

Travel and Subsistence Policy

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

Introduction

Employees are expected to travel to and from their base in their own time and at their own expense.

Business Travel

Employees travelling on authorised business for the organisation will be entitled to claim fares for public transport. Reimbursement will be provided at standard rail travel or standard bus fares.

Taxis may only be used with prior authorisation from the employee's line manager. Exceptions may be made only in an emergency situation.

The organisation's preference is that employees walk or use public transport to attend meetings or visit services where practical. Employees should give consideration to the necessity of using their car and what alternative methods are available to physically attending a meeting such as web cams, online seminars, teleconferencing.

Employees may use a private car for business purposes when it is appropriate and only after receiving authorisation. Authorisation will only be given following registration with the organisation as a car user.

Meetings should be planned with efficient timing to avoid multiple trips. Car sharing should be normal practice where employees are attending the same venue. Employees will receive an additional allowance of 5p per passenger per mile where they carry another employee on journeys in the course of their work and where the journey is a requirement of the passenger's work (this is non-taxable in line with Inland Revenue regulations).

Where employees are required to travel in excess of 100 miles, where practical, this should normally be undertaken by train/public transport.

Employees must complete a car user registration form and provide evidence to their line manager of a current driving licence, comprehensive insurance which includes business purposes and an MOT certificate (if relevant). The line manager will sign the form that the relevant information has been checked and forward the completed form to Human Resources.

Registered car users will be able to claim allowances for business mileage by completing a mileage and travelling expenses claim form.

Car Users will be authorised as essential or casual users. Those posts which receive the essential car user allowance are detailed in Appendix 1.

Essential car users are defined as employees who are required to use their car to enable them to carry out the duties of their post on a regular basis, where other forms of transport would be inappropriate.

Casual car users are defined as employees who may occasionally be required to use their car to carry out their duties.

The decision on whether a post is categorised as an essential or casual car user rests with the Director of Loretto Housing. Annual Reports will be brought to relevant Board in respect of this.

Reimbursement

Mileage claims must be made on a mileage and travelling expenses claim form at the end of each month, forwarded to your line manager for signature and passed to Finance.

Mileage should be based on actual mileage undertaken.

Loretto Housing's mileage rates are based upon guidance from the Inland Revenue's approved mileage allowance payments.

Essential car users will receive a sum in their salary, which is currently, £73.40 per month (taxable as per the Inland Revenue). This sum is provided to assist with costs relating to servicing, MOT and general wear and tear. In addition, essential car users will receive reimbursement per mile, currently £0.38 (non-taxable as per the Inland Revenue).

Casual car users will receive reimbursement per mile, currently £0.45. This covers fuel costs and assistance with insurance.

Employees using their own bicycle for journeys in the course of their work will be reimbursed at the rate of £0.20 per mile (this is non-taxable as per Inland Revenue). Employees using a bicycle obtained through a Cycle to Work Scheme will have any mileage rate taxed in accordance with Inland Revenue regulations.

Employees using a motorcycle for journeys in the course of their work will be reimbursed at the rate of £0.24 per mile (non- taxable).

To claim reimbursement for public transport, a mileage and travelling expenses claim form should be completed and receipts attached.

An employee leaving home to travel to another site should deduct their normal home to base mileage from the total. An employee, who has travelled from home to base and back again and is travelling for an additional session on the same day, should claim the entire mileage.

Employees, who are on call, may claim reimbursement from home.

Change of Service

Employees who change their service at the request of the organisation will be entitled to receive reimbursement of additional travel expenditure for a period of six months.

Employees who change their service at their own request will be liable to pay additional travel expenses themselves.

Subsistence

Subsistence is when money is paid to an employee travelling on business for the organisation, to cover the cost of travel, accommodation, meals and other associated expenses. The rates of subsistence allowance are based on the duration spent away from the employee's normal place of work. It is therefore essential when completing a claim for subsistence that the time work started and finished are included.

Reimbursement will not be provided for alcoholic beverages and employees are reminded that they are not permitted to drink alcohol while on duty.

The following costs to cover employee's food and beverage expenses are not prescriptive, but should act as a guide only:

Self catering	£30 per employee per day
Bed & Breakfast	£25 per employee per day
Half Board	£20 per employee per day
All inclusive	£10 per employee per day

Budget recording sheets, signed appropriately by employees (accompanied by receipts where possible) should reflect actual expenditure.

Service Managers should verify all expenditure on an employee's return from a supported holiday. Any expenses not spent whilst on holiday must be returned to the Service.

Head Office employees must receive authorisation from their Section Head, prior to an overnight stay. Actual expenditure will be reimbursed on the production of receipts and must be reasonable.

Any employee found to have made fraudulent claims under this policy will be dealt with under the organisation's disciplinary procedure.

Senior Management Expenses

As part of the Chief Executive and members of the Co-ordinating Management Group's duties they may be required to have a business meeting over lunch or dinner with Committee members or partner agencies.

A maximum of £20 per person is provided to cover such expenses. Reimbursement will not be provided for alcoholic beverages.

All expenses incurred should be reasonable and will be reimbursed on the production of receipts.

A report will be presented to the Corporate Services Committee on an annual basis.

This policy should be read in conjunction with the Sustainability Policy.

Appendix 1

Director of Loretto Housing
Head of Housing
Housing Officer
Local Asset Coordinator
Training and SVQ Manager
Training and SVQ Officer

