

# Business Travel & Subsistence Policy

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## 1. INTRODUCTION

This policy provides instructions to staff in respect of the booking arrangements for and the reimbursement of expenses in connection with travel on Trust business.

Trust business is defined as duties which an employee or officer of the Trust is required to perform as part of their role in the Trust, and are solely in the interest of the Trust.

Similar guidance for travel expenses for study leave can be referred to in the Policy on Study / Professional Leave for Consultants & the Study Leave Policy (Non-Medical).

An employee must agree with their manager the general nature and level of expenditure to be incurred prior to the expenses being incurred. Failure to do so may result in reimbursement being withheld.

For those categories of travel and subsistence arranged through the Trust's Travel Management Service Provider, Redfern Travel, payment will be made directly by the Trust.

This policy draws on the NHS National Terms and Conditions handbook and relevant terms and conditions for Medical & Dental staff.

## 2. PRINCIPLES

This policy aims to create a framework and guidelines for efficient and effective business travel booking arrangements, and to minimise costs.

All travel related expenditure must be justified in the terms of the use of Trust resources and should only be authorised where it is in the Trust's interests.

As part of the delivery of healthcare services, the Trust recognises its responsibilities to ensure the impact on the environment is minimised, and as such the Trust aims to:

- Reduce the overall amount of travel and our commitment to reducing carbon emissions.
- Increase more sustainable ways of travelling, eg. car sharing and public transport where appropriate.
- Reduce business travel where possible by using tele-conferencing or video-conferencing facilities, which are available as follows:
  - Listening for Life Centre, BRI (Contact Extension 4853)
  - Sovereign Lecture Theatre, BRI (bookable through using the online room booking service on the intranet)
  - Joint Committee Rooms (Field House), BRI (bookable through using the online room booking service on the intranet)

All Trust employees are reminded that deliberate falsification of travelling and subsistence claims may lead to disciplinary and / or criminal action (including prosecution) and civil action to recover any monies under relevant legislation.

Where employees make hotel, rail and air travel arrangements outside of this policy, the expenses incurred may not be reimbursed by the Trust and the employee may be required to settle these themselves.

### 3. SCOPE

This policy applies to all Trust employees.

The only exception is for travel for study leave for Doctors in Training under the Post Graduate Deanery where a separate process / policy exists.

Travel and accommodation expenses for approved study leave and conferences should be claimed using the appropriate policy (it should be noted these policies are referenced to the Business Travel & Subsistence Policy).

### 4. MINIMISING TRAVEL & USING A COMMON SENSE APPROACH

Adopting a common sense approach can assist in reducing the cost of a journey considerably. **In particular, booking early and being flexible with travel arrangements has a significant impact on travel costs.**

Where car use is essential for business journeys, the Trust will encourage car sharing and better planning of business, which could minimise the need for travel.

Employees / Managers should consult the checklist below prior to making any travel arrangements:

- Is the journey absolutely necessary for Trust business purposes?
- Is the most economical form of travel being used?
- Does the employee have approval to use their own private vehicle as an approved car user, and is their vehicle in a roadworthy state, have a valid MOT, and adequate business travel insurance?
- Have alternatives to travel been considered eg. video or teleconferencing?

### 5. ROLES & RESPONSIBILITIES

- **Divisional General Managers / Divisional Clinical Directors / Executive Directors**

To ensure this policy is being followed and adhered to within their respective Division or Directorates.

- **Line Managers / Supervisors**

To ensure all business travel arrangements and claims are justified and that approval and authorisation is made in line with this policy.

For employees using their own private vehicles, managers and supervisors must ensure that all employees are an approved car user and the necessary checks on the employee's relevant documents (insurance to cover business use, valid driving licence, Vehicle Excise Duty, MOT) are checked at both the application stage and on annual basis thereafter if the employee continues to claim.

- **Employees**

Employees are required to comply with the rules and guidelines set out in this policy. Those employees who use a private vehicle for Trust business must be an approved vehicle user, and must ensure at all times that they have a valid driving licence, business cover

vehicle insurance, and up-to-date Vehicle Excise Duty and MOT certificate (where necessary).

- **Procurement**

To monitor the contract with the Trust's appointed business travel contractor to ensure systems and procedures are working effectively, and to ensure value for money.

- **Approved Travel Bookers** (through the Redfern Travel system)

To book travel arrangements on the on-line Redfern Travel Ltd system that comply with the scope and guidelines within this policy. They are also the local advisors to their colleagues on travel related issues and should seek assistance where necessary from Redfern Travel on any travel related issues.

- **Payroll**

To only process business travel claims that comply with this policy.

## 6. USE OF OWN VEHICLES

Employees are encouraged to use public transport wherever possible and or where this is the most economic form of transport.

Employees, who are required to travel on Trust business as part of their role, may use their own vehicle for business use provided they are an approved vehicle user. Employees should obtain authorisation in advance of using their private vehicle by completing the "***Application / Cancellation to become an Approved Private Vehicle User***" Form, located at Appendix 1 (and also available on the Form Page of the Trust intranet site).

It is the responsibility of managers and supervisors to submit this form to the Payroll Department (at New Mill) for newly approved applications and cancellations.

Employees must ensure at all times that they have:

- Current valid driving licence
- Valid MOT (where necessary)
- Valid Vehicle Excise Duty
- Current vehicle insurance that covers business use for themselves and any passengers (Depending on your underwriters requirements this should include a realistic estimate of business miles, a clear description of the type of activity, eg. visiting patients or transporting equipment, and details of any potentially hazardous materials in the vehicle, eg. entenox or oxygen gas, specimens / samples, etc.)
- Observe and comply with conditions of the insurance policy, in particular ensuring their vehicle is in a roadworthy condition (including tyre tread / depth, lights / indicators / horn / speedometer, etc. are in working order, windscreen not chipped or cracked, etc.)

Managers are responsible for obtaining assurance that these are in place on at least an annual basis.

The Trust cannot be held responsible for fines or costs relating to traffic offences on Trust business, including:

- Speeding fines
- Parking tickets / fines
- Seat belt penalties
- Mobile Phone penalties
- Fines relating to congestion charges, permits or roadworthiness of their vehicle

It should also be clearly noted that employees remain responsible for their own and others safety on the road. Drivers must be aware of their responsibility to drive safely and to comply with the Road Traffic Acts and the Highway Code at all times.

Certain expenses validly incurred whilst on Trust business may be refundable including:

- Parking charges – reasonable charges will be refunded. Itemised receipts must be obtained and submitted on claim forms
- Tolls and tunnel fees
- Congestion charges – for visits to towns and cities imposing congestion charges. The driver should pay the appropriate daily fee according to local directives and submit receipt / evidence of charges on claim forms

### **Agenda for Change**

Agenda for Change mileage rates make no distinction between regular and standard user allowances. For cars there are only two rates, firstly a rate for annual mileage up to 3,500, and secondly a rate for annual mileage over 3,500. The updated mileage reimbursement rates for Agenda for Change staff based on national terms and conditions are set out in Appendix 2.

It should be noted that journeys relating to excess travel, attendance at a course or conference which are not required by the employer, home to base and planned daily journey totalling 120 miles will be paid at the **Reserve Rate** (previously known as the Public Transport Rate).

Further detailed guidance can be found in the NHS Terms and Conditions of Service Handbook – Agenda for Change (Amendment Number 35) published in 2015, in particular:

- Paragraph 17.17, in respect of the Reserve Rate, and
- Paragraph 17.20, in respect of “out of pocket” expenses.
- Paragraph 17.21 in respect of “other allowances”

### **Medical & Dental Staff**

Appendix 3 outlines the Mileage Reimbursement rates for Medical and Dental employees (not including doctors in training).

If public transport is not used, mileage will be reimbursed at the public transport rate for planned daily journeys in excess of 120 miles.

Further detailed guidance can be found in the Medical & Dental Terms and Conditions handbook.

Claims for mileage reimbursement must be made using the “**Travel & Subsistence Claim Form**”. Further guidance on how to claim is set out in Section 9 “Expense Claims and Payment” of this policy.

## 7. SUBSISTENCE ALLOWANCES

The purpose of this section is set out how the Trust reimburses 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 calls, may be reimbursed with certificated proof of expenditure.

The Trust currently reimburses staff for subsistence in accordance with the Agenda for Change Terms and Conditions Handbook and Medical & Dental handbooks. Further guidelines and information, including the current reimbursement rates, is shown at Appendix 4.

Subsistence claims must be made using the “**Travel & Subsistence Claim Form**”. Further guidance on how to claim is set out in Section 9 “Expense Claims and Payment” of this policy.

## 8. LEASE CAR SCHEME

The Trust is able to offer all employees (over the age of 17) the option of a lease car benefit scheme. This can be on a salary sacrifice basis or on a net pay salary deduction basis. This scheme is operated through NHS Fleet Solutions.

Further details of the how the scheme operates and how to apply can be found on the Trust Intranet site (see the “Staff Lounge” section) and / or by visiting the NHS Fleet Solutions site at:

[www.nhsfleetsolutions.co.uk](http://www.nhsfleetsolutions.co.uk)

or by telephone **(08448) 118228**

Where staff use their lease car for business use, they are entitled to claim mileage at the prevailing HMRC advisory rate, current details of which can be found at:

[www.hmrc.gov.uk/cars/fuel\\_company\\_cars.htm](http://www.hmrc.gov.uk/cars/fuel_company_cars.htm)

Employees should submit mileage and expense claims using the “**Travel & Subsistence Claim Form**”. Further guidance on how to claim is set out in Section 9 “Expense Claims and Payment” of this policy.

## 9. EXPENSE CLAIMS & PAYMENT

All claims for travel and subsistence expenses must be made by completing the “**Travel & Subsistence Claim Form**” which can be found on the Policies Section of the Trust intranet site.

Employees should complete their claims promptly and to ensure all relevant fields are completed. All expenses claimed should be necessary and wholly incurred on Trust business, consistent with this policy and represent value for money.

Proof of expenditure must accompany claim forms on all occasions, eg. car parking receipts.

The Trust reserves the right not to authorise or pay claims that:

- Are not submitted within 3 months of the date of travel
- Includes expenses that are not properly substantiated

The Trust is currently exploring possibility of implementing an E-Expenses system, and this policy may therefore be revised at some point before the review date.

## **10. TRUST'S NOMINATED TRAVEL BOOKING COMPANY – REDFERN TRAVEL LTD**

### **Booking Business Travel**

The Trust's appointed Business Travel & Accommodation supplier is Redfern Travel Limited. Redfern Travel Ltd should be used to book all of the following:

- Rail Tickets (over £20)
- Air Tickets
- Hotel Accommodation
- Ferry Tickets
- Pre-Booked Taxis
- Travel Insurance

There is no facility for employees to book any form of Business Travel and to reclaim these expenses (with the exception of low value train fares totalling less than £20).

Bookings for rail, air and hotel accommodation will normally be made using the on-line travel booking system with Redfern Travel.

All business travel booked by the Trust must be at the least expensive rate of travel.

The Trust receives significant transactional efficiencies and management information by using this system.

The contact details during office hours (weekdays 08:00 to 18:00) are as follows:

Tel: 01274 726424                      Email address:                      corporate@redfern-travel.com

The emergency out of hours contact number if any travellers have any problems with eg hotel accommodation bookings is 0330 008 2000.

### **Travel Bookers**

A number of staff for each Division / Directorate have been trained and have access rights to this system. Any employee that has been given authorisation to undertake business travel should do so by contacting the appropriate nominated travel booker (the list of nominated travel bookers is available on the Finance / Procurement Page of the Trust's Intranet).

## **11. RAIL TRAVEL**

### **Rail Travel Booking**

All rail travel for Trust business will be made at Standard Class, and must be booked through Redfern Travel Ltd. Rail tickets with a value below £20 can be booked directly by employees and claimed back.

The traveller will need to confirm and approve the travel details with their line manager. These details will then need to be passed over to the nominated travel booker to book on the on-line Redfern Travel system.

Rail fares are generally significantly cheaper if bookings are made as soon as possible in advance and if feasible, for travellers to be as flexible as possible to take advantage of discounted tickets. For example, fixed times (as opposed to an open-ticket).

Often it is cheaper to purchase individual single tickets rather than a return ticket.

The Redfern Travel system accesses the same rail operating system as the numerous on-line rail ticket companies, and thereby is able to access the same range and cost of tickets.

### **Rail Travel Ticket Collection**

Once the tickets are booked and confirmed, the online system generates a unique code which allows tickets to be printed on-site. The Trust currently has two rail ticket printing machines located in the Procurement Department (Daisy Bank, BRI) and the Bradford Institute for Health Research (Temple Bank, BRI).

For urgent travel, Tickets on Departure (TOD) can be arranged, but incur an additional cost. This option can be used up to 20 minutes prior to departure. Once a booking is made, a system generated email will be sent giving the traveller a unique reference number to use in the fast ticket machine at the nominated departure station (if available). To activate the ticket machine, a credit or debit card will be required plus the unique reference number. The machine will not debit the card as Redfern Travel has already paid for the ticket.

### **Lost / Replacement Tickets**

If tickets are lost, replacement tickets can be arranged by Redfern Travel. The replacement tickets are charged at the prevailing price of the journey.

## **12. AIR TRAVEL**

### **Air Travel Booking**

All air travel must be at economy class and be booked through Redfern Travel Ltd.

Air travel within the UK is discouraged except where this is less costly overall, taking into account other travel and accommodation costs, or it is demonstrably much more convenient.

All air travel must be requested in writing (or via a study leave approval form for study related air travel) and formally approved by a Divisional General Manager / Divisional Clinical Director or Executive Director.

Once approved, air travel booking details will then need to be passed over to the nominated travel booker to book on the on-line Redfern Travel system.

All major airlines have adopted electronic ticketing (e-tickets). E-Tickets cannot be lost or stolen and facilitate self service check-in.

Once the booking is made, an email of the e-ticket will be sent. A copy must be printed and retained for the relevant journey. In the case of international travel, it is recommended that the e-ticket confirmation is available for the immigration authorities to view (eg. when entering the USA, immigration require proof of the return journey detailing the exit date).

Further details on travel outside the EU, itinerary changes and excess baggage can be found at Appendix 5.

## **13. HOTEL AND ACCOMMODATION BOOKINGS**

### **Hotel Booking Process**

If hotel accommodation is required for a business journey, this must be booked through Redfern Travel Ltd.

The only exception is for Conferences, where hotel accommodation can be purchased directly as part of a Conference / Hotel accommodation package or through the Royal College where it can be evidenced the hotel / accommodation rate is cheaper than booking through Redfern Travel. In these circumstances, hotel accommodation can be booked directly with the conference organiser. Where possible, this should be actioned via a purchase order through the Procurement Department.

In many cases there will be a large variation in hotel rates, particularly in large cities, and travellers should take a reasonable view on minimising accommodation costs relative to the feasibility / cost of reaching the venue relating to their business journey. The Redfern system maintains a list of preferred hotel providers and they work on behalf of the Public Sector to secure preferential rates.

The traveller should seek prior approval for accommodation from their budget manager before booking / reservation. Once approved, the traveller should provide the travel booker the following details:

- Name of guest(s)
- Arrival Date / Time
- Number of nights
- Any special details / requirements
- Location (or proximity to where the location needs to be if attending a conference for example).

Once the booking is made and confirmed, the booker will receive an email confirmation and reservation number. The booking will automatically be guaranteed for late arrival although Redfern Travel's advice to travellers is to notify a hotel in advance if you anticipate arriving after 1800 hours.

### **Nightly Hotel Rates**

If the preferred hotel programme does not feature a suitable location, overnight accommodation for bed and breakfast rate (including VAT) should not exceed:

London Hotels	£120 per night (including bed & breakfast)
Outside London	£90 per night (including bed and breakfast)

There is considerable variation in rates for foreign hotel accommodation. Travellers should use a common sense approach in ensuring costs are minimised, using the above rates as a guide.

### **Payment of Hotel Bills**

The cost for the room (& meals if included) will be paid for directly by Redfern Travel Ltd.

Any items of a personal nature will need to be settled by the traveller. If a hotel requires a payment guarantee for extras in the form of a credit / debit card, the traveller will need to present their own personal credit / debit card at check-in. The hotel are likely to pre-authorise the card at check-in. This action will affect the available credit limit on the card for several days after check out.

A copy of the original account must be submitted with a travel reimbursement claim, detailing the expenditure to be reclaimed (if allowable). A credit / debit card slip is insufficient and may result in an expense being disallowed.

### **Staying with Family and Friends**

Where employees are away on the Trust's business and choose to stay with family or friends, and allowance of £25 per night may be claimed. The allowance is to cover the cost of overnight accommodation, an evening meal on the night of the stay and a breakfast the following day.

### **14. SPOUSE / PARTNER TRAVEL & HOSPITALITY / ADDITIONAL NIGHTS STAY**

The Trust will not be able to arrange and book travel or accommodation for a spouse, partner or other family member who is accompanying an employee on business travel. In addition, the Trust will not be able to book additional nightly accommodation for employees wishing to extend their stay in their own time. This would have to be arranged directly by the employee and at their own expense.

### **15. PUBLIC TRANSPORT**

The cost of public transport for approved business journeys, including coach, bus and tram fares, will be reimbursed in full. Train tickets below £20 can also be purchased directly by employees and claimed back. Rail tickets in excess of £20 should be booked through the Redfern Travel system. London underground tickets can be booked as part of a rail ticket booking in the Redfern Travel system.

Costs must be evidenced by retaining a receipt and can be reclaimed using the "**Travel & Subsistence Claim Form**". Further guidance on how to claim is set out in Section 9 "Expense Claims & Payment".

### **16. TAXIS**

The cost of taxis will be reimbursed if this is the cheapest or most appropriate means of reaching your destination. For example, this may be when public transport is unavailable, either very early in the morning or late in the evening; and / or would add significantly to the journey time.

Costs must be evidenced by retaining a receipt and can be reclaimed using the "**Travel & Subsistence Claim Form**". Further guidance on how to claim is set out in Section 9 "Expense Claims & Payment".

### **17. EQUALITY IMPACT ASSESSMENT STATEMENT**

This Policy was assessed in January 2016 to determine whether there is a possible impact on any of the protected characteristics as defined in the Equality Act 2010.

It has potential impact on:

- Disability

- It is recognised that some staff may require support, have specific needs or be unable to understand or read the text of this policy. In such instance it will be explained on a one-to-one basis by the Department responsible for this policy or the manager of the member of staff. Any support will be provided in confidence.
- Reasonable adjustments will be made to ensure that disabled staff are not disadvantaged by this policy.

It has been found not to have impact on:

- Age
- Gender
- Gender reassignment
- Marriage and civil partnership
- Maternity / pregnancy
- Race and ethnicity
- Religion and belief
- Sexual orientation

It has also been assessed to determine whether it impacts on human rights and it is considered that it does not have impact.

This assessment will be reviewed when the policy is next updated or sooner if evidence of further impact emerges.

If any Trust employee has any individual travel requirements that might affect a rail, air or travel booking made through Redfern Travel, these details should be passed to the travel booker who will be able to ensure these are passed on to the relevant supplier. The hotel or venue will then be contacted to confirm they can meet these requirements before the booking is made.

## **18. FINANCIAL IMPLICATIONS**

The Trust spends a considerable amount of money on business travel each year and needs to ensure this represents good value for money. This is an area where there is considerable scrutiny from public / press through Freedom of Information requests to seek assurance that public funding is being spent appropriately. For these reasons, the Trust cannot justify business or first class travel, and sets limits for hotel accommodation.

It is important that managers understand that the requirement to incur travel and accommodation costs is robustly challenged, and where travel is necessary, that plans are made as early as possible to minimise cost.

The Trust has put in place an automated on-line booking process, via Redfern Travel, that ensures that travel and accommodation can be easily booked at cost effective rates and with transactional efficiency.

## **19. TRAINING REQUIREMENTS**

Designated and nominated booking staff from each service area of the Trust are trained in use of the on-line Redfern Travel booking system. A full list of all travel bookers is available on the Procurement Intranet page. Further assistance regarding training should be arranged via the Procurement Department.

## **20. MONITORING & REVIEW ARRANGEMENTS**

It is the responsibility of Divisional General Managers, Divisional Clinical Directors and Executive Directors to monitor compliance with this policy by ensuring appropriate checking and authorisation of staff and associated expenses claims.

In addition, the Trust's Internal Audit team will monitor compliance via regular audits of claims and payments and report the outcomes of this to the Trust's Audit & Assurance Committee.

This policy will be reviewed every 2 years.

## **21. LINKS TO OTHER POLICIES**

This policy is linked to the following policies:

- Policy on Study / Professional Leave for Consultants
- Study Leave Policy (Non-Medical Staff)
- NHS Lease Car Scheme

**APPENDIX 1**

**APPLICATION / CANCELLATION FORM TO BECOME AN APPROVED PRIVATE VEHICLE USER**

Application or Cancellation Form:	
Last Name:	First Name:
ESR Assignment or NI Number:	
Employing Trust & Department:	
Job Title:	
Official Base(s):	
Car Details:	
Make and Model:	
Registration:	Insurance Renewal Date:
Insurance Company:	Policy Number:
Next MOT Due:	MOT Number:
Effective Date:	
Cost Centre:	

In order to maintain an accurate record of your car details, please contact the Payroll Department if you change your car.

**AUTHORISATION BY DIRECTOR / MANAGER**

Insurance / MOT / Vehicle Excise Duty:

The employee's insurance policy has been seen and provides a minimum of 3<sup>rd</sup> party cover whilst on Trust business. The employee has provided evidence of a valid MOT certificate (where applicable). The employee has provided evidence of a valid Driving Licence.

As the employee's manger I have verified through the Government website that the vehicle has up-to-date Vehicle Excise Duty:

<https://www.vehicleenquiry.service.gov.uk/>

Signature .....

Date ..... Telephone .....

Print Name .....

Designation ..... (Head of Department)

**USE OF VEHICLES ON OFFICAL BUSINESS**

Insurance policies do not normally cover the use of private motor vehicles on official business whether or not such use has been approved by the Trust concerned. Therefore, for your own protection you are asked to take note of the conditions which apply if you are authorised to use a vehicle on official business. You may wish to check first with your insurance company that these requirements are in fact covered by your policy:

1. You have full third party insurance, including cover against risk or injury to or death of passengers and damage to property.
2. Your insurance policy specifically provides that the forgoing cover includes journeys on the official business of your employing Trust.
3. You will maintain the policy to cover the above risks for as long as you claim mileage allowances.
4. You will observe all the conditions laid down in your insurance policy, particularly ensuring that your vehicle (including tyres) is always maintained in a roadworthy condition.
5. The employing Trust, whether or not an allowance is payable for the use of a private motor vehicle on official business, does not accept any responsibility for any claim arising out of the use of a private motor vehicle.

**DECLARATION**

I,..... have read and understood the above conditions which apply if I am authorised to use a vehicle on official business. I have also read and understand the requirements of the Trust’s Business Travel Policy.

Signed.....Date.....

***When completed and authorised – please send this form to the Payroll Dept, New Mill.***

## PRIVATE VEHICLE REIMBURSEMENT RATES – AGENDA FOR CHANGE STAFF – effective from 1 July 2014

Type of Vehicle/Allowance	Annual Mileage up to 3,500 miles pa (standard rate)	Annual Mileage over 3,500 miles pa (standard rate)	All eligible miles travelled
Car (all types of fuel)	56p per mile	20p per mile	
Motor Cycle			28p per mile
Pedal Cycle			20p per mile
Passenger Allowance			5p per mile
Reserve Rate *			28p per mile
Carrying heavy or bulky equipment			3p per mile

\* **Reserve rate** This is payable in the following circumstances:

- When employees attend training courses etc. which are not required by the employer. Where employees attend training courses etc. at the employers instigation the travel costs will be reimbursed at the standard rate.
- When employees are required to return to work or work overtime and incur additional travel to work expenses on that day
- If an employee uses their own vehicle when suitable public transport is available
- Where total daily mileage exceeds 120 miles per day, the total mileage including the first 120 miles will be paid at the reserve rate (total mileage below 120 miles per day will be paid at the standard rate)

### Eligible mileage

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 table below.

In this example the distance from the employee's home to the agreed work base is 15 miles		
Journey (Outward)	Distance	Eligible mileage
Home to base	15 Miles	None
Home to first call	Less than 15 miles	Eligible mileage starts after 15 miles have been travelled
Home to first call	More than 15 miles	Eligible mileage starts from home, less 15 miles
Journey (Return)		
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

### Lease Car Mileage

Where business mileage involves using a lease car through the NHS Fleet Solutions scheme, the prevailing HMRC advisory rate is payable, current details of which can be found at: [www.hmrc.gov.uk/cars/fuel\\_company\\_cars.htm](http://www.hmrc.gov.uk/cars/fuel_company_cars.htm)

**PRIVATE VEHICLE REIMBURSEMENT RATES – MEDICAL & DENTAL STAFF**

Car Engine Capacity	Regular User			Standard User		
	Regular User Allowance (per month)	Under 9,000 Miles pa	Over 9,000 Miles pa	Under 3,501 miles pa	3,501 to 9,000 miles pa	Over 9,001 miles pa
501 to 1,000	£42.33	29.7p	17.8p	37.4p	23.0p	17.8p
1,001 to 1,500	£52.17	36.9p	20.1p	47.3p	28.2p	20.1p
1,500 to 2,000	£63.33	44.0p	22.6p	58.3p	33.5p	22.6p
Over 2,000	£63.33	44.0p	22.6p	58.3p	41.0p	22.6p

Motor Cycles	Under 5,000 miles pa	Over 5,000 miles pa
125 cc or less	17.8p	6.7p
Over 125 cc	27.8p	9.9p

Public transport rate: 24p per mile  
 Pedal Cycles: 20p per mile  
 Passenger Rate: 5p per mile

Source: Annex A Section 7 of Pay Circular (M & D) 1\_2013

For further details about regular user payments reference to the Medical & Dental Terms and Conditions handbook or contact the Payroll Department.

**Lease Car Rate**

Where business mileage involves using a lease car through NHS Fleet Solutions scheme, the prevailing HMRC advisory rate, current details of which can be found at:

[www.hmrc.gov.uk/cars/fuel\\_company\\_cars.htm](http://www.hmrc.gov.uk/cars/fuel_company_cars.htm)

**Regular Users Allowances**

Allowances at regular user rates shall be paid to doctors who:

- (i) are classified by Bradford Teaching Hospitals NHS Foundation Trust as regular users and choose not, or are unable, to avail themselves of a Lease Car
- (ii) are new appointees to whom Bradford Teaching Hospitals NHS Foundation Trust has deemed it uneconomic, or is unable to offer a Lease Car
- (iii) are required by their employing organisation to use their own car on NHS business and, in so doing, either:
  - (a) travel an average of more than 3,500 miles a year; or
  - (b) travel an average of at least 1,250 miles a year; and
  - (c) necessarily use their car on an average of three days a week;
 or
  - (d) spend an average of at least 50% of their time on such travel, including the duties performed during the visits.

**Public Transport Rate**

Where total daily mileage exceeds 120 miles per day, the total mileage including the first 120 miles will be paid at the public transport rate (total mileage below 120 miles per day will be paid at the applicable regular or standard rates).

## SUBSISTENCE ALLOWANCES

These expenses are paid in accordance with:

- and for
  - Non-Medical Staff covered by Agenda for Change Terms and Conditions
  - Medical and Dental Staff and Consultants, reference will also be made to other national and local agreements or terms and conditions.

### Night Allowances

A night allowance may be claimed for necessary overnight absence from home. This allowance covers a period of twenty-four hours, plus any additional period not long enough to count for a day allowance.

The amount payable for each of the first thirty nights in any one place will be: actual receipted cost of bed and breakfast up to a maximum of: £55.00 (except where this is exceeded for genuine business reasons and agreed by the budget holder)

(ii) Meal Allowance per 24-hour period: £20.00

Night Allowances in Non Commercial Accommodation  
(Friends or relatives accommodation per 24 hour period): £25.00

After the first 30 nights' stay the allowances shall be reduced to the following rates: -

Married employees and employees with responsibilities equivalent to those of married officers. Maximum amount payable: £35.00

Employees without equivalent responsibilities of married officers and those staying in non-commercial accommodation. Maximum amount payable: £25.00

### Abnormally High Expenses

Exceptionally, an employee may necessarily incur higher expenses, which are not covered by the standard night allowance. In such cases, if approved by the budget holder, the Trust shall pay the total amount of the expenditure incurred provided that the employee produces satisfactory evidence of the amount necessarily and reasonably spent on accommodation and main meals during the period for which a night allowance is payable.

### Day Allowances

Absence over 5 hours away from base,  
including the lunchtime period between 1200 - 1400 hours £5.00

Evening Meal Allowance (More than 10 hours  
away from base and return after 1900 hours) £15.00

For the purpose of claiming subsistence expenses "Meal Allowance" is defined as a full breakfast, lunch or evening meal, but will always exclude alcoholic beverages.

A day meal allowance is payable only when an employee necessarily spends more than would have been spent at the employee's place of work.

#### **APPENDIX 4 (cont.)**

Incidental expenses allowance may be claimed by an employee up to £4.20 per 24 hour (subject to tax liability).

An employee who is required to work late at night in addition to day duty may be paid an evening meal allowance of £3.25 (subject to tax liability).

## **AIR TRAVEL – SUPPLEMENTARY INFORMATION/GUIDANCE**

### **Class of Air Travel**

All airline travel must be economy class, however in exceptional circumstances an upgrade may be permitted, for example:

- More flexible travel arrangements are absolutely necessary
- Redfern Travel Ltd offer a pre-negotiated preferential fares, are less than an economy fare
- The airline does not offer an economy fare for the journey to be undertaken
- Economy class is not available

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.

### **Itinerary Changes and Upgrades**

If itinerary changes are necessary en route, the traveller should contact Redfern travel Ltd. Subsequent upgrades are only permitted in exceptional circumstances.

### **Denied Boarding Compensation and Cancellations**

It is widely known that airlines overbook flights and offer compensation such as cash allowances, free tickets etc. to travellers to switch to other departures.

Travellers must NOT volunteer for denied boarding compensation when on the Trust's business. Evidence of such action will be referred to line management.

### **Unused/Void Airline Tickets**

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

### **Lost and Stolen Airline Tickets**

If you discover a paper airline ticket has been lost or stolen, immediately report the loss to Redfern Travel Ltd and the airline. All airlines charge a ticket replacement fee. In most instances this needs to be paid directly to the air ticket desk where a ticket replacement form will need to be completed. Lost electronic ticket receipts do not need to be replaced by the airline; contact Redfern Travel Ltd to ask them to email an additional copy.

### **Lost/Excess Luggage**

It is the airline's responsibility for recovering and compensating for lost luggage. Lost or delayed luggage must be reported to the airline that issued the traveller with the baggage receipts. A Property Irregularity Report (PIR) must be completed. It is unlikely the Trust's insurance company would pay out without a valid PIR. The Trusts policy will provide a certain level of cover and this is detailed in the literature and card provided to all travellers. The Trust will cover the cost of excess luggage where this been incurred directly in connection with the performance of the travellers work.

**Airport Transfers**

When transferring from airport to hotel and/or client office, the traveller should where available utilise complimentary airline chauffeur services. Most International hotels can provide a chauffeur service which can be arranged to meet the flight however a taxi may prove to be more cost effective. Consideration should be given to the country being visited and the most appropriate means arranged.