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| **Human Resources** | **HR34 Travel and Expenses Policy**  |

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| **Version Number** | **Date Issued**  | **Review Date** |
| **1.0** | July 2022 | July 2025 |

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| **Prepared By:** | Beth Coombes  |
| **Consultation Process:** | North of England Commissioning Support (NECS) in partnership with CCG management and Trade Union organisations via the HR Policy Working Group and the CCG Partnership Forum. |
| **Formally Approved:** | July 2022 |
| **Approved By:** | ICB Board |

**EQUALITY IMPACT ASSESSMENT**

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| **Date** | **Issues** |
|  | To be completed, as outlined in the agreed 2022/23 HR EIA review schedule. |

**POLICY VALIDITY STATEMENT**

Policy users should ensure that they are consulting the currently valid version of the documentation. The policy will remain valid, including during its period of review. However, the policy must be reviewed at least once in every 3-year period.

**ACCESSIBLE INFORMATION STANDARDS**

If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact necsu.icbhr@nhs.net

**Version Control**

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| **Version** | **Release Date** | **Author** | **Update comments** |
| 1.0 | July 2022 | NECS HR | First Issue |

**Approval**

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| **Role** | **Name** | **Date** |
| Approver | ICB Board | July 2022 |

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1. **POLICY STATEMENT**

1.1 Travel is an integral part of the work of many of North East and North Cumbria Integrated Care Board (the Organisation) staff and it is right that expenses incurred in travelling should be reimbursed.

1.2 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 of conditions handbook.

1.3 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
* To ensure that travel expenses are claimed in a consistent, accurate and timely way.
* Guidance on mileage allowance

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

1. **PRINCIPLES**

2.1 The purpose of this policy and procedure is to outline the rules set out by the Clinical Commissioning Group for the reimbursement of travel and expenses that are necessarily incurred by any individual engaged on business approved by the organisation.

2.2 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 duties away from home.

2.3 The rates and conditions are, where appropriate those set out in the relevant Terms and Conditions Handbooks, or otherwise agreed by the organisation.

2.4 This document is mandatory and applies to all staff on Agenda for Change Terms and Conditions and interview candidates.

2.5 Any abuse of this policy will be investigated and may result in disciplinary action being taken.

2.6 Travel and expenses claims are subject to Tax and National Insurance Liabilities as detailed in Appendix 1.

**3.**  **TRAVEL EXPENSES**

3.1 **ELIGIBLE MILES**

Staff will be reimbursed for miles travelled in the performance of their duties for the Organisation 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 2.

3.2 **CAR ALLOWANCE**

All car mileage (including electric cars) will be reimbursed at one of two Standard Rates for car drivers registered with the authority regardless of the vehicle size. The mileage rate is dependent on car usage (see Appendix 3)

3.3 **RESERVE RATE**

Any member of staff who does not register their vehicle with the organisation will be reimbursed at the Reserve Rate (see Appendix 3) 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 attending training courses or for call out.

3.4 **LEASE CARS**

The mileage rate for lease cars is referenced in the Agenda for Change Terms and Conditions this is in line with HMRC Guidance..

3.5 **MOTORCYCLE ALLOWANCE**

Members of staff using a motorcycle for official journeys will be reimbursed a mileage rate as set out in Appendix 3

3.6 **PEDAL CYCLES**

Members of staff using a pedal cycle for official journeys will be reimbursed a mileage rate as set out in Appendix 3

3.7 **PASSENGER RATE**

When members of staff travel together on Organisation business and separate claims would otherwise be made, the driver may claim a passenger allowance as set out in Appendix 3. The name and designation of all passengers must be shown on the claim form. Passenger allowance is not payable to lease car drivers.

3.8 **OTHER ALLOWANCES**

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

3.9 **CALL OUT**

Any member of staff called out to return to work following the normal completion of their shift will be paid at the Reserve Rate.

3.10 **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.

3.11 **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. If an employee has a lease car, further advice should be sought from HR. Mileage will be reimbursed at the reserve rate or through the submission of receipts, the cost of public transport. Excess mileage authorisation form is set out in the Resource Pack.

If a member of staff who is claiming excess travel subsequently moves home they must complete a new Excess Travel Authorisation Form in order that the new mileages may be calculated and adjusted accordingly.

3.12 **BULKY EQUIPMENT**

Where, at the requirement of the employer, an employee carries heavy or bulky equipment in a private car, an allowance at the rate specified in Appendix 3 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).

3.13 **PUBLIC TRANSPORT**

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

# **4. SUBSISTENCE**

Any member of staff who is required to be away from home for business purposes may claim for additional costs that are incurred, up to the limits set within the Agenda for Change Terms and Conditions. Refer to Appendix 4 for 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.

4.1 **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 up to the limits set within the Agenda for Change Terms and Conditions. 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 Appendix 4.

# **5. OTHER EXPENSES**

5.1 **EXPENSES OF CANDIDATE FOR APPOINTMENT**

Agreement to pay candidates interview expenses must be approved with the appointing officer prior to interview and will be payable from entry to the first Port into the UK. The appointing officer 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.

5.2 **RELOCATION EXPENSES**

Please refer to the Relocation Expenses Policy.

5.3 **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 manager must give prior approval for all such expenditure and original receipts must accompany the claim for reimbursement. The Authority would not expect sundry items to be purchased if they could be obtained through the normal purchasing procedure.

**6. PROCEDURE**

6.1 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/scanned and added to the employees personal file. The documents must be kept up to date at all times.

* Driving Licence (paper and photo card)
* Car Insurance – including business

6.2 **METHODS OF PAYMENT**

Expenses payments will be made monthly with salary payments. All completed claims should be submitted, within the appropriate Expenses deadlines, for payment in the next month’s salary. Payment will be withheld or delayed if the necessary documentation or process 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.

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 Executive Director of Finance will make a decision based on the facts available and their decision shall be final.

6.3 **CLAIM FORM**

Expenses payments will only be authorised if they are submitted on the correct form or through the correct e-Expenses process and accompanied by original receipts (except for mileage).

6.4 **AUTHORISATION**

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

6.5 **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 Organisation forbids the use of handheld mobile phones whilst driving.

**7. EQUALITY STATEMENT**

In applying this policy, the Organisation 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, in addition to offending background, trade union membership, or any other personal characteristic.

**8. DATA PROTECTION**

In applying this policy, the Organisation will have due regard for the Data Protection Act 2018 and the requirement to process personal data fairly and lawfully and in accordance with the data protection principles. Data Subject Rights and freedoms will be respected and measures will be in place to enable employees to exercise those rights. Appropriate technical and organisational measures will be designed and implemented to ensure an appropriate level of security is applied to the processing of personal information. Employees will have access to a Data Protection Officer for advice in relation to the processing of their personal information and data protection issues.

**9. MONITORING AND REVIEW**

This Policy is subject to frequent review in line with Agenda for Change NHS Terms and Conditions of Service 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%.

In addition the policy and procedure will be reviewed periodically by Human Resources in conjunction with Organisation and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

# **10. Associated Documentation**

* + Disciplinary Policy
	+ Agenda for Change Handbook

**Appendix 1 - Tax and National Insurance Liabilities – From 1st July 2013**

For details of HM Revenue and Customs guide to personal Taxable Allowances and Rates

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Mileage reimbursement is a ‘payment’ from your employer that can be subject to tax and national insurance deductions on the whole amount. However if the payment is clearly for costs incurred in the performance of an employee’s duties then tax relief can be obtained.

If you are reimbursed for travel that is not considered to have been undertaken in the course of an employee’s duties, then there will be no tax relief available and the full amount will be considered as income and subject to tax and national insurance accordingly.

HMRC operate an Approved Mileage Allowance Payment (AMAP) which enables tax free reimbursement. Table 1 below provides information for the current tax year as an example for guidance only as these may be revised at any time dependent on government policy.

The total miles travelled, regardless of the rate at which they are reimbursed, will be reported to the Inland Revenue at the end of the financial year in order that taxable benefit can be calculated. The taxable benefit will feature on each employee's P11D if you are not covered under the taxed at source ararngement.

Table 1 – AMAP rates (Amended motoring Costs as at 1 April 2014)

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| **Type of vehicle** | **Tax year** |
| Cars up to 3,500 miles | 56p per mile |
| Cars over 3,500 miles | 20p per mile |
| Motorcycle | 28p per mile |
| Bicycle | 20p per mile |

Any queries relating to your tax position should be directed to your local tax office

| Type of payment | Tax liability | National Insurance liability |
| --- | --- | --- |
| Business Miles | The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangment for your Organisation. | Deducted on profit element of mileage |
| Reserve Rate | The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangment for your Organisation. | Deducted on profit element of mileage |
| Excess travel | If the change of base is permanent there is a liability for tax which will be deducted from pay.There is no liability if the change is temporary for less than 24 months. | As with tax |
| Passengers | The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangment for your Organisation. | No liability |
| Pedal Cycles | The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangment for your Organisation. | No liability |
| Course/Study Travel (now Reseve Rate) | The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangment for your Organisation | No liability |
| Home to base travel | There is a liability for tax which will be deducted from pay.  | As with tax |
| Othertravelling expenseseg parking, toll charges | Provided that these are supported by receipts there is no tax liability | As with tax |
| Subsistence and other reimbursements | Provided that the expense is receipted and is a reimbursement of amounts actually paid, there is no tax liability. Copy receipts are acceptable if agreed by the manager but these payments will be subject to income tax deductions | As with tax |
| Relocation Expenses | Tax free up to £8,000 provided that expenditure falls within the categories set out in the Inland Revenue Regulations. | As with tax |

**Appendix 2 - Eligibility Mileage**

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| 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 | 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 |

# **Appendix 3 – Mileage Rates**

Rates will be reviewed twice a year April / May (to match release of AA Guides) and again in November. Should rate calculation amend mileage costs either up or down by 5% this will be amended to affect mileage claims from July onwards (after April/May) or January (following November).

Current mileage rates can be found on the NHS Employers website within the NHS Agenda for Change Handbook in section 17, with details of how the rates are calculated contained in Annex L – [www.nhsemployers.org.uk](http://www.nhsemployers.org.uk)

**Appendix 4 - Subsistence rates**

The rates listed below are subject to periodic change and so the Agenda for Change Handbook should be checked for the latest rates – [www.nhsemployers.org.uk](http://www.nhsemployers.org.uk)

1. Night allowances: first 30 nights - Actual receipted cost of bed and breakfast up to a maximum of £55.

2. Night allowances in non-commercial accommodation - Per 24 hour period: £25.00

3. Night allowances: after first 30 nights - Maximum amount payable: £35.00

4. 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

5. Incidental expenses allowance (this allowance is subject to a tax liability) –

Per 24 hour period: *£4.20*

6. Late night duties allowance (this allowance is subject to a tax liability) –

Per 24 hour period: £3.25

# **Appendix 5 - Equality Impact Assessment**

Equality Impact Assessments will be updated to include statistical data. Equality Impact Assessments will be updated and included in each Human Resource policy, as per the agreed 2022/23 HR EIA review schedule