

Travel and Expenses Policy

Version Number	2.2	Version Date	July 2014
Changes to previous version	<ul style="list-style-type: none"> • Mileage rates updated • Author changed • References to the electronic E-Expenses included • Submission dates for electronically submitted expenses via E-Expenses has been extended 		
Policy Owner	Chief Finance and Commercial Officer		
Author	Assistant Finance Director - Commercial		
First approval or date last reviewed	Sept 2011		
Staff/Groups Consulted	Counter Fraud Team Facilities Manager Finance Department Head of Communications and Marketing Heads of Department Human Resources Management Team Joint Committee for Negotiation and Consultation Payroll Department		
Draft agreed by Policy Owner	September 2013		
Discussed by Policy Group	September 2013		
Approved by HMT	October 2013		
Next Review Due	November 2016		
Policy Audited	September 2013		
Equality Impact Assessment Completed	September 2013		

Travel and Expenses Policy

1. RATIONALE

- 1.1. Yeovil District Hospital NHS Foundation Trust (“the Trust”) will reimburse reasonable costs incurred by all Employees fulfilling their duties. The Trust has adopted Agenda for Change Terms and Conditions of Service and Medical and Dental Terms and Conditions for this purpose. Other individuals, not subject to these agreements, will be identified within the policy where applicable.
- 1.2. Reasonable costs may include, but are not limited to, travel costs, accommodation and subsistence.

2. AIM

- 2.1. This policy sets out the travelling and subsistence rates which may be paid to all employees, including non-executive directors, plus volunteers and governors. It aims to assist claimants in identifying what they may and may not claim, and will provide managers with guidance regarding authorising claims and for minimising the risk of fraudulent claims.

3. DEFINITIONS

Expenses

- 3.1. The costs incurred by an individual on official business for the Trust, as covered by this Policy. This may include, but is not limited to, travel costs, accommodation and subsistence.

Mileage

- 3.2. The amount of money that an employee using their vehicle on Trust business can claim for each mile travelled. (See Annex B).

Subsistence

- 3.3. Expenses such as food, drink, and accommodation costs incurred whilst an employee is away from the permanent workplace on Trust business. (See Annex C).

Private Car Users

- 3.4. Employees are classified as a ‘private car user’ if they are not eligible for a lease car (see Lease Car Policy for details of eligibility). Under this classification employees will be entitled to standard business mileage rate, which is dependent on the engine capacity and/or the total annual business miles.

- 3.5. **Employee**

Unless otherwise specified in this policy an Employee shall include non-executive directors.

4. ROLES AND RESPONSIBILITIES

Chief Finance and Commercial Officer

- 4.1. The Chief Financial and Commercial Officer has executive responsibility for the Travel and Expenses Policy.

Directors

- 4.2. Directors are responsible for ensuring the consistent application of the Travel and Expenses Policy and for ensuring the appropriate managers are authorised signatories for the purposes of authorising expense claim forms. They will also seek guidance from Counter Fraud where fraud is suspected.

Managers

- 4.3. Managers are responsible for authorising travel expenditure and must confirm that claims represent a valid business expense. When verifying and authorising expense claim forms they must ensure that claims are accurate and appropriate supporting paperwork is submitted with each claim.
- 4.4. Where an Employee's role requires them to travel on Trust business, and the employee uses their private car to do so, the manager will verify the Employee's documentation. This should be undertaken annually.

Employees

- 4.5. Employees should obtain their manager's approval for proposed travel on Trust business, and should be aware of the relevant rules before incurring costs and submitting claims. They will ensure any claim is made accurately, and in a timely way in accordance with this policy.
- 4.6. Employees will alert their manager and payroll if they have received any overpayments in connection with their pay and expenses and will make arrangements to repay. Employees who dishonestly retain overpayments may be guilty of theft. Employees will participate in any relevant investigation into fraudulent claims.
- 4.7. Where an employee uses their private vehicle on Trust business, they are responsible for ensuring their vehicle is in a roadworthy condition and they have the appropriate cover and documentation in line with Trust policy as set out in this document.

5. CLAIMING EXPENSES

- 5.1. In order for an individual to claim vehicle mileage expenses under this Policy the claimant must have the following:
- insurance for business use for the vehicle used;
 - a valid MOT certificate for the vehicle used; and
 - a valid driving licence for the type of vehicle used.

- 5.2. All claimants must use the E-Expenses online system. The paper based Staff Expense Claim Form or the Consultant Claim Form can be used whilst training is rolled out during 2014 & early 2014 (electronic copies can be found on the Payroll intranet page).
- 5.3. For paper based submissions receipts must be submitted securely attached to the back of the claim. The Trust reserves the right not to reimburse expenses if no receipt or proof of payment is submitted and attached to the claim. The Chief Financial & Commercial Officer or one of his team will arbitrate in cases of dispute.
- 5.4. Claimants can normally only claim expenses that relate to them personally. However, in the case of meals, or shared taxis the most senior person should normally pay and obtain a receipt. The expense claim should state the names of others covered by such a claim.
- 5.5. Volunteers and governors wishing to claim expenses should also refer to Sections 10 and 11 respectively.

6. AUTHORISING CLAIMS

- 6.1. All claims must be authorised for payment by the appropriate authorised signatory as set out below.
- 6.2. Authorised signatories are responsible for verifying the claims and should scrutinise claims prior to authorisation.
- 6.3. Managers will attend fraud prevention training (which will be arranged via the Local Counter Fraud Specialist) to minimise the risk of fraudulent claims, and will alert the Local Counter Fraud Specialist of any suspected fraud.
- 6.4. The following table sets out who may authorise claims:

Claimant	Authorised by
Chairman	Chief Executive
Non-Executive Director	Chairman
Chief Executive	Chairman
Directors	Chief Executive
Employees reporting to a Director	Director
All other employees	Their line manager
Volunteers	Supervising manager and Volunteer Coordinator
Governors	Company Secretary

7. PAYMENT OF CLAIMS

- 7.1. Employee claims will be reimbursed through the Payroll Department or by such other means as determined by the Chief Financial & Commercial Officer. Claims for the Chairman, Non-Executive Directors, volunteers and governors, will normally be reimbursed directly to their bank accounts by BACS, unless they are already on the payroll. Volunteer claims for less than £25 may be reimbursed through the General office.
- 7.2. Approved claims should be submitted by the tenth day of the month if they are to be paid that month.

- 7.3. Authorised claims should be submitted for payment within three calendar months following the end of the month in which they were incurred. Claims received after this time may be denied. .
- 7.4. In extenuating circumstances the three calendar month period may be relaxed with authority from the Chief Finance and Commercial Officer or an Assistant Finance Director or the Financial Controller.

8. EXCESS TRAVEL

- 8.1. Employees are eligible for excess travel expenses where they are required to change their base as a result of a merger of NHS employers or their acceptance of another post as an alternative to redundancy. Where the employee travels by private car or motor cycle this is payable for a period of up to four years at public transport/lease car mileage rates, and is subject to tax and national insurance deductions.
- 8.2. Excess mileage is defined as the mileage from the employee's home to their new base and return, less the mileage from employee's home to their old base and return. Where an employee travels by public transport, the excess will be calculated on the basis of the excess bus fares or standard rail fare payable.

9. TELEPHONE EXPENSES

Mobile Phones

- 9.1. Employees who are issued with a Trust mobile phone may be required to reimburse the costs of private calls.

Telephone Calls on Private Phones

- 9.2. If an employee is required to make a business call on their private phone an itemised telephone bill should be submitted with the claim form.

10. VOLUNTEER EXPENSES

- 10.1. The cost of parking charges or public transport fares will be reimbursed to volunteers.

11. GOVERNOR EXPENSES

- 11.1. Reasonable travel and subsistence fees may be paid as set out in Annexes A, B and C.

12. IMPLEMENTATION, MONITORING AND COMPLIANCE

- 12.1. This Policy will be implemented, monitored and evaluated in line with the Policy on Procedural Documents.
- 12.2. Annually, the Trust's appointed Auditors will validate payments made to staff. This will include, but is not limited to, a review as to whether payments have been made in line with this Policy and Agenda for Change Terms and Conditions, and whether the appropriate authorisation has been given for the payments.

13. APPLICABILITY

This Policy applies to all Employees of the Trust, whether on a permanent, fixed-term, or bank basis as well as volunteers and governors as specified. It does not apply to agency staff or contractors.

14. EQUALITY IMPACT ASSESSMENT

This Policy has been assessed and implemented in line with the Policy on Procedural Documents and an Equality Impact Assessment has been carried out to ensure the Policy is fair and does not discriminate against any staff groups. This can be found at Annex D.

ANNEX A – TRAVEL AND TRANSPORT EXPENSES

Business mileage rate

1. This is defined as mileage rate paid to users who use their own vehicles for official journeys (as defined by Agenda for Change Terms and Conditions and Medical and Dental Terms and Conditions). (See Annex B – Schedule of Mileage Allowances), other than where the user is a lease car user.
2. Except for non-executive directors, claims for business mileage will only be reimbursed for miles travelled in the performance of the Employee's duties which are in excess of the home to agreed work base return journey. Non-executive directors may claim mileage from home to work.
3. Where the journey starts at a location other than the work base, e.g. home, mileage will be reimbursed as set out in the example below. In this example, the distance from the Employee's home to their work base is 15 miles:

Outward Journey	Distance	Eligible Miles
Home to base	15 miles	None
Home to first call	Less than 15 miles	Eligible mileage starts after 15 miles have been travelled (therefore nil eligible miles)
Home to first call	More than 15 miles	Eligible mileage starts from home, less 15 miles
Return journey		
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

4. Journeys that count as business mileage for both tax and National Insurance contributions are:
 - those made in the course of undertaking the claimant's job. For example, if the claimant travels from their workplace to visit a patient or client and uses their own vehicle;
 - those made to or from a place the claimant has to attend in order to do their job, for example, if the claimant travels directly from home to attend a meeting. (However, this would not be claimed, if the journey is practically the same as their ordinary commuting journey. For example, if the meeting location is not far from their base.)

Hire cars

5. In the event that an Employee needs to hire a car, this must be approved by their Head of Department. An economy vehicle should be used.

Mileage for on-call duties

6. On-call mileage is defined as occasional travel from home to a permanent place of work unexpectedly or in an emergency. If an Employee is eligible for on-call mileage, this is payable at standard or regular user rate and is subject to tax and National Insurance contributions. However, on-call mileage payable to emergency leads (the doctor with

lead responsibility for the emergency situation) is exempt from tax and National Insurance contributions.

Public transport

7. Individuals should try to minimise the travel costs incurred and this therefore means taking advantage of cheap fare deals (such as budget airlines, special offers, using rail cards, non-flexible tickets, day returns or season tickets) whenever possible.

Rail travel

8. All Employees should normally use standard class travel, and tickets should be booked in advance where possible in order to obtain the maximum discount available. Employees must supply rail travel tickets when making claims in order to confirm the destinations travelled to. Receipts need not be supplied if the full cost of the rail travel is shown on the tickets.

Taxis

9. Use of a taxi is permitted. As a general guide it will be approved where:
 - where a reasonable distance is undertaken (e.g. city centre rail station to place visited);
 - where two or more people share a taxi, making the journey cheaper than by public transport;
 - personal security is an important factor (for example if late evening travel is undertaken);
 - or where use of public transport was not practicable.

Air travel

10. Air travel for short-haul and domestic flights should be in economy class. Air travel for flight times lasting more than four hours must be approved in advance by an Executive Director. Employees should ensure that they use the most cost effective means of air travel, for example using a budget airline where flights are available.

ANNEX B – SCHEDULE OF MILEAGE ALLOWANCES

These rates are subject to national change and the latest rates are available online via the relevant Pay Circulars section of the NHS Employers website.

Agenda for Change Mileage Rates (as at 1 July 2014 - Pay Circular Afc-3-2014)

All non medical staff employees including Directors

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
Car (all types of fuel)	56p	20p	
Motorcycle			28p
Pedal Cycle			20p
Passenger Allowance (See Note 1)			5p
Reserve Rate (See Note 2)			28p
Carrying Heavy or Bulky Equipment			3p

Medical Staff Mileage Rates (as at 1 July 2014 - Pay Circular MD-2-2014)

Regular User Rates

Engine Capacity:	501 - 1000cc	1001 - 1,500cc	1,500 - 2,000cc	Over 2,000cc
Lump sum	£508	£626	£760	£760
Up to 9,000 miles	29.7p	36.9p	44.0p	44.0p
9,001 - 15,000 miles	17.8p	20.1p	22.6p	22.6p
Thereafter	17.8p	20.1p	22.6p	22.6p

Standard Rates

Engine Capacity:	501 - 1000cc	1001 - 1,500cc	1,500 - 2,000cc	Over 2,000cc
Up to 3,500 miles	37.4p	47.3p	58.3p	58.3p
3,501 - 9,000 miles	23.0p	28.2p	33.5p	41.0p
9,001 - 15,000 miles	17.8p	20.1p	22.7p	25.5p
Thereafter	17.8p	20.1p	22.6p	22.6p

Other Rates

Engine Capacity:	Up to 125cc	Over 125cc	All Eligible Miles Travelled
Up to 5,000 miles	17.8p	27.8p	
Over 5,000 miles	6.7p	9.9p	
Pedal Cycle			20p per mile
Passenger Allowance (See Note 1)			5p per mile

Other Rates

Type of Vehicle/Allowance	Engine Size	Annual Mileage up to 7,500 miles	Annual Mileage over 7,500 miles	All Eligible Miles Travelled
Governors	Any			43p
Volunteers	Any			35p
Chairman & Non-Executive Directors	Up to 1,500cc	43p	18.3p	
	Over 1,500cc	53p	20.5p	
Lease Cars	Rates paid as per HMRC advisory fuel rates which are reviewed as a minimum twice yearly and may therefore change frequently. See website for further details: https://www.gov.uk/government/publications/advisory-fuel-rates/current-rates			

Notes

Note 1: This allowance is not payable to employees using a lease car.

Note 2: The Reserve Rate of reimbursement will apply where:

1. an employee refuses the Trust's offer of a lease vehicle (subject to provisions);
2. the employee is required to return to work/work overtime on any day, and incurs additional travel to work expenses that day;
3. an excess mileage claim is made;
4. an employee 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.

ANNEX C – SCHEDULE OF SUBSISTENCE ALLOWANCES

Short overnight stay in a hotel

Hotels/guest houses may be booked when:

- an employee is required to undertake Trust business for a period of more than 5 working hours, in a location away from their home;
or
- when the journey time including the business to be conducted exceeds a total of 12 hours, (e.g. a lengthy meeting or multiple-day conference);
or
- where agreed by an Executive Director.

Employees should try to minimise the cost of overnight stays and take advantage of cheap deals.

The actual receipted cost of bed and breakfast is up to a normal maximum limit of £80 per night including VAT outside central London and £140 per night including VAT in central London (defined as within transport zones 1 and 2), plus a meal allowance of £25 per night including VAT to cover the cost of a main evening meal and one other daytime meal (where meals are not provided). The Trust will not reimburse for personal entertainment, for example pay-as-you-view TV or mini-bar bills. Reimbursement will not normally be made for any alcoholic drinks purchased.

Where the maximum limit is exceeded for genuine business reasons, such as 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 a Director, or where delegated authority is given, by a manager reporting to a Director.

Short overnight stay in non-commercial accommodation

A flat rate of £25 is payable for short overnight periods with friends or relatives when away on Trust business.

An employee who is staying in accommodation provided free is entitled to claim an allowance up to £25 per day to cover meals not provided free of charge.

When accommodation and meals are provided free of charge an incidental expense allowance of £4.20 per day will be payable. This is subject to tax and national insurance deduction.

Day meals subsistence allowance

A lunch allowance of £5 may be claimed if the claimant is more than five miles away from their base including the period between 12.00 noon and 2.00 pm, if a meal is not provided free of charge.

An evening meal allowance of £20 when away from base for more than ten hours and unable to return to base or home before 7.00 pm, if a meal is not provided free of charge.

There may be some circumstances when an employee could qualify for both allowances. (See Annex N, Agenda for Change Terms and Conditions).

Other subsistence allowances

The following subsistence may also be claimed by employees, and this will be reimbursed in accordance with Section 18 of Agenda for Change Terms and Conditions of Service.

- late night duties allowance;
- costs of travelling overnight in a sleeping berth;
- short-term temporary absence travel costs;
- costs of long-term overnight stays.

ANNEX D – EQUALITY IMPACT ASSESSMENT

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

Signed: Ali Morris, Head of Operational Human Resources

Date: September 2013