

Travel and Expenses Policy

July 2018

HR Policy – Travel and Expenses:	HR34
Date Issued:	March 2018
Date to be reviewed:	Periodically or if statutory changes are required.

Policy Title:	Travel and Expenses Policy	
Supersedes:	All previous Travel and Expenses Policies	
Description of Amendment(s):	New Policy for CCG employees	
This policy will impact on:	All staff.	
Financial Implications:	Change to the travel and expenses rates	
Policy Area:	HR	
Version No:	1.1	
Issued By:	eMBED Health Consortium HR Team	
Author:	HR Policy Lead- adapted for local use by eMBED Health Consortium HR Team on behalf of Hull CCG	
Document Reference:	HR34	
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APPROVAL RECORD		
	SLT	16/05/2018
	Social Partnership Forum	21/09/2018
Consultation:	Internal Consultation	22/08/2018

Contents

Section		Page
1	Policy Statement	3
2	Principles	3
3	Impact Analyses	3
	3.1 Equality	
	3.2 Bribery Act 2010	
4	Scope	4
5	Policy Purpose and Aims	4
6	Travel Expenses	4
7	Subsistence	7
8	Other Expenses	7
9	Procedure	8
10	Implementation	9
11	Monitoring and Review	9
12	Associated Documentation	9
Appendix 1	Eligibility Mileage	10
Appendix 2	Registration form checklist	11
Appendix 3	Subsistence Allowances	13
Appendix 4	Equality Impact Assessment	14

1 POLICY STATEMENT

Travel is an integral part of the work of many NHS Hull Clinical Commissioning Group (CCG) staff and it is right that expenses incurred in travelling should be reimbursed.

Before travelling, employees should consider whether their journey is absolutely necessary and/or if they can car share.

Sections 17 & 18 of the Agenda for Change NHS Terms & Conditions of Service Handbook provides for the reimbursement of staff for mileage allowances and subsistence cost. To view the Agenda for Change NHS Terms & Conditions of Service Handbook go to the NHS Employers web site at www.nhsemployers.org and look for the Terms and Conditions handbook.

The purpose of this policy is to provide:

- A structured framework to claiming travel expenses
- Practical guidance to staff and managers on process and procedure
- Guidance to ensure that travel and expenses are claimed in a consistent, accurate and timely way
- Guidance on mileage allowance.

2 PRINCIPLES

The policy will be communicated to staff via team meetings/team brief and will be available on the intranet

3 IMPACT ANALYSES

3.1 EQUALITY

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

All staff are in receipt of the same travel and expense rates and we would expect employees to consider their own personal needs and plan so accordingly. The Equality Impact Analysis is attached at Appendix 3.

The application of this policy will be monitored alongside recruitment monitoring data to ensure fair application.

3.2 BRIBERY ACT 2010

The Bribery Act 2010 makes it a criminal offence to bribe or be bribed by another

person by offering or requesting a financial or other advantage as a reward or incentive to perform a relevant function or activity improperly performed. The penalties for any breaches of the Act are potentially severe. There is no upper limit on the level of fines that can be imposed and an individual convicted of an offence can face a prison sentence of up to 10 years.

The Bribery Act applies to this policy.

4 SCOPE

This policy and procedure is for employees on Agenda for Change terms and conditions.

5 POLICY PURPOSE AND AIMS

- 5.1 The purpose of this policy and procedure 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.
- 5.2 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 work duties away from home.
- 5.3 The rates and conditions are, where appropriate, those set out in the relevant Terms and Conditions Handbooks, or otherwise agreed by the organisation.
- 5.4 This document is mandatory and applies to all staff on Agenda for Change Terms and Conditions and interview candidates.
- 5.5 Any abuse of this policy will be investigated and may result in disciplinary action being taken.
- 5.6 Travel and expenses claims are subject to Tax and National Insurance Liabilities. Further details and HM Revenue and Customs guide to personal taxable allowance and rates are available at: www.hmrc.gov.uk
- 5.7 The CCG is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the CCGs Data Protection and Confidentiality and related policies and procedures.

6 TRAVEL EXPENSES

6.1 ELIGIBLE MILES

Staff will be reimbursed for miles travelled in the performance of their duties for the CCG which are in excess of the home to agreed work base return journey. Eligible miles are normally those travelled from the agreed work base and return. However when the journey starts at a location other than the agreed work base e.g. home, the

eligible miles will be as set out in Appendix 1.

6.2 CAR ALLOWANCE

All car mileage will be reimbursed at one of two Standard Rates for car drivers registered with the CCG regardless of the vehicle size. The mileage rate is dependent on car usage (see Agenda for Change).

6.3 RESERVE RATE

Any member of staff who does not register their vehicle with the CCG will be reimbursed at the Reserve Rate for any mileage claimed. The reserve rate is also implemented for specific reasons for travel such as – excess mileage due to NHS merger or organisational change, temporary moves or secondment.

6.4 LEASE CARS

For former NHS employer/organisation Lease Cars that transferred to a CCG on 1st April 2013 the mileage rate will be that at the point of transfer until the scheme expires. For Lease Cars from 1st April 2013 see the Agenda for Change Handbook.

6.5 MOTORCYCLE ALLOWANCE

Members of staff using a motorcycle for official journeys will be reimbursed a mileage rate as set out in the Agenda for Change Handbook.

6.6 PEDAL CYCLES

Members of staff using a pedal cycle for official journeys will be reimbursed a mileage rate as set out in the Agenda for Change Handbook.

6.7 PASSENGER RATE

When members of staff travel together on CCG business and separate claims would otherwise be made, the driver may claim a passenger allowance as set out in the Agenda for Change Handbook. The name and designation of all passengers must be shown on the claim form. Passenger allowance is not payable to lease car drivers.

6.8 OTHER ALLOWANCES

Staff will be reimbursed the reasonable parking, garage, toll and ferry costs when on CCG business on production of a valid parking receipt.

Managers will be expected to discuss and consider any request for a reasonable adjustment to allow an employee with a protected characteristic to be treated in a non-discriminatory way as a result of the application of this policy and the required adjustment put in place.

6.9 CALL OUT

Any member of staff called out to return to work following the normal working day will be paid at the Reserve Rate. This would only apply to employees on the CCG on call rota such as the Senior Team.

6.10 TRAINING COURSES/CONFERENCES/EVENTS

All employees attending manager approved training courses, conferences or events are eligible to claim mileage over and above home to work mileage on the Standard Rate. Course trainers providing training at a base other than their normal work base will claim mileage over and above home to work mileage on the rate that they are registered to receive.

Subject to the prior agreement of the manager, travel costs incurred when staff attend training courses or conferences and events, in circumstances when the attendance is not required by the CCG, will be reimbursed at the reserve rate.

6.11 EXCESS MILEAGE

Where there is a compulsory requirement for an employee to change their base of work on a temporary or permanent basis e.g. a merger of NHS employers, acceptance of another post as an alternative to redundancy, change of work base, the employee may be reimbursed their extra daily travelling expenses for a period of four years from the date of transfer. Mileage will be reimbursed at the reserve rate or through the submission of receipts, the cost of public transport. The HR30, Excess Travel Authorisation Form is available on the intranet.

If a member of staff who is claiming excess travel subsequently moves home they must complete a new Excess Travel Agreement Form (HR30) in order that the new mileages may be calculated and adjusted accordingly. Refer to the Agenda for Change Handbook for further information.

6.12 BULKY EQUIPMENT

Where, at the requirement of the employer, an employee carries heavy or bulky equipment in a private car, such as the communications team, an allowance will be paid for journeys on which the equipment is carried. (The equipment must be either of a weight that is unreasonable to be carried or alter the seating capacity of the vehicle). Refer to the Agenda for Change Handbook for current rates.

6.13 PUBLIC TRANSPORT

If an employee uses public transport for business purposes the cost of bus fares and standard rail fares will be reimbursed.

7 SUBSISTENCE

Any member of staff who is required to be away from home for business purposes may claim for additional costs that are incurred such as meals. Refer to Appendix 3 for current maximum reimbursement limits. Claims will be reimbursed on the basis of original receipts that must be attached to all claims. Copy receipts are acceptable, if agreed by the manager but these payments will be subject to income tax deductions. The organisation will not pay for the cost of any alcoholic beverages.

7.1 OVERNIGHT ACCOMMODATION

If a member of staff stays overnight in a hotel, or other similar accommodation, for business purposes that have been approved by their manager, the overnight costs, for bed and breakfast, will be reimbursed. In exceptional circumstances where accommodation is not available within the agreed limit, the employee should seek the most competitive rates and ensure that these are approved by the line manager prior to the expenditure being incurred. Any claims that exceed the agreed limit must be clearly noted to show that prior approval for the expenditure has been given. The cost of up to two further day time meals may be reimbursed in any 24 hours, up to the maximum of the appropriate meals allowance as detailed in the Agenda for Change Handbook.

8 OTHER EXPENSES

8.1 EXPENSES OF CANDIDATE FOR APPOINTMENT

Agreement to pay candidates interview expenses must be approved with the recruiting manager prior to interview. The recruiting manager is responsible for informing candidates of the process and handling the associated internal administration. Candidates must complete a Travel and Expenses Claim Form and Registration Form in order to facilitate payment. Payments will be made by BACS through the payroll system, never by cash. Reimbursement of expenses shall not be made to employees who withdraw their application or refuse an offer of appointment. Please refer to the CCG Recruitment and Selection Policy.

8.2 RELOCATION EXPENSES

Please refer to CCG Relocation Assistance Policy and Procedure.

8.3 REIMBURSEMENT OF SUNDRY EXPENSES

In exceptional circumstances it may be necessary for a member of staff to purchase sundry items which may be required in order to carry out their duties. The budget-holding manager must give prior approval for all such expenditure and original receipts must accompany the claim for reimbursement. The Clinical Commissioning Group would not expect sundry items to be purchased if they could be obtained through the normal purchasing procedure.

9 PROCEDURE

9.1 TRAVEL AND EXPENSES CLAIMS FORM SUBMISSION

All employees required to use their own vehicle for business purposes will have to provide the following documentation which will be copied and added to the employee's personal file. The documents must be kept up to date at all times.

- Driving Licence (paper and photo card)
- Car Insurance – including cover for business travel
- Car Tax
- MOT
- Completed registration form

A registration form checklist for recording is available in Appendix 2.

9.2 METHODS OF PAYMENT

Expenses payments will be made monthly with salary payments. All completed claim forms should be submitted monthly, usually by the 4th working day of the month following the claim, to ensure payment in the next month's salary. Payment will be withheld or delayed if the necessary documentation is not completed and appropriate procedures followed. It is the manager's/budget holder's responsibility to ensure that staff are made aware of the correct procedure to follow for the claiming of expenses. Refer to the intranet for claim submission deadlines and pay dates.

All claims should be made within 3 months of the expense taking place. Failure to do so may result in the claim being forfeited. The Chief Financial Officer will make a decision based on the facts available and their decision shall be final.

The CCG is committed to reimbursing legitimate claims that meet the criteria within this policy for travel and expenses. Any claims found to have been falsified or inflated in any way will be investigated and may result in disciplinary action being taken.

9.3 CLAIM FORM

Expenses payments will only be authorised if they are submitted on the correct form and accompanied by original receipts (except for mileage). The claim form (HR9) is available on the CCG intranet.

9.4 AUTHORISATION

Forms will only be accepted if the most direct route of travel is used. Only forms signed by an authorising manager will be accepted for payment. If the form is not signed it will be returned to the authorising manager, as will incorrectly completed forms.

9.5 EXEMPTIONS

There will be no reimbursement of:

- Parking fines

- Speeding fines
- A contribution towards vehicle running costs or additional personal motoring costs, (the mileage allowance is set at a level to include this).

The CCG forbids the use of mobile phones whilst driving.

10 IMPLEMENTATION

- 10.1 The implementation of this policy will be audited at appropriate intervals by the eMBED HR Team and reported to the CCG Governing Body.

Breaches of this policy may be investigated and may result in the matter being treated as a disciplinary offence under the CCG disciplinary procedure.

11 MONITORING AND REVIEW

This Policy is subject to frequent review in line with Agenda for Change NHS Terms and Conditions of Service and in line with the publication of the AA Guides indicating motoring costs. Amendments to mileage allowances will only take place if rates increase or decrease by 5%.

Date of review	Date of impact
November each year	January each year
April / May each year	July each year

- 11.1 The policy and procedure will be reviewed periodically by the eMBED HR Team in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

12 ASSOCIATED LOCAL DOCUMENTATION

- Disciplinary Policy
- Agenda for Change Handbook
- Recruitment and Selection Policy

Appendix 1 - Eligibility Mileage

Eligible mileage – illustrative example

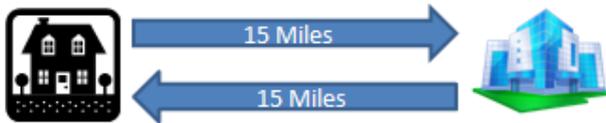
In this example the distance from the employee’s home to the agreed base is 15 miles

Journey (outward)	Distance	Eligible miles
Home to base	15 miles	None
Home to first call	Less than 15 miles	None - 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	None - Eligible mileage ends 15 miles from home
Last call to home	More than 15 miles	Eligible mileage ends 15 miles from home

Examples:

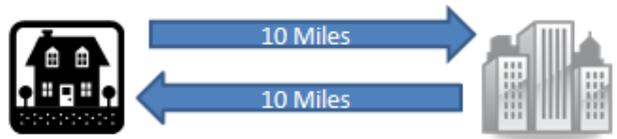
No Eligible Miles

Home to Base to Home



No Eligible Miles

Home to Meeting / Training to Home



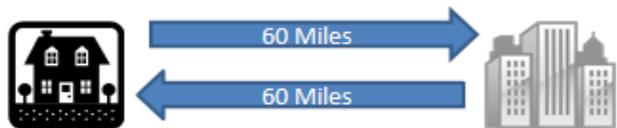
15 Miles to Claim

Home to Meeting / Training to Home



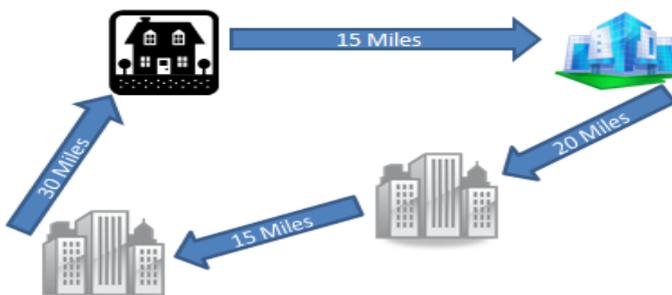
90 Miles to Claim

Home to Meeting/Training to Home



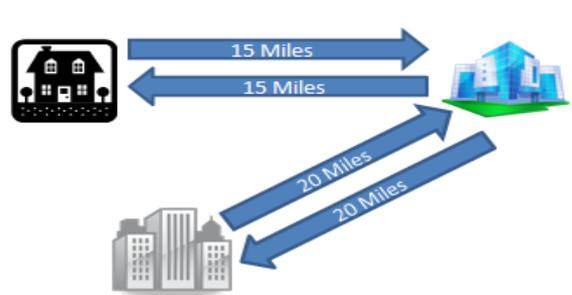
50 Miles to Claim

Home to Base to Meeting to Meeting to Home



40 Miles to Claim

Home to Base to Meeting/Training to Base to Home



‘All employees required to use their own vehicle for business purposes will have to provide the following documentation which will be copied and added to the employee’s personal file. The documents must be kept up to date at all times.’ (Travel and Expenses Policy section 6.1)

The employee shall produce documents for the line manager to scrutinise and record the relevant details. A new form shall be completed as documents are renewed e.g. insurance

	Effective date and expiry date (where applicable)	Manager name and date seen
Driving Licence (paper and photo card)		
Car Insurance - including cover for business travel		
Car Tax		
MOT		

This form shall be stored in the employee’s personal file.

Payroll form HR3, Record of Vehicle Details, (available on the intranet) should also be completed and returned to payroll.

Appendix 3 – Subsistence allowances

Schedule of recommended allowances

Night allowances: first 30 nights	Actual receipted cost of bed and breakfast up to a maximum of £55 (subject to the provisions of paragraph 18.3 if this is exceeded for genuine business reasons).
Meals allowance	Per 24 hour period: £20.00
Night allowances in non-commercial accommodation	Per 24 hour period: £25.00
Night allowances: after first 30 nights	Maximum amount payable: £35.00
Day meals subsistence allowances	Lunch allowance (more than five hours away from base, including the lunchtime period between 12:00 pm to 2:00 pm) £5.00 Evening meal allowance (more than ten hours away from base and return after 7:00 pm) £15.00
Incidental expenses allowance (this allowance is subject to a tax liability)	Per 24 hour period: £4.20
Late night duties allowance (this allowance is subject to a tax liability)	Per 24 hour period: £3.25

Appendix 4 – Equality Impact Analysis

HR / Corporate Policy Equality Impact Analysis:	
Policy / Project / Function:	Travel and Expenses Policy
Date of Analysis:	11 June 2018
Completed by: (Name and Department)	Stacey Oglesby HR Manager
What are the aims and intended effects of this policy, project or function?	The purpose of this policy is to provide: <ul style="list-style-type: none"> • A structured framework to claiming travel expenses • Practical guidance to staff and managers on process and procedure • To ensure that travel expenses are claimed in a consistent, accurate and timely way. • Guidance on mileage allowance
Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?	Upper limits have now been included
Please list any other policies that are related to or referred to as part of this analysis	<ul style="list-style-type: none"> • Disciplinary Policy • Agenda for Change Handbook • Excess Mileage Policy • Recruitment and Selection Policy
Who will the policy, project or function affect?	Employees
What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?	Consultation with employees of Hull CCG have been consulted on the policy Social Partnership Forum
Promoting Inclusivity and Hull CCG's Equality Objectives.	This Policy promotes inclusivity, it sets out the arrangements that will benefit all staff.
How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation?	

<p>How does the policy promote our equality objectives:</p> <ol style="list-style-type: none"> 1. Ensure patients and public have improved access to information and minimise communications barriers 2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job 3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve 4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs 	
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Equality Data	
<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1: Recruitment data, e.g. applications compared to the population profile, application success rates 2: Complaints by groups who share / represent protected characteristics 4: Grievances or decisions upheld and dismissed by protected characteristic group 5: Insight gained through engagement 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</p>

Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected at January 2018	
General	Total number of employees in the CCG is 79
Age	58.2% of staff are aged 30-55 34.2% of staff are aged over 55 7.6% of staff are under 30
Race	94.4% of staff employed in the CCG declared themselves White 5.6% selected undefined
Sex	72% of staff employed are female 28% of staff employed are male
Gender reassignment	No information as yet
Disability	46.8% of staff employed declared themselves as having no disability % of staff did not declare or selected undefined 3.8% of staff declared a disability
Sexual Orientation	48.1% of staff described themselves as heterosexual 51.9% did not wish to respond / undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG 32.9% 55.7% were undefined or did not wish to declare 7.6% of staff declared themselves as Atheist 3.8% of staff declared themselves as 'Other', Buddhist or Islam
Marriage and civil partnership	65.8% of employees are married 20.3% of staff are single 10.1% of employees are widowed/ divorced/legally separated 2.5% of staff are in a civil partnership 1.3% of employees have selected undefined
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

Assessing Impact

Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?
 (Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> ¹ exists (see footnote below – seek further advice in this case)
Gender	✓			This has been considered and has a neutral impact
Age	✓			This has been considered and has a neutral impact
Race / ethnicity / nationality	✓			This has been considered and has a neutral impact
Disability	✓			This has been considered and has a neutral impact
Religion or Belief	✓			This has been considered and has a neutral impact
Sexual Orientation	✓			This has been considered and has a neutral impact
Pregnancy and Maternity	✓			This has been considered and has a neutral impact
Transgender / Gender reassignment	✓			This has been considered and has a neutral impact
Marriage or civil partnership	✓			This has been considered and has

¹ [The action is proportionate to the legitimate aims of the organisation \(please seek further advice\)](#)

				a neutral impact
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Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy.	The CCGs internal 'portal' and external website signpost individuals to alternative formats such as large print, braille or another language.	CCG Communications		

Sign-off

All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs

I agree with this assessment / action plan

If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:

A handwritten signature in black ink, appearing to be 'M. J. ...', enclosed within a rectangular box.

Signed:

Date: 31 July 2018