

Document Name	Travel and Subsistence Policy
Date for Review	This policy will be reviewed by Human Resources following consultation with the recognised Trades Unions in response to changes in relevant legislation and/or other NSDC policies, procedures or agreements.
Version Number	4
Approved by (CMT/JCC/Council/Committee)	JCC 22 November 2018
Responsible Business Manager	Tracey Piper

TRAVEL AND SUBSISTENCE POLICY

1. Mileage Allowances

- 1.1. Mileage will be paid to employees using their own vehicles for work based on the HMRC Business Mileage rate.
- 1.2. The allowance paid is not a contractual right and will be reviewed periodically CMT.
- 1.3. Travelling expenses for attendance at college are set out in the Training and Development Funding Agreement.
- 1.4. Travelling expenses for attendance on other training events and seminars shall be reimbursed at the actual cost of public transport (bus/taxi/train/car park) subject to production of a receipt. Where it is not practical to travel by public transport because of travelling times or location of venue, mileage may be claimed based on the HMRC Business mileage rate. Only mileage in excess of normal home to work* and work* to home mileage may be claimed.

2. Mileage Claims

- 2.1 All mileage claims must be submitted using the Selima Envoy Expense system.
- 2.2 Officers claiming mileage expenses must certify that:
 - They hold a valid driving licence;
 - They have a current insurance policy that indemnifies the Authority against all third party claims whilst the vehicle is being used on Authority business;
 - Their vehicle (if used) is compliant with all Road Traffic Legislation and in a roadworthy condition;
 - They have informed the DVLA of any notifiable medical conditions that may affect their ability to drive.
- 2.3 Details of officers' Tax, Insurance, MOT and driving licences will be entered into the Expense System by Administration Services and officers will not be reimbursed for mileage if any of their documentation details within the system are out of date.
- 2.4 Mileage or other travel costs will not be payable on journeys from home to the employee's normal place of work as this will be classed as normal home to work mileage except in circumstances detailed in 2.9 below.
- 2.5 Officers are responsible for entering details of their commutes in to the Expense System using 'My Settings'.
- 2.6 Where an officer travels from home to their first point of call and/or from the last point of call to home, the whole of the journey must be recorded on the Expenses System and the appropriate box ticked to indicate that the journey started and/or ended at home. Your normal home to work and/or work to home mileage will then be deducted automatically as appropriate.
- 2.7 Officers working pre-arranged or authorised paid overtime at the weekends should record mileage as stated above.

- 2.8 Where officers attend evening meetings or on-call, which means they go home prior to the start of the meeting, are on call-out or are undertaking *unpaid* work at weekends, they may claim mileage for all their travel (including home to work* and work* to home mileage). In these circumstances officers should record the journey as detailed above and must provide an explanation in the 'Reason' box of the Expense system as to why home to work and work to home mileage has not been deducted.
- 2.9 Where an officer on Council business leaves the business route for lunch or other private purposes, the claim should reflect the mileage up to the point of deviation and from the point of return to the business route.
- 2.10 The Council will not pay for any fines imposed on an official user for violation of the Road Traffic Act, relevant speed limits or parking restrictions.

3. **Train Fares**

- 3.1 Officers should contact their service area procurement cardholder in good time prior to the date of travel to arrange for the purchase of their train tickets. A list of procurement cardholders is available from Administration Services.
- 3.2 Other than in exceptional circumstances and subject to the prior approval of the Chief Executive or the relevant Director travel should be by the cheapest fare available according to the circumstances. Discounted fare tickets at any class of rail travel may be purchased provided that the cost does not exceed the standard class fare.
- 3.3 Where prior approval has been given airfares may be claimed in circumstances where air travel is more cost and time effective in comparison to rail travel.
- 3.4 Where a train journey is delayed the employee should check the rail company's Passenger Charter to determine whether compensation is payable. If compensation is payable the employee should collect a claim form from the ticket office, complete the travel / journey information and then hand it to their procurement card holder to make the claim and arrange for the compensation to be paid into the Council's bank account.

4. **Bus Fares**

- 4.1 A receipt or ticket must be produced in order to claim the bus fare.

5. **Taxi Cabs**

- 5.1 In cases where it is necessary to use taxicabs the amount will be reimbursed on the production of a receipt.

6. **Car Parking**

- 6.1 Car parking expenses will be reimbursed on production of a valid receipt or ticket.
- 6.2 The Council will not pay for any car parking fines incurred.

7. **Subsistence Allowances**

7.1 Breakfast, Lunch and Dinner allowances will not be paid other than in exceptional circumstances e.g. overnight stay where meals are not provided.

8. **Overnight Provision**

8.1 An allowance for overnight accommodation will only be provided in exceptional circumstances such as attendance at an approved conference or an event of more than one day duration or where it presented a more cost effective option than travelling at peak times.

8.2 Subject to the prior approval of the appropriate Business Manager / Director Officers who are required to stay away from home overnight whilst engaged on Council business (e.g. course attendance/ business meetings etc) will be reimbursed reasonable hotel expenses subject to the production of a valid VAT receipt. Wherever possible, hotel bookings should be made using a Council Procurement Card and in the Council's name to ensure that VAT can be reclaimed.

9.0 **Submission of Claims**

9.1 Claims shall normally be submitted monthly, and any submitted more than 6 months after the expenses were incurred shall be paid only with the express approval of the Section 151 Officer.

10. **Checking of Mileage Claims and Subsistence**

10.1 Officers should submit all mileage claims using the Selima Envoy Expense system. To ensure that only correct/valid journeys are being claimed for, all claims must be checked by the relevant manager/supervisor or other designated officer. The claims should also be checked to ensure they are made in accordance with the requirements set out above.

11. **Changes to Officers' Vehicles**

11.1 Officers are responsible for inputting details of any changes to their vehicles in the Envoy Expense system using 'My Settings'.

12. **Annual Renewal of Documents**

12.1 Payment of expenses will not be made where any of the documents on the Expenses area are out of date. It is therefore the officer's responsibility to provide up to date documentation to Administration Services as required to ensure the prompt payment of expenses.

13. **Review**

13.1 This policy will be reviewed by Human Resources following consultation with the recognised Trades Unions in response to changes in relevant legislation and/or other NSDC policies, procedures or agreements.