT employees except staff within the remit of the Doctors' and Dentists' Review Body.

The background for the policy is based on previous expenses policies operated within the Trust and the Agenda for Change NHS Terms and Conditions of Services Handbook. The handbook is published on the NHS Employers website. References in this document should be read in conjunction with the Agenda for Change NHS Terms and Conditions of Services Handbook.

The Trust aims to ensure that all members of staff are treated fairly and equitably when claiming travel and business costs irrespective of their age, sex, marital status, disability, race, gender reassignment, pregnancy/maternity, sexual orientation or religion or belief.

The Trust also undertakes to monitor the implementation of this policy to ensure its effectiveness and to ensure reimbursement of expenses are made in accordance with the rates set out in the Agenda for Change NHS Terms and Conditions of Services Handbook.

1.0 INTRODUCTION

- 1.1 A 'business expense' is defined as any expense the Trust has decided may be reimbursed to employees in connection with their work.
- 1.2 This policy also deals with staff travel and associated expenses, most of which are processed and paid through payroll because of tax and national insurance implications.
- 1.3 The Trust is conscious of its environmental responsibilities as a public sector employer, and the principles that underpin this policy and its application, and should be taken into account by all staff:
- 1.4 Who this policy is for:-
 - All employees including employees working in the Trust Headquarters office or community locations.

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- Line managers – who are responsible for ensuring this policy is applied in their own area.

1.5 This policy is not applicable to staff within the remit of the Doctors' and Dentists' Review Body

2.0 SCOPE OF POLICY

2.1 The Travel and Business Costs policy and procedures has been consulted with all the recognised Trade Unions and applies to all employees of the Trust.

3.0 TRAVEL – GENERAL

3.1 Journeys that are made by car or other means of transport

- Any journeys undertaken (or expenses incurred) on EPUT business should be absolutely necessary, and should be planned in such a way (taking into account service needs) that the minimum mileage and expense is incurred and the minimum amount of time is spent undertaking the journey.
- Wherever possible, staff should take colleagues attending the same meeting or visit with them as passengers to avoid unnecessarily undertaking the same journey. The Trust encourages the carrying of passengers as opposed to duplicated car journeys.
- Journeys should be planned in order that multiple visits can be undertaken in a single round trip in order to avoid a series of single visits or meetings.
- The use of meetings (and the associated travel often involved) should be challenged regularly, and more use should be made of alternative options such as telephone conferences, 'virtual' discussions via email and the use of video conferencing facilities where they exist.
- Normal staff meetings should, wherever possible, be used as opportunities for updates/training/communication of key issues to avoid the need for staff having to attend separate individual sessions (and incurring travel costs and time as a result).
- Employees have the option of using alternative modes of transport (i.e. bicycles) on official business where they are able and it is deemed appropriate.
- This policy deals with all staff travel expenses, which are processed and paid through payroll

3.2 It is the policy of EPUT that its employees are only reimbursed the actual costs of expenses incurred wholly, exclusively and necessarily in the performance of the duties of their employment.

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- 3.3 Reimbursement will only be made on production of valid payment receipts, except in limited circumstances which should be authorised by the line manager as an exception.
- 3.4 Reimbursement of expenses are, where appropriate, made in accordance with the rates set out in the Agenda for Change NHS Terms and Conditions of Service Handbook.
- 3.5 Expenses should be claimed once a month and done on a monthly basis using e-expenses or where e-expenses has not been implemented in services the expense claim form should be used.
- 3.6 Claims for expenses must be supported by valid receipts wherever possible, and where there is a reasonable expectation to provide a receipt, unless otherwise stated.
- 3.7 The declaration on the e-expenses claim form / e-expenses system must be signed/ticked by the employee and the form must be authorised by a Budget Holder or their designated officer. Under no circumstances is any employee allowed to authorise his/her own expenses claim form.

4.0 DEFINITIONS

- 4.1 Definitions - Ordinary commuting / private
- 4.2 Mileage: this is your daily travel between your home and office. Ordinary commuting is the journey you make most days between your home and your permanent workplace – which is the place you need to attend regularly to do your job.
- 4.3 Regular attendance: regular attendance at a workplace is defined as being frequent, following a pattern or is the place you usually attend while you hold that job.

5.0 ADDITIONAL INFORMATION

- 5.1 Line managers are responsible for ensuring this policy is applied in their own areas.
- 5.2 Employees are responsible for submitting expenses claims correctly. Making a false claim, or a false statement to support a claim, is serious, and could make you liable to criminal charges and disciplinary action, which could include dismissal.
- 5.3 Managers and directors are responsible for ensuring expense claims are completed correctly, and confirming that expenditure is accurate and reasonable.
- 5.4 The Payroll Expenses team is responsible for processing and paying approved expense claims.

6.0 OTHER POLICIES

- 6.1 Agenda for Change NHS Terms and Conditions of Service Handbook
Amendment number 38
Pay and Conditions Circular (AforC) number 1/2017
- 6.2 Standard Car leasing procedure (FP09/09) and Salary sacrifice Car Leasing
procedure (FP09/15)
- 6.3 Recruitment and Retention Procedure (HRG57) Section 5.4 Relocation
expenses
- 6.4 Season Ticket Loan Policy (FP09/16)

END

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