

## Travel & Expenses Policy & Procedure

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### Executive summary

This policy applies to all staff irrespective of their Age, Disability, Gender reassignment,

Marriage and Civil partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual orientation.

This policy sets out the Trust's approach to staff travel for work purposes. The aim is to ensure fairness and consistency of approach in terms of staff travel. It covers the various modes of travel available, options in terms of vehicles and authorisation of travel. The procedure to be followed for claiming re-imbusement for travel expenses is outlined in the document, including annual checks which need to be completed by managers where staff use their own car on business travel.

## **Equality Analysis**

Leeds Community Healthcare NHS Trust's vision is to provide the best possible care to every community. In support of the vision, with due regard to the Equality Act 2010 General Duty aims, Equality Analysis has been undertaken on this policy (see Appendix 1).

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## **1. Introduction**

This policy relates to travel on Trust business, whether by the use of motor vehicles, cycles or motorcycles, taxi or public transport. This document provides a level of guidance for lease car users and those on the Trust's salary sacrifice car scheme in respect of use of their vehicles. Further information may be obtained from the lease car department and is available on Trust Intranet.

The document is intended to be used as guidance for both staff and managers as to the correct procedures in respect of staff travel. It must be read in conjunction with National Terms & Conditions of Service documents (e.g. the Agenda for Change Handbook). Current versions of these may be viewed at [www.nhsemployers.org](http://www.nhsemployers.org).

The policy further sets out the trust's policy around subsistence and insurance in respect of travel on trust business.

## **2. Aims and Objectives**

The policy aims to set out the trust's approach to staff travel, in terms of authorisation, mode of travel and reclaiming of incurred expenses. It aims to ensure fairness and consistency in the treatment of Travel and Subsistence claims.

Written procedures provide proof that managers are fulfilling their duty in providing staff with guidance.

## **3. Definitions**

Motor insurance policy - The written documents of a contract for insurance between the insurance company and the insured. This should be in the form of an insurance certificate and not schedule or proposal.

Private Vehicle - A vehicle not owned or leased by the Trust.

Roadworthy vehicle - Fit to be driven on the open road

Commuting / Commute - This is the travel between home and the member of staff's principal base.

Reserve Rate – Formerly referred to as the Public Transport Rate, this mileage rate applies to staff on Agenda for Change Terms & Conditions in specific circumstances.

## 4. Responsibilities

Chairman and Chief Executive will ensure that LCH has robust policies and procedures in place for in terms of travel & expenses.

**Director for Workforce** is responsible for ensuring that this Policy is reviewed and updated in light of legislation and guidance and for raising awareness of the policy among staff and managers.

**Line Managers** are responsible for:

- Ensuring that they have annually reviewed the need to travel of each of their members of staff and discussed the available options with staff.
- making staff aware of this policy and their responsibilities within it when asking them to use vehicles for Trust business;
- reviewing and approving, as appropriate, expense claims submitted by members of staff in a timely manner. Managers should ensure that the claim relates to the prior three months and should not approve claims for travel prior to this, except in circumstances of long-term absence of the employee.
- fully checking and verifying a random sample of claims each month prior to submission to payroll. This should account for at least 10% of claim forms and involves checking that the mileage claimed is reasonable and that the journey itself was actually undertaken by the staff member. For example, this could include cross referencing the claim form with electronic and manual calendar entries and verifying the staff member's attendance at specific locations, meetings, training or events mentioned. Managers may alternatively opt to conduct such a check on all claims if they wish;
- retaining copies of employee expense claims or keep a mileage log for each employee and conduct an annual check of the business miles travelled. The purpose of this check is to ascertain whether the member of staff fulfils the conditions for a trust lease car;
- advising HR where a member of staff's eligibility to drive is affected, if this impacts on their role;

Where the member of staff concerned drives their own vehicle, rather than a Trust lease car, the following additional responsibilities apply:

- ensure that the claimant's insurance policy covers them for business use. NB. if it only refers to "commuting to the workplace" or "Social, domestic & pleasure" this is inadequate;
- check the original Motor Insurance **Certificate** (not schedule or proposal), driving licence, and valid MOT certificate (if applicable) prior to authorising business travel

to ensure that staff travelling on Trust business are appropriately covered to do so. A form is attached at Appendix A for use by managers. This check must be completed and documented prior to first travel and annually thereafter;

- ensure that copies of the form in Appendix A and all supporting documentation are held securely and retained as evidence of staff eligibility to use their vehicle for Trust business;
- ensure that staff are able to drive on business, e.g. have appropriate insurance cover, before allowing business journeys when staff are using other vehicles, e.g. supplied by a garage or insurance company if their own car is being repaired;
- complete the checks outlined above (Appendix A) for all vehicles, where members of staff operate more than one private vehicle on Trust business.

**Employees have a responsibility to:**

- Drive safely and in accordance with the law;
- Ensure that any claim for reimbursement of travel expenses submitted is an accurate reflection either of the journey(s) completed or expenses incurred and is made in accordance with their contractual entitlements, e.g. around eligible mileage.
- Submit claims for reimbursement of travel expenses within a timely manner. This would usually be as soon as possible after the end of a particular month, however claims may be submitted up to three months in arrears. Except in case of long-term absence, expense claims submitted with a delay of more than three months will not be authorised for payment. Further detail is provided in section 9.

Where the member of staff concerned drives their own vehicle, rather than a Trust lease car, the following additional responsibilities apply:

- Specifically ensure their vehicle insurance meets the requirements of their duties as outlined by their managers.
- Ensure that vehicles are safe for the member of staff, passengers and general road users, and that they are legally entitled to drive the vehicle.
- Any changes to staff eligibility to use their vehicle or change in vehicle for Trust business, along with their ability to drive must be reported to their line manager immediately. Where applicable staff must present all revised documentation.
- Where a member of staff ceases to have either: appropriate insurance cover, driving licence, or valid MOT certificate they must immediately cease to undertake Trust business travel when using their own vehicle and notify their manager.

- Where operating more than one separate private vehicle for use on Trust Business staff must ensure to claim mileage separately for each vehicle, since the details and possibly mileage rates will be different.
- When using other vehicles, e.g. supplied by a garage or insurance company if their own car is being repaired, staff must inform their manager of same and ensure that their insurance policy still covers business travel.

## **5. Authorisation of Travel**

Managers are responsible for the authorisation of travel within their areas of responsibility. Where travel is a normal requirement of a job, then prior authorisation of individual journeys would be inappropriate and managers should make more general arrangements for this.

Where travel is not a normal requirement of a job, staff must seek prior authorisation for the proposed journey, the means of travel etc.

The method of transport to be used and the route to be taken should be the most economic, taking into account the nature of the task, the time of the journey, its urgency and the availability of transport to the individual. Further information is provided in section 6.

## **6. Modes of Travel**

This section notes the principles that should apply in selecting a mode of travel and the specific requirements around each particular mode.

### **6.1 Travel by Car or Motor Vehicle**

The Trust wishes to ensure that staff who have to use their own vehicles for their duties only do so in a lawful and safe way.

Business journeys are journeys to any location carried out on employer's business other than journeys to and from the employee's main base or place of work and their home.

Employees are required to certify when making travel claims that they have a valid driving licence, appropriate business cover on their insurance and, if relevant, a valid MOT certificate.

Employees are reminded that the submission of any claims that they know to contain false or misleading information may be considered fraudulent behaviour and result in disciplinary, civil and criminal action being taken. Examples of such behaviour include dishonestly claiming for exaggerated mileage or for any journeys not actually undertaken.

## 6.2 Private Vehicles

This section applies equally to the use of staff's own private vehicle and/or any other privately owned vehicle staff are legally entitled to drive – such as a family vehicle which staff may choose to use for Trust business.

For the purposes of this policy the above vehicles will be referred to as “the member of staff's own vehicle”.

Staff carrying out business journeys who are not appropriately covered or legally entitled to drive the vehicle are breaking the law. In the event of an accident they will find that their insurers will not be liable and that they themselves would face personal liability. Employees may also find themselves subject to disciplinary procedures. In addition to this, the Trust itself could be subject to vicarious liability because the employee could be seen as an agent of the Trust engaged in Trust business.

## 6.3 Procedure for authorising use of private vehicles for Trust business

Staff may use their own vehicle on Trust business only if they have:

- A full British Driving Licence or one valid for use in Britain (if unsure see [www.dft.gov.uk/dvla/drivers.aspx](http://www.dft.gov.uk/dvla/drivers.aspx) section *Driving in Great Britain as a Visitor or a new resident*)
- A motor insurance policy that provides appropriate cover whilst on Trust business. (Note: not all motor vehicle insurance policies automatically include business use).
- Where staff are transporting clients the Trust requires the insurance certificate to state that they are insured to carry clients as passengers during the course of their business;
- A roadworthy vehicle;
- A valid MOT certificate (where this is required by law).

Where a member of staff insures for normal Business Use and an extra cost is levied by the insurance company, this amount will be deemed to be reimbursed to staff through the normal rate per mile paid for business mileage.

Where a member of staff incurs a cost directly as a result of insuring for the transportation of clients as passengers, the Trust will reimburse this amount to staff on presentation of evidence of the cost incurred. Before requesting that staff insure for the transportation of clients as passengers, managers should first look at alternative methods of transportation to assess if this is the most economical option.

The provisions in this document apply irrespective of whether the employee claims back the expense or not. They must be insured and comply with all the requirements to use a private vehicle for Trust business.

Where newly appointed staff travel on Trust business for the first time, or where existing staff who have not used their car before for business travel, their original Motor Insurance Certificate, driving licence, and valid MOT certificate (if applicable) must be shown to their manager before any Trust business travel is undertaken. The employee must show the manager where business usage is allowed within the insurance document presented. The manager should take copies of these documents to be retained until the next annual check.

Where private vehicles are used to transport clients as passengers, staff and managers must take particular care concerning the checking of insurance cover. Insurance certificates should specifically state that transportation of NHS clients as passengers falls within the cover that the employee has obtained. Where this is not specifically stated on the insurance document, the member of staff should obtain a separate letter of confirmation from the insurance company to show they are insured to carry clients as passengers.

#### **6.4 Regular User Allowance (Staff on Agenda for Change)**

The regular user allowance ceases for staff on Agenda for Change on 1<sup>st</sup> July 2013. No regular user lump sum payments will be made after this date and all regular users will revert to standard users.

#### **6.5 Regular User Allowance (Other Terms & Conditions)**

For staff on other terms & conditions, e.g. medical, dental or consultant the following conditions apply. In determining whether an employee should be classified as a 'regular user' managers should ensure that they apply the conditions as set out in the applicable Terms & Conditions Handbook. In essence, should it be deemed uneconomic to offer a member of staff a lease car, non-Agenda for Change staff will qualify for the regular user allowance and rates if they meet one of the following conditions:

- travel an average of more than 3,500 miles a year; or
- travel an average of at least 1,250 miles a year, and either:
  - necessarily use their car an average of three days a week; or
  - spend an average of at least 50 per cent of their time on such travel, including the duties performed during the visits; or
- are consultants who are classified as essential users.

Having determined that a member of staff meets the criteria for this allowance, the manager should submit an electronic SW2 form to Workforce Information in order for the arrangements to be made. The same procedure would apply if, following review, a manager determines that a member of staff no longer fits the criteria to receive this

allowance. Such reviews must take account of the provisions set out in the respective Terms & Conditions.

## **6.6 Trust Lease cars**

The Trust provides a facility for staff who travel frequently and a significant distance as part of their role to have a lease car. The Trust pays an allowance towards the cost of the lease car with the remainder of the cost being deducted from the member of staff's salary.

## **6.7 Procedure for authorisation of a trust lease car for a member of staff**

In order to qualify for a trust lease car a member of staff must travel or reasonably be expected to travel not less than 2000 business miles per annum<sup>1</sup>.

The application form for a trust lease car may be found on the Trust intranet site. In the first instance the application form would be passed to the member of staff's manager and General manager for authorisation. Once the form is authorised it shall be passed to the lease cars service. The member of staff will then be offered a choice of cars and advised on the cost and tax implications of the different options.

## **6.8 Salary Sacrifice Car Scheme**

The Trust operates a salary sacrifice car scheme whereby staff can give up part of their gross salary in exchange for a non-cash benefit – in this case a new car. As the cost is deducted from salary prior to deduction of tax, national insurance and pension, there can be significant savings on these elements which make the scheme more cost effective than a personal lease.

Further details about the scheme can be found on the Trust intranet and through the supplier CPC Drive.

It must be noted that HMRC rules view a salary sacrifice car in the same way as a Trust lease car, meaning that mileage is reimbursed at the rates for lease vehicles as per the respective Terms & Conditions of Service.

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<sup>1</sup> Please note this threshold is subject to change based upon latest evidence; any changes to the threshold will be notified to managers and staffside across the Trust.

## 6.9 Accidents / Driving offences / Fines

Where a member of staff is involved in a motor accident whilst on Trust business this must be reported to their line manager at the earliest opportunity and an incident form (Datix) completed.

The Trust will not reimburse the cost of any speeding, parking or other vehicle/travel related fines. These are the sole responsibility of the individual.

## 6.10 Parking

Reasonable parking charges incurred whilst on business travel are refundable and the relevant itemised receipts should be obtained. The charges will be reimbursed as per the usual procedure for claiming travel expenses (section 9).

“Reasonable” in this context should be taken to mean in relation to the location of the appointment / meeting. The time of the parking charges should roughly correspond to the times of the meeting or visit and not extend for hours beyond it. Where staff choose to be parked for a longer period than required by the work commitment, only that portion of the parking charge may be reclaimed.

## 6.11 Tolls & Congestion charges

Tolls, tunnel fees or congestion charges incurred necessarily while on Trust business should be claimed for reimbursement as per the usual procedure for claiming travel expenses (section 9).

## 6.12 Passengers / Car sharing

Where two or more Trust employees attend the same meeting/function, they should liaise with one another and, wherever possible, arrange to travel together. Lease car users should use their vehicles in preference to regular/standard users. Where the driver has used their own car they will be entitled to claim a passenger rate allowance for each passenger for each mile travelled. The passenger allowance does not apply to lease car users.

## 6.13 Travel to attend training courses

Travel to mandatory training will be reimbursed at business mileage rate. It must be recorded as ‘**mand training**’ on the expenses form and the eligible mileage should be noted in the ‘standard’ column. On e-expenses this is listed as:

<b>Expenses Group:</b>	Course Expenses
<b>Expense Element:</b>	Course Mileage: Mandatory Training

Travel to other training (e.g. a long or short course or a conference identified in a PDP) will be reimbursed at Reserve Rate. (Mark as '**training**' on expenses form and note the eligible mileage in the Public Transport column.) On e-expenses this is listed as:

<b>Expenses Group:</b>	Course Expenses
<b>Expense Element:</b>	Course Mileage: Other Training / course

This change was introduced from 1<sup>st</sup> July 2012 and mileage for all trainings on or after that date should be claimed in this way.

Staff and managers are asked to check expense claims carefully before submitting / approving, to ensure mileage is claimed at the appropriate rate.

Staff members travelling in order to *deliver* training will be reimbursed mileage at the standard business rate (according to their user type).

#### **6.14 Travel by Taxi**

Taxis may be used when:

- public transport is impractical for the journey, taking into account the options available and the safety / urgency of the journey, or
- several staff are travelling together and a taxi fare is more economical than other forms of transport.

Staff may not use taxis in order to attend training courses, except where to do so would be more economical than any other method of travel (e.g. where several staff are travelling together).

Where cash is paid, receipts must be obtained and will be reimbursed as per the usual procedure for claiming travel expenses (section 9).

#### **6.15 Travel by Bus / Coach**

Travel by bus / coach is permissible, where this mode is the most economical, when considering the urgency, nature, safety, cost and duration of the journey or where journey by other means is impractical.

Where cash is paid, tickets must be retained and will be reimbursed as per the usual procedure for claiming travel expenses (section 8). Where an all-day or multi-day pass is purchased for use for business travel, HMRC rules state that the reimbursement payment will be taxable as the pass could also be used for non-business travel. A multi-day pass will be reimbursed at a rate in proportion to the number of days on which it was used to travel on business (see Appendix E for example).

Staff may wish to use services such as:

- [www.transportdirect.info](http://www.transportdirect.info) - which can be used to plan travel by public transport;
- [www.wymetro.com/ynb](http://www.wymetro.com/ynb) - can assist staff during their journey by providing real-time information on when buses in West Yorkshire will arrive.

## **6.16 Travel by Rail / Ferry**

Staff requiring to travel on Trust business should ensure a booking is made at the earliest possible opportunity to obtain the best rates. Staff should normally book directly e.g. through an on-line train booking service or with the train company direct. Alternatively, where the fare will be at least £50, they may request the Trust's appointed Travel Agent to make the booking, which would mean the Trust is invoiced directly rather than payment being made by the member of staff. The booking form in Appendix C may be used for this purpose.

All travel by rail should be in standard class, except in the following circumstances:

- The appropriate board member has authorised First Class travel, e.g. by signing the travel booking form (Appendix C), or;
- The applicable First Class Advance fare is cheaper than the cheapest available Standard Class fare and the journey cannot be made at another time.

Receipts must be obtained when the booking is made directly, for the purposes of reimbursement (see section 8).

## **6.17 Travel by Air**

When comparing the total cost of using air travel to other means, consideration should also be given to additional costs such as transport to and from the departure and destination airports and any car parking charges.

Where authorised, all travel by air should be in economy class except in the following circumstances:

- The appropriate board member has authorised First or Business Class travel by signing the travel booking form (Appendix C), or;
- The applicable First or Business Class Advance fare is cheaper than the cheapest available Economy Class fare and the journey cannot be made at another time.
- The airline does not offer an economy fare for the journey to be undertaken.

Air travel must be booked through Co-operative travel using the appropriate form (Appendix C). This form must be signed off by the budget holder/authorised signatory.

Any unused tickets must not be discarded as they may have a refund value. All tickets must be returned to Co-operative Travel Ltd via secure means. Please note that unreturned/lost tickets will not be eligible for refund.

### **6.18 Cycling / Walking**

Cycling or walking on Trust business is authorised and encouraged where this mode is the most economical, when considering the urgency, nature, safety, cost and duration of the journey or where journey by other means is impractical.

Staff using pedal cycles for travel for business purposes are entitled to claim for each mile cycled at the rate set out in Annex L of the Agenda for Change Terms & Conditions (same rate will apply for staff on other terms & conditions).

## **7. Subsistence / Accommodation**

Where staff are required to be away from their normal place of work for a prolonged period they may claim subsistence allowances and amounts for accommodation as set out in the Agenda for Change Terms & Conditions, section 18 and Annex N. Staff on other terms and conditions, e.g. medical, should refer to the applicable handbook. Where no accommodation is available within the rates specified in the terms & conditions, e.g. in London, the manager (if a budget holder) may authorise a stay costing above the set rates.

Staff requiring hotel accommodation should ensure they obtain authorisation for the cost from their manager or the relevant budget holder. The booking should be made at the earliest possible opportunity to obtain the best rates. Staff may then book directly e.g. through an on-line hotel booking service / travel agent or with the hotel direct.

Alternatively, where the cost of the booking will exceed £50, they may request the Trust's appointed Travel Agent to make the booking, which would mean the Trust is invoiced directly rather than payment being made by the member of staff. The booking form in Appendix C may be used for this purpose.

If a member of staff were unable to return as planned from a business trip, for example due to adverse weather causing flights / trains to be cancelled, the discretion as to whether reimburse the additional accommodation / subsistence costs would lie with the manager.

## **8. Insurance**

As noted elsewhere in this document, prior to travel by private vehicle it is essential that staff ensure they have the correct vehicle insurance.

Where travelling abroad staff should arrange appropriate travel insurance to ensure they are covered for cancellation, medical expenses, delay, damage to or loss of baggage etc. Staff should look for an appropriate single-trip insurance policy; it is very unlikely that it would be appropriate to procure, for example, an annual travel insurance policy for the purposes of a business trip.

Where travelling abroad but within Europe, staff should ensure they have a valid European Health Insurance Card (EHIC) prior to travel. This allows travellers access to state healthcare at a reduced cost or sometimes for free. Further information can be obtained from <http://www.dh.gov.uk/travellers>.

### **8.1 Process for procuring a travel insurance policy**

Where staff are to travel outside the United Kingdom on business they should use the following process:

1. Review options for single-trip travel insurance policies. A standard level of cover should be chosen offering, for example, injury & illness, holiday cancellation, public liability, loss of baggage, theft of money and possessions and emergency repatriation. Staff should be aware of the single item limit on the policy and not take personal valuables exceeding this value on business trips.
2. For audit purposes, an order must be raised and authorised within the e- procurement system. The traveller should speak to the person in their department with access to the e-procurement system in order to arrange this. The cost will need to be authorised by an authorised signatory.
3. A receipt should be obtained for the purposes of reimbursement (see section 8).

## **9. Procedure for Claiming Travel Expenses**

### **9.1 Detail of claim**

Travel claims must show the exact detail of any journey claimed for, specifically:

- the addresses and/or postcodes of each location visited;
- the nature of the journey (e.g. appointment / meeting / course);
- where the journey was from and to;
- the person met or the subject of the meeting etc.

This is to enable the authorising officer and any independent reviewers, such as internal audit and counter fraud, to establish whether the mileages or sums claimed are legitimate and reasonably incurred.

Where using a manual expense claim form, it is the responsibility of the employee to evaluate which journeys undertaken are eligible for claiming as expenses; guidance on this can be found in Appendix B.

In terms of determining the distance between two points:

- Where expense claims are submitted electronically via an e-expenses system, mileage and the amount to be paid in respect of travel claimed will be calculated automatically based on applicable policies, user type and standard distance for the journey noted.
- Where expense claims are submitted manually (on paper) the distance for each journey should be calculated by using a publicly available internet service (e.g. AA Routefinder, Bing maps or Google maps) to calculate the distance for a standard journey between the two points.

In either case, the standard distance can be overridden where the member of staff was forced to detour or was unable to take a standard route, an explanation must be provided to the manager when submitting the claim form and the manager must, in turn, be satisfied with the reason for this exception.

In terms of calculating what mileage may be claimed for reimbursement, section 9.1.1. sets out the rules for all staff employed on Agenda for Change. The terms & conditions for staff on local, medical / dental or Very Senior Manager Terms & Conditions differ from this. Any staff on other, e.g. medical or dental terms & conditions unclear should contact Workforce for further information.

### 9.1.1 What mileage may be re-claimed (Agenda for Change staff)

The way in which any mileage incurred whilst on Trust business is to be claimed is set out in the Agenda for Change terms and conditions and similar provisions exist in Terms & Conditions for other, e.g. medical staff.

Generally, staff cannot claim for their normal journey between work and home, i.e. their 'regular commute'. Agenda for Change section 17.15 states:

*“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. Normally, the miles eligible for reimbursement are those travelled from the agreed work base and back. However, when the journey being reimbursed starts at a location other than the agreed work base, for example home, the mileage eligible for reimbursement will be as set out in the example in Table 9.”*

Eligible mileage – illustrative example		
In this example the distance from the employee’s home to the agreed base is 15 miles		
Journey (outward)	Distance	Eligible miles
Home to base	15 miles	None
Home to first call	Less than 15 miles	Eligible mileage starts

Home to first call	More than 15 miles	after 15 miles have been travelled Eligible mileage starts from home, less 15 miles
<b>Journey (return)</b>		
Last call to base		Eligible mileage ends at base
Last call to home	Less than 15 miles	Eligible mileage ends 15 miles from home
Last call to home	More than 15 miles	Eligible mileage ends 15 miles from home

### 9.1.2 Calculation of eligible business mileage (Agenda for Change)

The simplest way of calculating claimable business miles for any work day for a member of staff will be:

*Sum of total miles travelled – Return commute mileage*

Where *return commute mileage* is the distance of the journey from home to the principal base and back.

### 9.1.3 Staff working at night / out of hours (Agenda for Change)

The Trust recognises that staff working at night or out of hours may not have the option of travelling to their designated work base at the start or end of their shift as this may be closed. In this way it may be unreasonable to calculate eligible mileage in relation to work base.

As such, where staff are working:

- Outside of the hours of 07:00 – 20:00 and
- While their designated work base is closed;

Then the normal eligible mileage rules will not apply. In such situations the member of staff's base for mileage purposes will be considered to be their home, meaning that all travel for work purposes would be considered eligible for reimbursement. This shall be limited however to the geographical boundaries of the area the Trust serves, i.e. the Leeds Metropolitan area.

### 9.1.4 What mileage may be reclaimed (Medical & Dental staff)

In essence mileage allowances shall be payable for staff on medical & dental terms & conditions where they use a vehicle for any official journey on behalf of the Trust, including travel in connection with domiciliary consultations. The rates of reimbursement are shown in Appendix G but would be subject to change following consultation at national level.

As a general rule no mileage allowance will be payable for a normal daily commute between a member of staff's home and principal place of work. However, there are exceptions and the nature of the exception depends on the contract of the member of staff in question. Further information can be provided on application to the workforce department.

## **9.2 Authorisation of claims**

When authorising forms, managers must be aware of what they are authorising and check that sufficient detail has been included, and that the declarations have been completed correctly. Managers must also check that claim forms have been submitted in a timely manner. Forms not completed correctly will not be authorised. Managers should authorise claim forms, where possible, to meet the deadline for receipt by payroll (see section 9.3). Managers must note that each page of the claim form is to be authorised, not just the front sheet. Reimbursement will be the following pay day (subject to below).

## **9.3 Submission of claims**

Manual claim forms must be submitted to the Payroll Department at the end of the month they refer to and arrive by the sixth day of the month in which they are to be paid. Submission dates for e-expenses will be published on ELSIE but would normally be by the ninth of the month. The Trust will not reimburse claims received more than three months in arrears.

For example, claims for March travel must be received by payroll during June at the very latest. If received after the cut-off for expenses in July they will not be reimbursed. The only exception to this would be in circumstances of long-term sick leave or another unexpected and prolonged absence.

## 10. Monitoring Compliance and Effectiveness

Explain how you will monitor compliance with, and effectiveness of, the policy, this may include auditing. Give clarity on who is leading with what and how actions will be implemented.

Complete the table below which needs inserting into your policy

Minimum requirement to be monitored / audited	Process for monitoring / audit	Lead for the monitoring/audit process	Frequency of monitoring / auditing	Lead for reviewing results	Lead for developing / reviewing action plan	Lead for monitoring action plan
Overall mileage and travel expenditure	Reports from finance / payroll (ESR)	Workforce Intelligence	Monthly	Workforce Intelligence Mgr	Workforce Intelligence Mgr	Director of Workforce / PMB
Audit of Private Vehicle Check forms	Sample requested from managers	Internal Audit	As per annual audit plans	Workforce Intelligence Mgr	Workforce Intelligence Mgr	Director of Workforce / PMB

## **11. Approval and Ratification Process**

This policy will be approved by JNCF, it will then be ratified by the Trust Leadership team.

## **12. Dissemination and Implementation**

The primary source of information for staff around policies is the Trust intranet, however the policy will also be disseminated by line managers and the workforce department. Implementation will require Operational Directors/General Managers/Heads of Services to ensure that they and their staff understand their responsibilities for adhering to the policy.

## **13. Review Arrangements**

This policy will be reviewed if required by changes in legislation. In addition, the policy and Procedures may be reviewed at the request of Management or Staff Side by giving four weeks' written notice with reasons for the review.

## **14. Associated Documents**

- Lease Car Handbook
- Driving at Work Policy

## **15. References**

- Agenda for Change Terms & Conditions of Service Handbook
- Terms and Conditions of Service for Associate Specialists
- Consultant Contract
- Specialty Doctor Contract

## Appendices

### APPENDIX A - Annual Employee Private Vehicle Check

**(One form per vehicle)**

PERSONAL DETAILS			
Name of employee			
Job title			
Directorate			
Usual place of work			
Vehicle Registration number			
INSURANCE DETAILS (attach a copy of the original insurance certificate)			
Check original insurance certificates and policy booklets to ensure:	Valid dates	Yes/ No	
	Specifically allows business use	Yes/ No	
	Passengers (where patients / clients) insured	Yes/ No	
	Car is the same as the individual is claiming to use on business	Yes/ No	
MOT CERTIFICATE DETAILS (attach a copy of original if applicable)			
Does the vehicle require an MOT certificate, i.e. is it over 3 years old?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If answered Yes to above, is MOT document an original and is it in date?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
DRIVING LICENCE DETAILS (attach a copy of the original)			
Is the driving licence a full licence (i.e. not provisional)?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Name of country that issued licence:			
Is the licence holder valid to drive in the UK? If unsure please confirm with DVLA.	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Does the licence have any endorsements or un-expired driving bans?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Does the address on the Driving licence correspond to the employee's address on ESR?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
DECLARATION OF ANNUAL CHECK			
Name of manager			
Job title			
Date checked			
Review date			

Signature of employee	<p>I certify that the documents I have submitted for review regarding my entitlement to drive on business are bone fide and that any vehicle I drive on business is, where necessary, covered by a valid MOT certificate. I also certify that there have been no changes to my driving status or insurance cover that invalidates the documents supplied as proof of entitlement to drive.</p> <p>I declare that I have read and understand the Trust's Travel &amp; Subsistence Guidance Notes and will take personal responsibility for adhering to its requirements.</p> <p>Signed</p>
Signature of Manager	<p>I have checked the documents supplied to me by the above member of staff and, where necessary, I have taken advice that enables me to certify that the above named member of staff is eligible to drive on business for our Trust and that the above-mentioned vehicle is covered by a valid MOT certificate (if applicable).</p> <p>Signed</p>

- Note:
- 1) CHECKS MUST BE UNDERTAKEN ANNUALLY.
  - 2) ALL DETAILS MUST BE TAKEN FROM THE ORIGINAL DOCUMENTS; PHOTOCOPIES AS PROOF ARE NOT ACCEPTABLE UNDER ANY CIRCUMSTANCES.
  - 3) A COPY OF THE FORM MUST BE GIVEN TO THE EMPLOYEE.
  - 4) THE FORM AND COPIES OF ALL DOCUMENTS MUST BE KEPT ON FILE FOR 6 CLEAR FINANCIAL YEARS.

APPENDIX B – Guidance on Eligible Mileage with examples

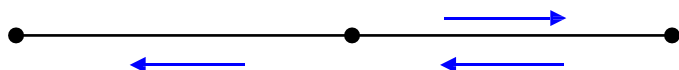
For Staff employed on Agenda for Change

To assist staff in calculating the mileage payable using the eligible mileage rules six different situations are explained below:

Key: **B = Base**    **H = Home**    **M = Meeting place / Appointment venue**

In each case the numbers shown on the diagrams represent the distance in miles between each of the key points. The paragraph below the diagram then explains what of this distance may be considered eligible business mileage.

1.    B            10            H            4            M

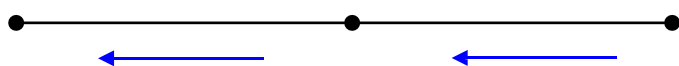


Where someone travels from **H – M – B** the mileage payable is 8.

In this scenario, for the first section of the journey H-M, the distance is less than the home – base distance and no mileage may be claimed.

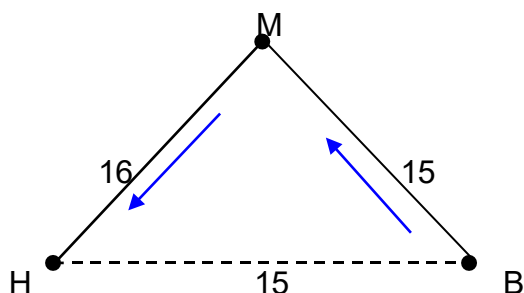
In the second part of the journey, the fact that home is passed during the journey is irrelevant. By the end of the journey the distance from home to base has been exceeded and so the threshold for claiming business mileage has been reached. As such, the actual miles payable for this journey are 8 (18-10).

2.    B            10            M            4            H



In this situation the normal distance from home to work base is 14 miles, it is just that the member of staff has stopped en-route for a meeting or appointment. As no additional miles have been travelled and the journey is effectively equivalent the member of staff's normal commute, the mileage payable in this situation is 0.

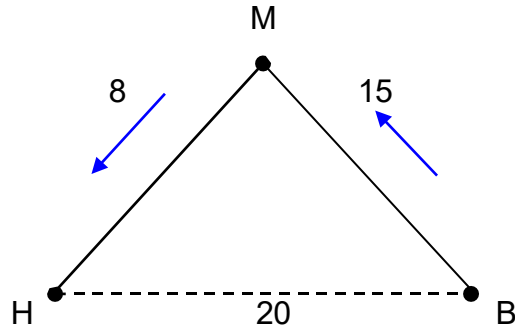
3.



In scenario 3, the overall journey travelled is B – M – H. The overall distance travelled is 31 miles, however the normal commute would be 15 miles which must be subtracted.

As such, in this scenario, where someone travels either **B – M – H** or **H – M – B** 16 miles is payable.

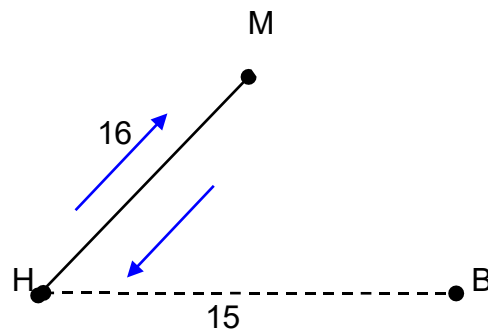
4.



In scenario 4, where someone travels **B – M – H**, the total distance travelled is 23 miles however the normal commute (20 miles) must be subtracted.

As such, in this scenario, where someone travels either **B – M – H** or **H – M – B** 3 miles is payable.

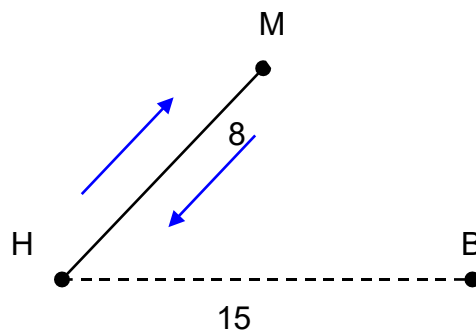
5.



In scenario 5, where someone travels **H – M – H**, the total distance travelled is 32 miles however the normal *return* commute (30 miles) must be subtracted as the member of staff has returned home.

As such, in this scenario 2 miles is payable.

6.



In scenario 6, where someone travels **H – M – H**, the total distance travelled is 16 miles however the normal *return* commute (30 miles) must be subtracted as the member of staff has returned home.

As such, in this scenario no mileage is payable.

APPENDIX C – TRAVEL Booking Form for Co-Operative Travel Management

**LEEDS COMMUNITY HEALTHCARE NHS TRUST  
TRAVEL BOOKING FORM FOR CLARITY TRAVEL MANAGEMENT**

Business Travel Dept., 3rd Floor South, Airedale House, 77-85 Albion Street, Leeds LS1 5AP

Telephone: 0333 014 6082  
Fax : 0113 246 0267

Name of Clarity rep:
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NB. TELEPHONE BOOKINGS WILL NOT BE ACCEPTED  
ALL BOOKINGS MUST BE FAXED

Passenger's Name	Title	Surname	Initials
------------------	-------	---------	----------

Designation & Department
--------------------------

Reason for travel e.g. meeting, course
--

Type of travel	Class if rail
----------------	---------------

Travel fare	Seat reservation details
-------------	--------------------------

Departure (outward)	Date
Destination	Time
Departure (return)	Date
Destination	Time

Other requirements (eg car parking, hotel booking)
--

Delivery address
------------------

Contact Name	Telephone
--------------	-----------

FOR USE BY BUDGET HOLDER/APPROVING OFFICER

Signature	Budget code	J	Date
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For the attention of CLARITY Travel Management: Please ensure all the following information is quoted on your invoice:

Requester

Budget holder

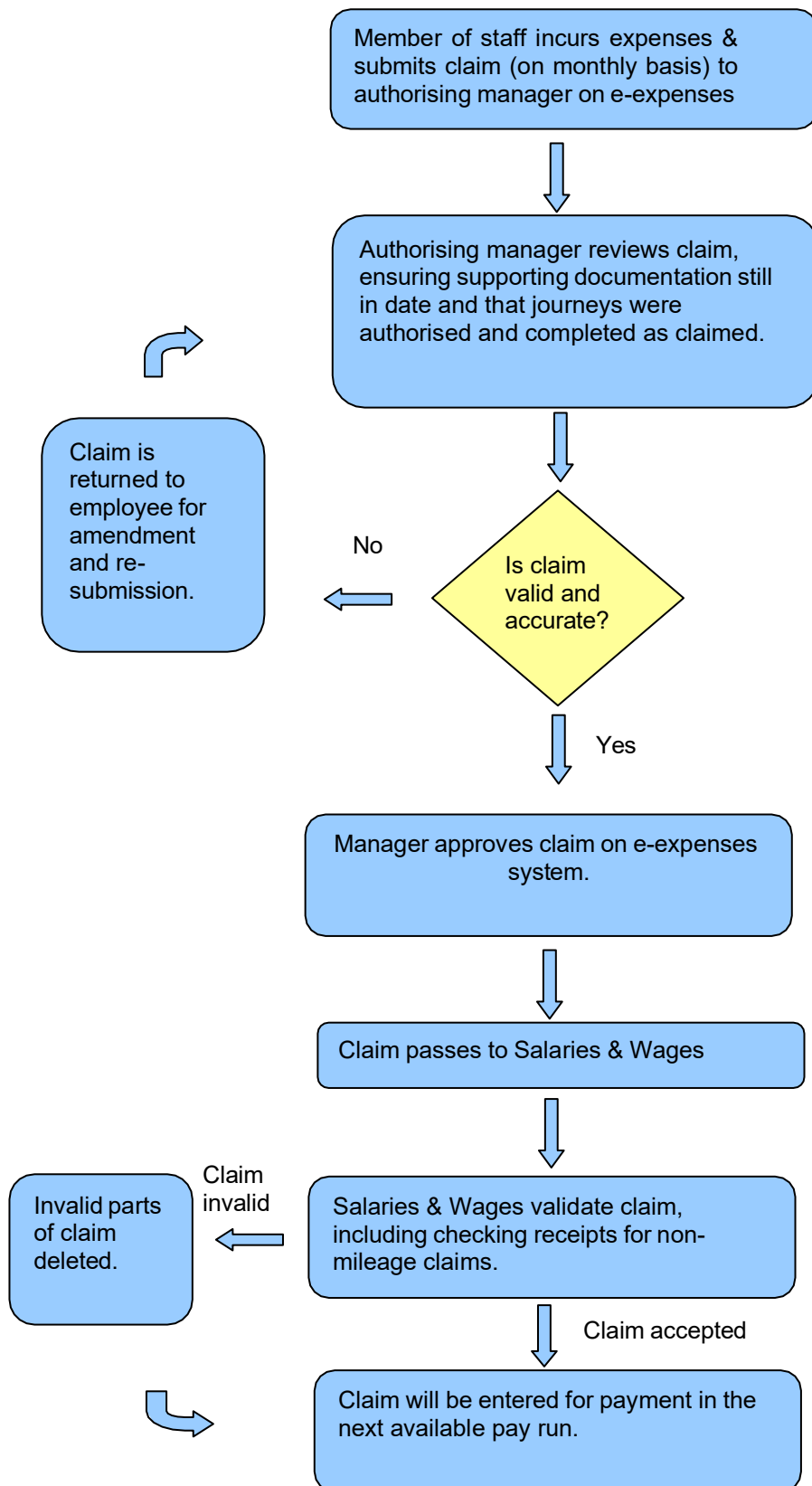
Entity Code

Budget Code

Leeds Community Healthcare NHS Trust, RY6 Payables C635, Phoenix House, Topcliffe Lane, Tingley, Wakefield, WF3 1WE

NB. Failure to enter this information may result in your invoice being returned unpaid.

APPENDIX D - Flowchart showing process for claiming expenses



## APPENDIX E - Frequently Asked Questions

**1. What if I travel by public transport for business purposes and purchase a metro card?**

Staff can be reimbursed for a percentage of the metro card. For example, if a weekly card is purchased and is used for 5 days for business purposes then it will be reimbursed at 5/7ths. This payment will be taxable to reflect the use outside of working hours for other non-business related journeys.

**2. I am required to deliver training as part of my role, can I claim travel costs?**

Yes this would be deemed as business mileage if you were delivering training (see section 6.1.8).

**3. I am employed by the organisation as a student, can I claim travel expenses for attendance at university?**

No as this would be classed as home to base, base being university. As such this is classified as your commute and not business mileage.

**4. I am required to attend a training course as part of my role can I claim travel expenses for this?**

Yes. Please see section 6.1.8 for more details.

**5. If I relocate base for a temporary period for service need can I claim excess mileage from my base?**

No<sup>2</sup>. This is a contractual element of your role and the place of transfer would become your new base for the temporary period.

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<sup>2</sup> Please note this does not apply for staff on medical / dental contracts.

APPENDIX F - Equality Analysis (EA) – Relevance Screening Form

<b>1. Name of the document</b>	Travel & Expenses Policy			
<b>2. What are the main aims and objectives of the document</b>	To set out the trust's policy around staff travelling for work purposes.			
<b>3. Is this a key strategic document?</b>	<b>Yes</b>		<b>No</b>	
			X	
<b>4. What impact will this document have on the public or staff?</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Don't know</b>
			X	
<b>Explain:</b>				
<b>5. Is there any evidence, or reasons that different groups have different needs, experiences, issues and priorities in respect of this particular document?</b>	<b>Yes</b>		<b>No</b>	
			X	
<b>Explain:</b>				

If you have answered **Yes** to question 3, you should move straight onto EA.

If, for question 4 you have answered **Low**, there is no need to continue to conduct an EA.

If for question 4 you have answered **Medium** and **No** for question 5, there is no need to conduct an EA.

If, for question 4 you have answered **Medium** or **Don't Know**, and have answered **Yes** or **Don't Know** for question 5 you should move on to a **Stage One** EA.

If, for question 4 you have answered **High**, you need to conduct an EA.

	<b>Equality Analysis</b>	<b>None</b>
<b>6. Based on the result of the screening, is an EA required?</b>		X

Antony Williamson  
Workforce Intelligence Manager  
18/4/13

Richard Worlock  
Equality & Diversity Manager

## APPENDIX G - Mileage allowances for Medical & Dental Staff

1 Public transport rate: 24p per mile.

2 Regular user rates:

Motor cars:

Engine capacity	(cc)	501 to 1000	1,001 to 1,500	1,501 to 2,000	over 2,000
Lump sum	(£)	508	626	760	760
Up to 9000 miles	(p)	29.7	36.9	44.0	44.0
9,001- 15,000 miles	(p)	17.8	20.1	22.6	22.6
Thereafter	(p)	17.8	20.1	22.6	22.6

3 Standard rates:

Motor cars:

Engine capacity	(cc)	501 to 1000	1,001 to 1,500	1,501 to 2,000	over 2,000
Up to 3,500 miles	(p)	37.4	47.3	58.3	58.3
3,500 – 9,000 miles	(p)	23.0	28.2	33.5	41.0
9,001- 15,000 miles	(p)	17.8	20.1	22.7	25.5
Thereafter	(p)	17.8	20.1	22.6	22.6

4 Other motor vehicles (e.g. motor cycles):

Engine capacity	(cc)	Up to 125	Over 125
Up to 5,000 miles	(p)	17.8	27.8
Over 5,000 miles	(p)	6.7	9.9

5 Passenger allowance:

Each passenger: 5 p per mile

6 Pedal cycles: 10p per mile

## APPENDIX H - Mileage Allowance for Agenda for Change Staff

As at May 2013 the mileage allowances for staff driving their own car (i.e. not lease or salary sacrifice users) that will apply from 1<sup>st</sup> July 2013 are as follows:

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)	67 pence per mile	24 pence per mile	
Motor cycle			33 pence per mile
Pedal cycle			20 pence per mile
Passenger allowance			5 pence per mile
Reserve rate			33 pence per mile
Carrying heavy or bulky equipment			3 pence per mile

The mileage rates will be reviewed twice annually and this policy document will not necessarily be updated each time; as a result staff are strongly encouraged to search for current mileage rates at:

<http://www.nhsemployers.org>

Alternatively, search “**NHS Employers mileage rates**” on the internet