



Travel and Subsistence Policy

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1.0	17/09/13	Matthew Hammonds	D	Draft of new policy
1.1	07//10/13	Matthew Hammonds	D	Updated following comments at WPPG
1.2	12/12/13	Matthew Hammonds	D	Final version agreed at JSG
2.0	15/01/14	Matthew Hammonds	A	Final version approved at SMG
2.1	Feb 19	Christine Brereton	D	Policy reviewed and remains fit for purpose with no changes
3.0	Feb 19	Christine Brereton	A	TMG approved review date for additional 3 years as policy is fit for purpose.
3.1	Feb 20	Suzanne Hartshorne	D	Updated with reference to fraud
3.2	Feb 20	Suzanne Hartshorne	D	Agreed at JSG
4.0	Feb 2020	Suzanne Hartshorne	D	Approved by TMG
4.1	Jan 21	Suzanne Hartshorne	D	Added duties and responsibilities for staff and managers and scope of expense claims.
4.2	January 21	Suzanne Hartshorne	D	Draft agreed at PDG 14/1/21
5.0	February 2021	Risk Team	A	Approved at TMG

A = Approved D = Draft

Document Author = Head of HR Operations

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If you would like to suggest amendments to this document please contact the document author.

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1. STAFF SUMMARY

- 1.1 This policy and accompanying employee guidance document sets out the principles and practices, which the Trust will employ in regards to travel and subsistence payments for staff.**
- 1.2 The Trust aims to support employees by ensuring they are appropriately, and fairly compensated, for expenses incurred in carrying out work on behalf of the Trust, whilst at the same time ensuring travel and subsistence arrangements are sustainable in the changing economic landscape.**

2. INTRODUCTION

- 2.1 The Trust recognises that it will be necessary for employees to incur cost in some instances whilst carrying out their role.
- 2.2 This policy aims to ensure that travel and subsistence allowances are authorised and paid in accordance with NHS terms and conditions of service, Managing Public Money and the Civil Service Management Code.
- 2.3 The Trust is committed to ensuring it has travel and subsistence arrangements that are clear and transparent and ensuring that staff are fairly reimbursed for any travel and subsistence expenses incurred as part of their duties.

3 PRINCIPLES

- 3.1 The Trust will pay travel and subsistence allowances in line with NHS terms and conditions of service with the exception of mileage rates, which are defined by local agreement. Any exceptions outside of the agreed allowances must be signed off by an Associate Director.
- 3.2 All claims for travel and subsistence must be accompanied by an employee declaration stating their claim is accurate, legitimate and incurred in the course of their duties. Managers must only approve claims, which they believe to be legitimate and reasonable for the employee in carrying out their duties.
- 3.3 To support the environment and Green agenda, prior to undertaking journeys, employees should consider, whether their journeys are necessary i.e. can the duties be performed satisfactorily virtually or by telephone, rather than in person. Undertaking the duties via a virtual meeting should always be considered first.
- 3.4 Employees will be reimbursed for miles travelled in the performance of their duties, which are in excess of the agreed home to work base return journey i.e. the home to base mileage must be removed from the claim as if the journey was undertaken as travelling from the base and not from home.
- 3.5 When attending training, employees will be eligible for overnight accommodation if the distance from their home address to the training venue is in excess of 1 hour as determined by AA route planner. Where accommodation is requested, this will be booked on behalf of the employee by the Trust. If meals are included in the accommodation booking then employees will not be permitted to claim any other subsistence in relation to meals. Accommodation will not be provided for 1 day training courses. Accommodation will not be provided prior to the course start date.
- 3.6 If employees are required to attend training then the principle of a day for a day will be applied. Arrangements for travel time are as detailed in the employee guidance that should be read in conjunction with this policy.

- 3.7 To ensure consistency, business mileage and time should be calculated by using the AA route planner for any claims made in relation to this policy.
- 3.8 If accommodation or use of public transport is required, this will be booked on behalf of the employee by the Trust, unless there is an urgent requirement, to ensure the Trust is able to take advantage of the most economical fares. Requests should be made in accordance with departmental arrangements at least 2 weeks prior to travel.
- 3.9 Where not part of standard duties, all claims for travel and subsistence must be approved by an employee's line manager prior to them being incurred. All travel claims for payment must be authorised via completion of the appropriate expenses form and by a manager who has authorised signatory approval for approving expenses; claims must not be authorised by colleagues or by those without authorised signatory. Any other expenses i.e. claim for meals, will only be paid on the production of appropriate receipts. Any claims for overseas travel must be authorised in advance by a Director. Non-adherence to these arrangements will be in breach of the Trust's Standing Financial Instructions and may be subject to disciplinary action.
- 3.10 We have a zero-tolerance approach to fraud and commit to investigate any claims suspected of being fraudulent, or excessive, in accordance with the Trust's Local Counter Fraud, Bribery and Corruption Policy. We reserve the right to withhold and withdraw the payment of expenses if you are suspected or it is proven that you have failed to comply with any of our policies and following investigation, disciplinary action may be taken.

4 DUTIES AND RESPONSIBILITIES

4.1 Director of Workforce & OD

The Director of Workforce & OD is responsible for this policy

4.2 Directors are responsible for:

- 4.2.1 Ensuring that they and their teams are familiar with this policy and the requirement for individuals to have appropriate levels of authorised signatory to approve any travel and subsistence claims;
- 4.2.2 Authorising any overseas travel and flights within their area of responsibility

4.3 Line Managers are responsible for:

- 4.3.1 Ensuring that they are familiar with this policy and their staff understand it prior to any expenses being incurred
- 4.3.2 Ensuring they, and their team members, have appropriate delegated financial authority to approve expenditure. Where managers do not already hold this as part of routine budget delegations, then the budget holder must formally delegate authority as needed to allow line management approval of appropriate staff expenses.
- 4.3.3 Any member of staff may potentially have reason to claim for travel and subsistence during the course of their employment. It is their line manager's responsibility to check the validity of any claim before they authorise the claim form.
- 4.3.4 Managers who approve mileage travel claims for staff must annually check the relevant driver and vehicle documents, specifically:
- Valid driving licence,

- Certificate of Motor Insurance policy document (with class 1 business cover)
- MOT Test Certificate
- Road Fund Tax,

The document check should be undertaken before they approve a claim. The process should be repeated annually as part of the appraisal process with records being held with the appraisal documentation.

- 4.3.5 In reviewing claims from staff it is the responsibility of line managers to ensure that items within the claim represent expenses that have been legitimately incurred or allowances, which may be legitimately claimed in accordance with this policy, including the requirement to examine receipts and other supplementary documentation provided by the claimant.

4.4 Human Resources

HR Department is responsible for ensuring this policy is periodically reviewed, including making amendments to reflect changes in rates issued nationally.

4.5 Responsibilities for Employees

- 4.5.1 Employees are responsible for ensuring that they have read and are familiar with this policy;

- 4.5.2 All employees have a responsibility for ensuring that their travel and expense claims are accurate and comply with this policy. In signing/submitting a travel/expenses claim form, they are confirming that the information in it is correct. Falsely claiming travel and other expenses to which they are not entitled is fraudulent, and will result in criminal and/or disciplinary action being taken.

- 4.6 To be eligible to claim mileage expenses, employees are responsible for holding an appropriate and valid driving licence for their class of vehicle. Employees are also responsible for ensuring that their vehicles are roadworthy, have a valid insurance and MOT certificates. In addition, where employees undertake business journeys on behalf of the Trust, they are responsible for ensuring the vehicle insurance is covered for business journeys; if an employee is involved in an accident whilst undertaking business journeys and they do not hold the relevant business insurance, the policy may be invalidated.

- 4.6.1 They must be fit to drive and ensure that their vehicle is safe to drive

- 4.6.2 Employees must only claim for allowable expenses and allowances actually incurred and only up to the maximum allowed by Agenda for Change terms and conditions, and supplemented by the Trust's own locally agreed terms and conditions.

- 4.6.3 Staff must be able to provide accurate, comprehensive details and reasons for journey/expenses. In line with HRMC guidance, the Trust will retain records of paper-based claims including copies of receipts for 3 years, from the end of the tax year the claim relates to. Information relating to the retention of records can be found <https://www.gov.uk/payee-for-employers/keeping-records>

- 4.6.4 Claimants must ensure that all claims are submitted to the authorising manager as soon as possible after expenditure has been incurred. All claims should be made within 3 months or 90 days. The only exceptions are where staff are on long-term sick leave.

- 4.6.5 Employees must immediately report damage and faults to their line manager in relation to Trust vehicles.

4.6.6 Employees should prioritise alternatives to travel for non-clinical meetings wherever possible e.g. teleconferencing i.e. Skype, videoconferencing via MS Teams/Zoom etc. However, where travel to non-clinical meetings is unavoidable, staff should make arrangements using the most cost-effective mode e.g. use of a Trust pool car, lift-sharing etc.

5 PROCESS FOR REVIEW AND REVISION

This policy will be reviewed in five years' time unless legislative or other changes necessitate an earlier review.

6 ASSOCIATED DOCUMENTATION

This policy operates in conjunction with the following documents:

- Lease Car Policy
- NHS Terms and Conditions of Service Handbook (section 17 and 18)
- Trust Travel and Subsistence – Employee Guidance
- Trust Standing Orders and Standing Financial Instructions
- Trust Scheme of Financial Delegation

7 MONITORING COMPLIANCE WITH THIS POLICY

All expense claims are authorised by line managers and samples are subject to periodic internal audit checks.

8 IMPLEMENTATION PLAN

This policy will be communicated via the following mechanisms:-

- Staff Update
- Locality meetings
- Trust intranet