TRAVEL & EXPENSES
POLICY

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---|---
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VERSION HISTORY

<table>
<thead>
<tr>
<th>Issue* Date (*Uploaded)</th>
<th>Version No</th>
<th>Brief Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2013</td>
<td>1</td>
<td>New Policy -</td>
</tr>
<tr>
<td>June 2015</td>
<td>2</td>
<td>• Amendment to standard rates and removal of Appendix 1</td>
</tr>
<tr>
<td>June 2016</td>
<td>3</td>
<td>• Amendment to reflect advice from MIAA on requirement to strengthen emphasis on Fraud Prevention</td>
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1. **Introduction**

Travel is an integral part of the work of many of the Clinical Commissioning Group (CCG) staff and it is a right that expenses incurred in travelling should be reimbursed. This policy outlines the rules set out by the CCG for the re-imbursement of travel and expenses that are necessarily incurred by an individual engaged on business approved by the CCG.

2. **Scope**

This policy will apply to all staff employed by the CCG with the exception of:

- Medical and Dental staff who should refer to the Terms and Conditions for Hospital, Medical and Dental Staff and Doctors in Public Health Medicine and the Community Health Service.

3. **Policy Statement**

Sections 17 and 18 of the NHS Terms and Conditions of Service Handbook provides for the reimbursement of staff for mileage allowances and subsistence cost. The purpose of this policy is to outline the rules set out by the CCG for the reimbursement of travel and expenses that are necessarily incurred by any individual engaged on business approved by the organisation.

The primary purpose of travel and subsistence allowances is to reimburse the necessary costs of meals, accommodation and travel arising as a result of official duties away from home.

The rates and conditions are, where appropriate those set out in the relevant Terms and Conditions Handbooks, or otherwise agreed by the organisation.

This document is mandatory and applies to all staff on Agenda for Change Terms and Conditions and interview candidates.

Any abuse of this policy will be investigated and may result in disciplinary action being taken. Travel and expenses claims are subject to Tax and National Insurance Liabilities.

4. **Responsibilities**

4.1 **Responsibilities of the CCG**

Ensure that the Travel and Expenses Policy is fairly and consistently applied to all staff irrespective of their age, sex, religious belief, disability, or sexual orientation.

Communication via appropriate communication mechanisms to inform staff about any changes to terms and conditions relating to travel and associated expenses, (mileage rates in particular).
4.2 Responsibilities of Managers

Ensure that any change of base (for travel expenses purposes) are appropriately reported to Human Resources.

Ensure that they are registered as an authorised signatory for the signing off of expenses for team members and identify a substitute manager who can sign off expenses in their absence.

Check travel expenses for accuracy before approval and submission to payroll.

Check staff have a valid driving licence, up to date insurance documentation which covers business travel and MOT certificate, (where applicable).

4.3 Responsibilities of Employees

Read and understand the travel and expenses policy prior to making any claim.

Ensure your manager is notified of any change in personal details as soon as practically possible.

Ensure you possess a valid driving licence, motor insurance which covers business travel and MOT certificate (where applicable).

Ensure you are fit to drive, that you drive safely and obey the relevant laws.

Ensure that you inform your manager, at the earliest available opportunity of any change in driving status, e.g. driving ban.

Ensure that all claims for expenses should be submitted the month after they have occurred but at the very latest must be submitted within three months of the claim period (e.g. claims for June must be submitted by the end of September.)

Check all travel expenses for accuracy before approval and submission to manager.

4.4 Responsibilities of Human Resources

Provide advice and guidance to managers and staff on the correct application of the Travel and Expenses Policy.

5. Allowances

The standard rate of reimbursement will be reviewed each year by the NHS Staff Council after the new AA guides to Motoring Costs are published normally in April or May. Any changes to the standard rate of reimbursement, the reserve rate and the rate for motor cycle users resulting from this review will apply to all miles travelled from the following 1 July. A second review will be conducted by the NHS Staff Council in November each year to ensure the standard rate continues to reimburse staff in line with motoring costs. The up to date rates can be accessed via the NHS Employers website, www.nhsemployers.org.
The nationally agreed allowances for staff travelling on CCG business are categorised as follows -

- Standard rate
- Reserve rate
- Motor cycle
- Pedal cycle
- Passenger allowance
- Carrying heavy or bulky equipment

### 5.1 Eligible Miles

Staff 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 reimbursed starts at a location other than the agreed work base, e.g. home, the mileage eligible for reimbursement will be set out in the example in Appendix 1 - Table 1.

### 5.2 Standard Rate

The standard rate for mileage allowances will be paid to staff who use their own vehicles for official journeys i.e. meetings, training courses or conferences at the CCG’s instigation and who travel less than 3,500 eligible miles per year.

### 5.3 Reserve Rate

This will apply staff using their own vehicle for business purposes in the following situations –

- If a member of staff unreasonably declines the employers’ offer of a lease vehicle.
- When a member of staff is required to return to work (e.g. on call) or work overtime and incur additional travel to work expenses on that day. This provision will apply if the member of staff chooses to be paid for the extra hours or takes time off in lieu (TOIL).

Claims for expenses shall not be paid where no additional expenditure has occurred e.g. where a member of staff has a season travel ticket or where time lapse between two periods is sufficiently short to be considered reasonable for the member of staff to remain at or near place of employment.

The HM Revenue & Customs (HMRC) can and will inflict heavy financial penalties on organisations that misuse or misinterpret the criteria to determine whether a journey resulting from a Call Out is Taxable or Non Taxable. The criteria which satisfies a “Non Taxable Payment” is as follows;

*The person MUST take full and sole responsibility for the emergency which MUST be a medical emergency and be a “life threatening” situation. The HM Revenue & Customs expects to have access in any organisation to departmental records which shows the date and time of the emergency and details of the emergency in question. No other criterion is allowable to*
determine non taxability and if the on-call does not meet this criterion, the mileage MUST be subject to tax.

- Where a claim for excess mileage is made in situations where there is a compulsory change of base, either permanent or temporary, resulting in additional daily travelling expenses. The period of payment is currently a maximum of 4 years from the date of transfer and does not include any additional parking costs incurred. (For those using public transport see 5.8 below).

The excess will be calculated on the basis of the bus fares or standard rail travel or, if the member of staff travels by private motor vehicle, on the basis of the reserve rate.

**Example of calculation:**

<table>
<thead>
<tr>
<th>Home to New Base</th>
<th>6 miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home to Old Base</td>
<td>2 miles</td>
</tr>
<tr>
<td>Excess Claimable</td>
<td>4 miles</td>
</tr>
</tbody>
</table>

Excess Mileage is paid at the reserve rate and is taxable.

NB This excess will reduce if a member of staff moves nearer to their new base and the benefit does not increase if a member of staff moves further away from their new base after the date of transfer.

This arrangement does not apply to staff who change their work base at their own instigation (e.g. application for a post located elsewhere, including secondments).

- Staff who are required by their employer to carry out temporary duties at a place other than their permanent place of employment and who travel daily to their temporary headquarters whilst continuing to live near their permanent headquarters, will be reimbursed their excess travelling expenses. If a member of staff changes post whilst eligible to claim excess mileage and the change is of a temporary nature (including secondment), the entitlement to excess mileage will cease. The entitlement is regained when the member of staff returns to their original post under the same terms and conditions and for the original time period.

- If a member of staff uses their own vehicle when suitable public transport is available and appropriate in the circumstances (subject to a maximum of the public transport cost which would have been incurred) and the rules on eligible mileage applied.

- Subject to prior agreement of the employer, travel costs incurred when staff attend training courses, conferences or events, in circumstances when the attendance is not mandatory by the employer, will be reimbursed at the reserve rate instead of business mileage in line with the rules on eligible mileage.

### 5.4 Motorcycles / Pedal Cycles

The term 'motor cycles' includes motor cycle combinations, motor scooters and motor-bicycles. The rate for mileage allowances will be paid to staff who use their
own motor cycle for official journeys i.e. meetings, visits, clinics or training courses and conferences at the employer’s instigation for all eligible miles travelled.

5.5 Pedal Cycles

Staff who use pedal cycles to make journeys in the performance of their duties will be reimbursed for eligible miles travelled at the rate in force.

5.6 Passenger Allowance

With the exception of lease or hire car users and taxi journeys, where other staff or members of an NHS organisation are conveyed in the same vehicle on NHS business and their fares would otherwise be payable by the employer, passenger allowance will apply and be payable to the vehicle driver. The name of the passenger(s) should be noted on the Travel Expenses Claim Form.

5.7 Transporting Equipment

Staff 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 & Safety at Work Act 1974 and related legislation, to ensure this does not cause a risk to the health and safety of staff members. Staff should not be allowed to carry heavy equipment unless a risk assessment has been carried out beforehand. When, after the necessary assessment has demonstrated it is safe to carry equipment, an allowance shall be paid for all eligible miles for which the equipment is carried, provided that either:

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

5.8 Public Transport

If a member of staff uses public transport for business purposes, the cost of bus fares and standard rail fares will be reimbursed for eligible miles travelled. Where there is a compulsory change of base, either permanent or temporary, resulting in extra public transport costs for staff, these extra costs will be reimbursed, subject to a maximum of 4 years from the date of transfer.

5.9 Other Travel Expenses

Staff who necessarily incur charges in the performance of their duties, in relation to parking, garage costs, tolls and ferries shall be refunded these expenses on production of receipts, whenever these are available. Charges for overnight garaging or parking shall not be reimbursed unless the member of staff is entitled to night subsistence allowance for overnight absence. This does not include the reimbursement of parking charges incurred as a result of attendance at the normal place of work.
5.10 “Out of Pocket” Expenses

This only applies to staff for whom regular travel in a motor vehicle is an essential part of their duties. During a period when the staff member’s vehicle is temporarily ‘off the road’ for repairs, ‘out of pocket’ expenses in respect of business travel by other appropriate forms of travel, in agreement with their manager, should be reimbursed subject to the rule on eligible mileage.

6. Transport

6.1 Train Travel for Staff

Budget holders should always look to obtain best value for money before deciding which ticket to purchase. Whenever possible advantage should always be taken of best prices available, special offers and rail cards. Managers need to approve the purchase of train tickets.

The proposed journey times and dates can be obtained from the train company, over the internet.

6.2 Air Travel for Staff

Travel by air is not permitted unless it can be demonstrated that this is cheaper than appropriate train travel costs or alternatives are not suitable or that, taking into account the respective journey times and overall cost of the trip, better value for money can be obtained by flying.

6.3 Taxis / Hire Cars for Staff

Taxis / Hire Cars may only be used where it can be demonstrated that it is more economical, taking into account the overall cost of the trip, than the normal car mileage claim.

7. Claims Procedure

All claims for expenses should be submitted the month after they have occurred but at the very latest must be submitted within three months of the claim period (e.g. claims for June must be submitted by the end of September.) This is to ensure accurate reporting of expenditure and to ensure effective budget management occurs in the year the expense is incurred.

Receipts for individual items should be shown to the manager when they are authorising the travel expenses form and then kept for a period of 6 years in line with the HMRC rules. Original receipts should be submitted with the travel claim and copies should be retained locally should they need to be referred to at a later date. If for any reason a claim is received which is more than 3 months, this will require authorisation by the Director of Finance or their deputy.
7.1 Accessing Journey Mileage

Directions and mileage are available on the internet under appropriate sites e.g. route finder [www.theaa.com/travelwatch/planner_main.jsp](http://www.theaa.com/travelwatch/planner_main.jsp). However the CCG cannot be responsible for incorrect information given out on internet sites.

8. Staff Subsistence Allowance

8.1 Subsistence Allowances

Subsistence allowance 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 which may arise, such as the cost of a fax or official telephone call, may be reimbursed with certified proof of expenditure which must be submitted with the expense claim, (for rates of reimbursement – refer to NHS Terms and Condition, Part 3, Section 18).

8.2 Staff Night Subsistence

The NHS Terms and Conditions Handbook (Annex N) state that the maximum reclaimable cost for a hotel room is £55 per night but this is not always possible to achieve. Where a hotel cannot be booked in advance by the CCG the actual cost of hotel accommodation will be refunded but this must be agreed with the manager prior to the booking and every attempt should be made to keep costs to a minimum.

The CCG will reimburse staff the actual receipted cost of all meals in each complete 24 hour period up to the maximum limit set out in NHS Terms and Conditions Handbook. Part periods of less than 24 hours will be reimbursed at Day Subsistence rates. The CCG will not reimburse the purchase of alcoholic drinks at any time.

Where the maximum limit is exceeded for genuine business reasons [e.g. the choice of the hotel was not within the member of staff’s control such as staying at a conference hotel or cheaper hotels were fully booked] additional assistance may be granted at the discretion of the Chief Finance Officer. Otherwise where staff stay overnight in accommodation costing more than the maximum limit, the member of staff will pay the excess cost.

8.3 Staff in Non-Commercial Accommodation

Where staff stay overnight with friends or relatives or other non-commercial accommodation then a flat rate sum set out in the NHS Terms and Conditions Handbook will be payable for each complete 24 hour period. Evidence of such a stay will be required. Part periods of less than 24 hours will be reimbursed at Day Subsistence rates as outlined in the NHS Terms and Conditions of Employment.

Staff staying in accommodation provided by the employer or host organisation shall be entitled to claim the actual receipted cost of all meals that are not provided free of charge in each complete 24 hour period up to the maximum limit set out in the NHS Terms and Conditions Handbook. Part periods of less than 24 hours will be reimbursed at Day Subsistence rates as set out below.
Where accommodation and meals are provided without charge to the member of staff, i.e., on a residential training course, no allowances will be payable.

### 8.4 Staff Day Subsistence

A meal allowance is payable when a member of staff is necessarily absent from home on official business and more than five miles from their base by the shortest route and spends more on meals than would have been spent at their place of work.

A single meal allowance will be payable if the member of staff is away from their base or other CCG premises for more than five hours including the lunch period of 12 noon to 2 pm. The actual receipted cost of the meal up to the maximum limit set out in the NHS Terms and Conditions Handbook can be claimed.

A multiple meal allowance will be payable if the member of staff is away from their base or other CCG premises for more than ten hours and necessarily leaves their base or home before 5 am, or is unable to return to their base or home before 7pm, or both.

The CCG will provide reimbursement of the actual receipted cost of all meals up to the maximum limit set out in the NHS Terms and Conditions Handbook.

The CCG recognises that there are times when receipts may not be available, i.e., when meals are purchased from vending machines. In these circumstances a full list of items purchased (with costs) is required to be submitted with the claim. The maximum allowance payable is set out in the NHS Terms and Conditions Handbook.

### 9. Tax Relief on Travel Expenses

Mileage reimbursement is a ‘payment’ from your employer that can be subject to tax and national insurance deductions on the whole amount. However if the payment is clearly for costs incurred in the performance of a staff member’s duties then tax relief can be obtained.

If you are reimbursed for travel that is not considered to have been undertaken in the course of a staff member’s duties, then there will be no tax relief available and the full amount will be considered as income and subject to tax and national insurance accordingly.

HMRC operate an Approved Mileage Allowance Payment (AMAP) (Appendix 1 – Table 2) which enables tax free reimbursement. Table 3 below provides information for the tax year 2013/14 as an example for guidance only as these may be revised at any time dependent on government policy. This means that a member of staff who receives the standard rate (currently 67 pence in this tax year, but subject to change as described in section 4.0) will be taxed on the 22 pence difference between the standard rate and the tax free AMAP rate in the month they are paid the reimbursement. This is referred to as ‘Taxed at Source’ (TAS).

Any queries relating to your tax position should be directed to your local tax office.
10. Fraud

Fraud in the context of travel and mileage claims can take the form of false, exaggerated or duplicate claims. Suspicions of fraudulent activity or any collusion to falsify claim forms will be reported to the Local Counter Fraud Specialist and investigations may result in civil, criminal or disciplinary sanctions being applied. Deliberately giving false information on a claim form may constitute the offence of fraud.

11. Monitoring

The fair application of this policy will be monitored by Human Resources. The policy will be reviewed every three years unless changes to employment legislation require a review to take place sooner.

12. Associated Documentation

- Disciplinary Policy
- Whistle-blowing – Raising Concerns at Work Policy
- NHS Terms & Conditions Handbook
## APPENDIX 1

### Table 1 – Eligible mileage

In this example the distance from the employer’s home to the agreed base is 15 miles

<table>
<thead>
<tr>
<th>Journey (outward)</th>
<th>Distance</th>
<th>Eligible miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home to base</td>
<td>15 miles</td>
<td>None</td>
</tr>
<tr>
<td>Home to first call</td>
<td>Less than 15 miles</td>
<td>Eligible miles starts after 15 miles have been travelled</td>
</tr>
<tr>
<td>Home to first call</td>
<td>More than 15 miles</td>
<td>Eligible miles starts from home, less 15 miles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Journey (return)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last call to base</td>
<td>Eligible mileage ends at base</td>
</tr>
<tr>
<td>Last call to home Less than 15 miles</td>
<td>Eligible miles ends 15 miles from home</td>
</tr>
<tr>
<td>Last call to home More than 15 miles</td>
<td>Eligible miles ends 15 miles from home</td>
</tr>
</tbody>
</table>

### Table 2 – AMAP rates

<table>
<thead>
<tr>
<th>Type of vehicle</th>
<th>Tax year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cars up to 10,000 miles</td>
<td>45p per mile</td>
</tr>
<tr>
<td>Cars over 10,000 miles</td>
<td>25p per mile</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>24p per mile</td>
</tr>
<tr>
<td>Bicycle</td>
<td>20p per mile</td>
</tr>
</tbody>
</table>