

TRAVEL AND BUSINESS COSTS PROCEDURE

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POLICY SUMMARY	
<p>The Travel and Business Costs Procedure 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 procedure to whom it applies.</p> <p>This procedure should be read in conjunction with the Travel and Business Costs Policy.</p>	
The Trust monitors the implementation of and compliance with this policy in the following ways;	
Monitoring of implementation and compliance with this procedural guidance and associated policy will be undertaken by the compliance function and the Finance and Performance Committee as outlined in the associated procedural guidelines.	

SCOPE

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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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 procedure establishes a clear procedure for processing travel expenses and aims to provide a framework and guidance balanced with the duty of care and protects the health and safety of employees and is applied to all Essex Partnership University NHS Foundation Trust (EPUT) employees except staff within the remit of the Doctors' and Dentists' Review Body.

The background for the procedure is based on previous organisations' procedures, and in line with the Agenda for Change NHS Terms and Conditions of Services Handbook. The handbook is published on the NHS Employers website and any references should be made in conjunction with the current version as it and is subject to regular updates and amendments.

The Trust aims to ensure that all members of staff are treated fairly and equitably when claiming travel and expenses 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 procedure 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, Annex 12 that apply to all staff directly employed by NHS organisations.

1.0 INTRODUCTION

1.1 The Trust recognises the need for reasonable travel between locations where required.

1.2 It is our policy to reimburse you for reasonable, out of pocket expenses incurred while doing your job, which relate to company business. It is expected that this will be as cost effective as possible when incurring business expenses.

1.3 It is expected that in making a claim:

- Your name and payroll number are correct
- The correct period start and end dates are clear
- Claims are within three months of incurring the expense
- Valid receipts are submitted with any claim

2.0 TRAVELLING EXPENSES – GENERAL PRINCIPLES

- 2.1 The following sets out to explain the procedure for the provision of claiming expenses for employees travelling on behalf of EPUT.
- 2.2 For staff required to travel on behalf of their employer, there are two options in operation:
- A lease vehicle provided by the Trust (please refer to the car leasing Procedure FP09/09);
 - The employee may be reimbursed the costs of travelling in their own vehicle against prevailing mileage rates under Section 17: Reimbursement of travel costs and subject to Annex 12 Motoring Costs within the Agenda for Change Handbook.

The decision as to which of the above schemes apply is made with reference to the estimated business miles travelled or if the job requires the option of providing a vehicle. There are currently two schemes for vehicle provision, Salary Sacrifice car lease (FP09/15) and standard Lease Cars (FP09/09) policies.

- 2.3 Where an employee opts to take on a lease vehicle, the member of staff will be able to use the vehicle for private purposes, providing the member of staff contributes to the vehicle's running costs (See Lease Car policy).
- 2.4 Where employees are expected to travel on official business as part of their role, they will be expected to ensure that this is done so in the most economic manner.
- 2.5 Employees using public transport are expected to travel at standard rates, (i.e. in the case of rail fares standard class).
- 2.6 Where it is appropriate for an employee to travel on business by air the employee's Director should first agree that this is the most appropriate method of travel. The responsibility of booking the ticket lies with the individual via the internet to source the most financially advantageous price. With the given approval, costs can then be claimed back via the usual expenses route.
- 2.7 This policy will be reviewed at intervals and may be reviewed earlier in light of any change in relevant legislation or updates to the Agenda for Change NHS Terms and Conditions of Services Handbook.
- 2.8 Mileage and expense rates will be reviewed in line with changes by the NHS and changes made in Agenda for Change NHS Terms and Conditions of Services Handbook as per point 2.7 above.
- 2.9 Employees who use their vehicles in the performance of their duties may be required to take equipment with them. Employers have a duty of care under the Health and Safety at Work Act 1974 and related legislation, to ensure that this does not cause a risk to the health and safety of the employee.

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2.10 Employees carrying equipment which is heavy or bulky should have a risk assessment. Where, the assessment has demonstrated it is safe to carry equipment, an allowance (see Appendix 1) shall be paid for all eligible miles for which the equipment is carried, provided that either:

- The equipment exceeds a weight which could reasonably be carried by hand; or
- The equipment cannot be carried in the boot of the vehicle and is so bulky as to reduce the seating capacity of the vehicle.

3.0 JOURNEYS BETWEEN HOME AND OTHER LOCATIONS

- 3.1 Employees who are based at a designated base and are required to undertake a journey starting from their home shall be paid mileage based on eligible mileage (Appendix 1).
- 3.2 Claims between home and the employee site base are not allowable. (See Appendix 1) – Eligible mileage between sites. The only exception to this is where an employee incurs additional costs in attending an emergency call out as detailed below.

4.0 USE OF PRIVATE VEHICLES

- 4.1 Employees who use their own vehicle for official work journeys are responsible for informing their car insurance provider and, if appropriate take out business insurance cover to cover any additional risks.
- 4.2 Employees will be required to provide confirmation that they have taken the appropriate business insurance cover before they can commence travel on official work journeys. Employees will be required to provide proof of original documents to their line manager for verification and a copy of this will be retained by EPUT. It is the responsibility of employees to notify EPUT of any changes to their insurance cover.
- 4.3 Employees who do not provide the required insurance cover for business use will not be able to use their car for business purposes and will not be eligible to claim mileage.
- 4.4 The Trust will not pay any additional car maintenance or repair costs in relation to employees' own private cars.
- 4.5 When authorising the use of a private vehicle, the Manager must ensure that the driver has a valid driving licence and a valid motor insurance certificate that covers business travel. A copy of the appropriate insurance requirements will be checked by line manager upon commencement of employment for new starters, upon renewal of insurance and at any change in role that then may require an employee using their own car for business. By submitting the Travel Claim Form (both via e-expenses or paper-based), staff will be acknowledging that they have the required current documents.

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- 4.6 The Manager and employee will agree the most suitable means of transport for the routine journeys which employees have to make in the performance of their duties. If a particular journey is unusual, in terms of distance or purpose, the mode of travel will be agreed between the manager and employee, before it starts.

5.0 LEASE VEHICLES

- 5.1 The Trust has its own policy for the provision of lease vehicles. Please refer to the Standard Car Leasing Procedure FP09/09.
- 5.2 Employees, who, as a result of a move to a new post through management of organisational change processes, are no longer entitled to a lease car, will have the remainder of their car lease contract protected, unless they specifically choose to terminate the agreement. There will be no penalty for any early termination in these circumstances. Refer to the procedure for Organisational Change Procedure (HRPG1a).

6.0 MILEAGE RATES

- 6.1 Mileage reimbursement rates will be paid at the rate in accordance with the Agenda for Change NHS Terms and Conditions of Services Handbook - Rates of reimbursement can be found in Appendix 1.
- 6.2 Claims for Mileage reimbursement must be made by the employee using the e-expenses system. Where the e-expense system has not been implemented a Travel Claim Form must be submitted detailing all journeys made.

7.0 EXCESS TRAVEL

- 7.1 Employees who change their base as a result of organisational change may be reimbursed their extra daily travelling expenses for a period of time as specified in the EPUT Organisational Change Procedure from the date of transfer depending on whether the change is temporary or permanent.
- 7.2 The excess shall be calculated on the basis of the bus fare or standard rail travel or if the employee travels by private motor on the basis of the reserve rate, see Appendix 1.
- 7.3 All excess mileage claims should be submitted via e-expenses system or where e-expenses has not been implemented on a separate Excess Travel Claim Form.
- 7.4 Lease car users are subject to separate protection arrangements for excess mileage and will be eligible to claim 'disruption allowance. See Standard Car Leasing procedure (FP09/09)
- 7.5 For staff, that meet the criteria as in point 7.1 and use public transport will be reimbursed all additional costs.

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- 7.6 Employees are entitled to claim excess mileage if the new base is further from their home than the old base. The amount eligible to be claimed is the difference between the miles travelled to the old base and the miles travelled to the new base. This will be considered to be based on the most suitable route to be taken and agreed by the line manager or automatically calculated via e-expenses.
- 7.7 Entitlement to excess travel will cease if any of the following conditions apply:
- After a continuing period of payment for a specified period, up to a maximum of four years.
 - On leaving employment of the Organisation.
 - On voluntarily applying for and accepting a change in post.
 - On accepting another post
 - On change of home or work place where excess travel should be reduced or where excess travel costs are no longer incurred.

8.0 OTHER ALLOWANCES

- 8.1 Subject to the production of valid receipts, employees using a private motor vehicle on an official journey will be reimbursed allowances at the rates of reimbursement as outlined in Appendix 1.

Allowances shall be refunded for reasonable parking expenses and charges for tolls. Exceptions are for charges for overnight garaging or parking that will not be reimbursed unless the employee is entitled to night subsistence allowance for overnight absence.

This does not include reimbursement of car parking charges incurred as a result of attendance at the employee's normal workbase.

8.2 Motor Cycles

An employee using their own motor cycle as an alternative to a car for official journeys or other alternative methods of transport and do not meet the criteria to be offered the option of a lease vehicle, can claim at the rates specified in the rates for reimbursement (Appendix) 1 and Section 17 (Annex 12) of the Agenda for Change NHS Terms and Conditions of Services Handbook.

8.3 Pedal Cycles

Staff, have the option of using bicycles on official business where possible and appropriate. Where this has been agreed the rate payable to staff is detailed in Appendix 1.

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8.4 Passenger Allowances

Drivers of vehicles that carry passengers (including patients) will be paid at the agreed rate see Appendix 1.

8.5 Fares

Employees may claim the additional costs personally incurred resulting from necessary business travel. Details of any travel costs for which reimbursement is sought must be submitted on the electronic Travel Claim Form. All valid receipts/tickets must be attached/ shown to manager.

8.6 Fares (emergency call out) / Return to work outside Normal Working Hours

8.6.1 This applies to employees who are required to return to or attend their place of employment outside their normal hours when on call. In these circumstances individuals, would be entitled to payment or time-off in lieu in accordance with Section 2 of the Agenda for Change NHS Terms and Conditions of Service Handbook. Any expenses incurred whilst on call shall be reimbursed. This will be on the basis of public transport rate.

8.6.2 Additional travel costs incurred as a result of emergency call outs from home or return to places of work outside normal hours must be claimed via e-Expenses or where e-Expenses is not implemented via the Travel Claim Form.

8.7 Public transport disputes

8.7.1 If an employee uses public transport for business purposes, the cost of bus fares and standard rail fares will be reimbursed.

8.7.2 Where public transport is totally disrupted by strikes or other industrial action and employees are required by their Employer to attend work, any additional costs incurred should be discussed with their line manager and agreed in advance to enable staff to attend work. Employees may also refer to the Leave policy (HR24) and Special Leave procedure (HGPG24C).

8.8 Training and Study Leave Travel Claims

8.8.1 Employees who are undertaking organisational funded or part funded training courses (includes both short and extended courses – see Training and Study Leave Policy HR18) and are being released to undertake study leave during contracted hours will be eligible to claim travel expenses as set out in Appendix 1.

8.8.2 Employees who have been authorised study leave but are undertaking courses / training which is not funded or part funded by the organisation will not be eligible to claim travel expenses associated with the course.

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8.8.3 All claims associated with training and study leave must be submitted via the e-expenses system or where not implemented on the Travel Claim Form.

8.8.4 All travel and subsistence allowances associated with Training and Study leave will be reimbursed from the individual's service budget.

9.0 CAR PARKING AND PARKING FINES

- 9.1 Some car parking facilities or NHS sites require the purchase of a valid parking ticket, staff permit, or an official disabled drivers blue badge which must be displayed within the front windscreen at all times whilst on site.
- 9.2 Reasonable parking costs incurred in the course of travelling away from home or to another site in the course of an employees' work should be claimed on via e-expense or where not implemented a Travel Claim Form, copies of receipts must be attached/ shown to their manager. However where an individual may have the ability to purchase a car parking permit (Section 10) and chooses not to, any costs associated with parking on the designated sites outlined in the policy, will not be reimbursed.
- 9.3 The employee remains fully responsible for any fines or penalties incurred during use of any vehicle. Any payment which becomes due will be met by the employee in all cases.
- 9.4 Car parking expenses can be claimed this includes tolls and congestion charges whilst on business. The Trust will not be eligible to pay or reimburse the employee for parking fines, tow away charges, clamping fees etc. either whilst parked on Trust premises or incurred in the course of their work.

10.0 PARKING PERMITS

- 10.1 This section refers to those Trust or NHS locations where an employee is based that allow for a parking permit to be purchased that may benefit the employee in terms of reducing parking costs. See policy – Season Ticket Loan Policy (FP09/16)
- 10.2 If a permit is lost, damaged or stolen, you will need to re-apply for a new / replacement one. It is the responsibility of the individual staff member to notify any changes to their permit (e.g. change of vehicle, change of name, change of telephone number etc.)
- 10.3 Members of staff on long term sick leave, maternity leave or career breaks, may wish to suspend their car parking contributions and return their permit to the car parking administrator. It will be the responsibility of the individual to action.
- 10.4 For employees who have purchased a permit, they are agreeing to the terms and conditions as laid out within this procedure and the permit must be displayed at all times in their front windscreen. This is not a guarantee of a parking space.

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- 10.5 If more than one car is used the employee must register where possible both cars when completing the application forms.
- 10.6 Staff travelling to sites through the normal course of their business or in respect of training which do not require a parking permit, but require you to purchase a parking ticket, will be reimbursed reasonable parking expenses.

11.0 SEASON TICKET LOANS

- 11.1 The season ticket loan scheme will enable staff to purchase annual season tickets that could result in significantly lower prices, and to spread the cost over a one year period with repayments being made via deductions from Salary. To apply for a season ticket loan see the policy and procedure (FP09/16).
- 11.2 Offering loans for public transport season tickets may increase the numbers of staff using this method of transport to work, alleviating pressure on Trust car parking and contributing to the green agenda.
- 11.3 Staff who work at locations that do not have a EPUT car park and pay for their parking can benefit from a loan from the scheme by purchasing a permit from the car park operator that can that can be significantly cheaper than paying for the parking on a day-to-day basis.
- 11.4 Inland Revenue regulations permit employers to make interest free loans to staff of up to £5,000 without generating a tax liability on either the employer or employee.
- 11.5 Any permanent member of staff will be able to apply for a loan, providing that they earn sufficient to cover the repayments.
- 11.6 The loan has to be used for the purposes for which it was provided, and cheques will only be made payable to recognised travel and parking operatives. Staff must be able to produce the ticket or permit for inspection by their manager or other EPUT officer if asked to do so.

12.0 SUBSISTENCE

The purpose of this section is to reimburse staff for the necessary extra costs of meals, accommodation and travel arising as a result of official duties away from home. Business expenses that may arise, such as the cost of a fax or official telephone calls, may be reimbursed with certified proof of expenditure.

12.1 Night subsistence

12.2 Short Overnight Stays in Hotels, Guest Houses and Commercial Accommodation

- Where possible all accommodation must usually be booked in advance. When an employee stays overnight in a hotel, guesthouse, or other commercial accommodation with the agreement of the Director, the overnight costs will be reimbursed as follows:

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- The actual receipted costs of bed and breakfast up to the normal maximum limit set out in Section 18 of the Agenda for Change NHS Terms and Conditions of Services Handbook, plus;
- A meals allowance, to cover the cost of a main evening meal and one other day time meal (excluding alcohol), at the rate set out in Section 18 of the Agenda for Change NHS Terms and Conditions of Services Handbook.
- Where the maximum limit is exceeded for genuine business reasons (e.g. the choice of hotel was not within the employee's control or cheaper hotels were fully booked) additional assistance may be granted at the discretion of the relevant Director.
- expenses or travel claim form should contain the details of the start and end times of the overnight stay.

12.3 Short Overnight stays in Non-Commercial Accommodation

- Where an employee stays for short overnight periods with friends or relatives or in a caravan or other non-commercial accommodation the flat rate sum set out in Section 18 of the Agenda for Change NHS Terms and Conditions of Services Handbook is payable. This includes an allowance for meals.
- Employees staying in accommodation provided by the employer or host organisation shall be entitled to an allowance to cover meals which are not provided free of charge up to the total set out in Section 18 of the Agenda for Change NHS Terms and Conditions of Services Handbook.
- The electronic claims form should contain the start and finish time of the overnight stay.
- Where accommodation and meals are provided without charge to employees, e.g. on residential training courses, an incidental expenses allowance at the rate set out in Section 18 of the Agenda for Change NHS Terms and Conditions of Services Handbook will be payable. All payments for this allowance are subject to the deductions of appropriate tax and national insurance contribution via the Trust payroll system.

12.4 Travelling overnight in a sleeping berth (rail or boat)

The cost of sleeping berth (rail or boat) and meals, excluding alcoholic drinks, will be reimbursed subject to the production of vouchers.

12.5 Short term Temporary Absence Travel Costs

Travel costs between the hotel and temporary place of work will be separately reimbursed on an actual cost basis.

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12.6 Long term overnight stays

After the first 30 nights stay in the same location the entitlement to night subsistence shall be reduced to the maximum rates set out in Section 18 of the Agenda for Change NHS Terms and Conditions of Services Handbook. Meals allowances are not payable to these employees. Those who continue to stay in non-commercial accommodation will continue to be entitled to the rate set out in Section 18 as mentioned above.

12.7 Day Subsistence

12.8 A meal allowance is payable when an employee is necessarily absent from home and outside the Trust's coverage and is incurring additional expenses. These allowances are not paid where meals are provided free at the temporary place of work.

12.9 A day meals allowance is payable only when an employee necessarily spends more on a meal / meals than would have been spent at their place of work. An employee shall certify accordingly on each occasion for which meals allowance is claimed.

12.10 An employee claiming a lunch meal allowance would be expected to be away from his / her base for a period of more than five hours and covering the normal lunch period of 12.00 pm to 2.00 pm. To claim an evening meal allowance an employee would be expected to be away from his / her base for more than ten hours and unable to return to their base or home before 7.00 pm as a result of the late return is required to have an evening meal. Employees may qualify for both lunch and evening meal allowances in some circumstances.

12.11 Late Night duties allowance

An employee who is required to work late at night in addition to a day duty may be paid an evening meal allowance at the rate set out in Section 18 of the Agenda for Change NHS Terms and Conditions of Services Handbook. It will be for the employer to determine who will be entitled and in what circumstances.

Late night duties allowance will be subject to deduction of appropriate tax and National Insurance contributions via the Trust's payroll system.

13.0 EXPENSES

13.1 Expenses are to be recorded via expenses or where not implemented via Travel claim form. All claims must be submitted within 3 months. Failure to submit claims within this period will be rejected.

14.0 FRAUDULENT CLAIMS

The employee must not gain any financial benefit by travelling from home; they are entitled to the mileage travelled over normal home to work mileage when making any type of claim.

Staff should ensure that the appropriate claims are made relating to expense type

Claiming for miles not travelled or making incorrect/falsified claims is fraud.

Any breaches to the National Terms and Conditions of Service may result in investigation / disciplinary action and / or involvement of the local Counter Fraud Representative.

15.0 OTHER POLICIES AND PROCEDURES

- Agenda for Change NHS Terms and Conditions of Services Handbook amendment no 38
- Standard Car leasing procedure (FP09/09)
- Salary Sacrifice Car Leasing procedure (FP09/15)
- Recruitment and Retention Procedure (HRG57) section 5.4 Relocation Expenses
- Season Ticket Loan Policy and Procedure (FP09/16)
- Training and Study Leave Procedure (HR18)
- Organisational Change Procedure (HRPG1a)

END