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Ysgol Bae Baglan

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Travel and Subsistence Payments Policy

MONITORING AND EVALUATION OF POLICY

This policy will be reviewed annually.

Date passed by Governing Body: Nov 15th 2017

Chairman.....

E.V. Latham

Travel and Subsistence Payments Policy



Human Resources

APPROVED BY

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1. POLICY STATEMENT

It is the aim of the Authority to utilise the most cost effective method of transport for all journeys at all times. The discretionary elements contained within relevant national/local agreements will be interpreted by the Authority in the best interest of the Council and its employees, within the financial resources of the Authority.

To ensure that all business journeys are absolutely necessary, whether inside or outside the County Borough area and that the most cost effective method of travel is used by all employees. The checklist in **Appendix 1** must be completed by employees before the line manager authorises the use of the employees own vehicle.

PART A – REIMBURSEMENT OF EXPENDITURE – MEALS AND OVERNIGHT ACCOMMODATION

2. ELIGIBILITY

1. Eligibility

Eligible employees, which **exclude** those employed by schools with fully delegated personnel powers, are entitled to claim a **reimbursement of approved additional expenses** in accordance with the following guidelines:-

1.1 Within the Neath Port Talbot/Swansea/Bridgend CBC Area

Expenditure incurred on meals in respect of any official duty/ course of training **within** the area designated above will **not** be reimbursed.

1.2 Outside the Neath/Swansea/Bridgend CBC Area.

- (a) Approved expense payments are only payable where an employee incurs an **additional cost** in purchasing a meal. The amount payable will be the **additional cost** over and above normal arrangements, up to the maximum level set out in paragraph 2 of this document.
- (b) All claims in respect of overnight accommodation must be accompanied by a receipt. The cost of bed and breakfast must be approved by the employee's Head of Service in advance.
- (c) Where main meals (i.e. breakfast, lunch or dinner) are taken on trains/buses, the reasonable cost of the meals may be reimbursed in full on the production of receipt(s).

1.3 **Neath Port Talbot CBC employees with FIXED CENTRES**

OUTSIDE of the Neath Port Talbot/Swansea/Bridgend CBC Area

- (a) As in paragraph. 1.1 above, expenditure incurred on meals in respect of any official duty/ course of training **within** a radius of 16 miles of the fixed centre will **not** be reimbursed.
- (b) Expenditure incurred on meals in respect of any official duty/ course of training **outside** a radius of 16 miles of the fixed centre **paragraph 1.2** of this document will apply.

Subject to eligibility (see Paragraph 1), employees necessarily incurring **additional expense** in the course of their work in respect of meals and/or accommodation will be reimbursed the approved additional actual cost expenses up to the maximum level set out below. The approved expenses for additional expenditure incurred on meals and accommodation will normally be **no more** than the amounts set out below.

Breakfast - up to £5.84 Tea - up to £3.33

Lunch - up to £8.33 Evening Meal - up to £14.02

Bed and breakfast - up to £86.02 (outside London)

Bed and breakfast - up to £111.55 (within London)

In exceptional circumstances, expenses in excess of the prescribed maximum will be reimbursed subject to the approval of the employee's Head of Service.

Additionally, an **allowance** of £4.89 per night will be payable in respect of "out of pocket" expenses where an overnight stay is involved.

The above locally determined scheme of approved expenses will be applicable from 1st July 2017 and will be reviewed annually.

- (a) **Breakfast:** the employee must be away from the fixed centre or home, whichever is relevant, for more than four hours before 11.00 am
- (b) **Lunch:** the employee must be away from the fixed centre or home, whichever is relevant, for more than four hours including the period of 12 noon to 2.00p.m.
- (c) **Tea:** the employee must be away from the fixed centre or home, whichever is relevant, for more than four hours, including the period 3.00 pm to 6.00 pm
- (d) **Evening meal:** the employee must be away from the fixed centre or home, whichever is relevant, for more than four hours, ending after 8.00 pm
- (e) **Out of pocket allowance:** the employee must be away from their home overnight.
- (f) If the absence falls between (c) and (d) above only one of the approved expenses will be reimbursed, whichever is the most appropriate.

These new rates will replace all existing rates.

These allowances are effective from 1st July 2017 and will be subject to annual review.

4.1 Please note that shortest journey routes will be paid for all business journeys.

5. MOTOR VEHICLE ALLOWANCES

Car allowance payments in respect of authorised business journeys will be paid, as follows:

Tax - Rates per business mile		
Type of vehicle	First 10,000 miles	Over 10,000 miles
Cars and vans	45p	25p
Motorcycle	24p	24p

6. ELIGIBILITY

All employees are eligible to be paid a motor vehicle allowance for using their private motor vehicle for authorised business journeys, **provided their vehicles are roadworthy and they have the appropriate business insurance cover.**

7. LIMITATION ON THE ALLOWANCE

The Authority, in exercising its discretionary powers contained within the relevant National agreement, has determined it appropriate to pay only the car allowances, as detailed in Paragraph 4.

8. BUSINESS JOURNEYS OUTSIDE THE NEATH PORT TALBOT/SWANSEA/BRIDGEND CBC AREA

- (a) Firstly, all employees must enquire in advance as to the availability of a Council fleet vehicle or a hire vehicle, as appropriate, for pre-planned journeys. If a vehicle is available then it must be utilised. If the use of a fleet or hire vehicle is refused by an employee and a private vehicle is used for the journey, then no payment will be made. However where no such vehicle is available and authorisation is granted by your manager in advance of undertaking the journey then reimbursement will be in line with the allowances set out in paragraph 4

- (b) Secondly, the opportunity to share a vehicle with a colleague who is travelling on the same journey must always be explored. The reason for not sharing a vehicle in obvious cases of duplication will be questioned by the employee's certifying officer.

- (c) Where a journey starts and finishes at home without a visit being made to the fixed centre, the normal travel to work mileage must be deducted from the total mileage. **Only the excess mileage can be claimed.**

9. BUSINESS JOURNEYS WITHIN THE NEATH PORT TALBOT/SWANSEA/BRIDGEND CBC AREA

- (a) Employees need to check the availability of a Council fleet vehicle in the first instance as detailed in paragraph 7 (a).
- (b) Where use of a private motor vehicle is authorised, the appropriate mileage rate as detailed in paragraph 4 will be paid.
- (c) For journeys that start at the home and require an official business visit en-route to the fixed centre, or vice versa on the return journey home, the actual mileage **less** the home to fixed centre/fixed centre to home mileage must be claimed, i.e. **the excess mileage travelled**.

10. BUSINESS JOURNEYS OF NEATH PORT TALBOT CBC EMPLOYEES WITH FIXED CENTRES OUTSIDE OF THE NEATH PORT TALBOT/SWANSEA/BRIDGEND CBC AREA

- (a) Journeys which have a destination **outside** a 16 mile radius of the fixed centre – **paragraph 7** of this document will apply.
(NB. Use of pool or hired vehicles in close proximity of fixed centre).
- (b) Journeys which have a destination **within** a 16 mile radius of the fixed centre – **paragraph 8** of this document will apply.
(NB. Use of pool or hired vehicles in close proximity of fixed centre).

11. WORK OUTSIDE NORMAL WORKING HOURS (I.E. "RETURN TO WORK" AND ATTENDANCE ON DAYS NOT NORMALLY WORKED)

Where an employee is required to attend work outside his/her normal working hours the following car allowance payment arrangements will be applicable:

- (a) **Additional hours worked** where an extra journey is made by an employee from home to his/her fixed centre or to another location:
 - (i) If overtime is payable for the additional hours worked - only any excess mileage incurred, over and above the normal "home to work" return journey, may be claimed;
 - (ii) If no overtime is payable for the additional hours worked - the normal "home to work" journey, and return, will be eligible for payment, together with any business mileage travelled, as appropriate.
- (b) **Additional hours worked including "callouts" when on standby** - the actual mileage travelled will be eligible for payment in respect of journeys from home to an employee's fixed centre, or to another location, and return, irrespective of whether a payment is made for working such additional hours.

Note: All claims for journeys **between home and fixed centre, and vice versa**, made in accordance with 9(a)(ii) and 9(b) above must be submitted on claim form TR3 (purple form) if the employee does not have access to the on-line 'Envoy' claims system. This additional claim form has been introduced as HMRC regulations require all such journeys to be separately identified as they are subject to tax and N.I. deductions at source, via the payroll system. No other journeys should be recorded on the purple form.

12. PARKING FEES

Where parking fees are incurred for business journeys away from the vicinity of the fixed centre re-imbusement will be made upon production of a valid receipt. This does not include parking fees incurred for commuting journeys at the fixed centre. However employees who have purchased a Neath Port Talbot Parking Permit are not liable for parking fees required at any of the Monday to Friday designated employee car parks within the Neath Port Talbot area.

13. TOLL FEES

Where toll fees are incurred during business journeys (i.e. not commuting travel to/from the fixed centre) re-imbusement will be made upon production of a valid receipt.

14. MOTOR VEHICLE ALLOWANCE CLAIMS - PROCEDURE

- a) **All claims** submitted for reimbursement of mileage allowance for journeys travelled must be supported by a VAT receipt for fuel purchased.
- b) **Online Claims** - employees that have access to the Council network should complete travel and expenses claims on-line using the "Envoy" system:
<http://travs.neath-porttalbot.gov.uk/expense/login/login.aspx> .
- c) **Manual Claims** - employees without regular access to the Council network should continue to complete paper claim forms,

There are separate claim forms for destinations:-

- (a) **inside** the Neath Port Talbot/Swansea/Bridgend CBC area; or for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **WITHIN** a 16 mile radius of the fixed centre.

and;
- (b) **outside** the Neath Port Talbot/Swansea/Bridgend CBC area or for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **OUTSIDE** a 16 mile radius of the fixed centre.

All car allowance claims must be submitted on a monthly basis, by no later than the 8th of the following month. A prompt submission of the car allowance claim will ensure that any queries arising from a certifying officer can be dealt with immediately. **It is to be noted that, in any event, claims which are not received within 3 months will not be paid.**

For purposes of clarification, if not submitting an online claim, please note that the:

White claim form (TR1) is to be used for journeys which have a destination **within** the Neath Port Talbot/Swansea/Bridgend CBC area *or* for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **WITHIN** a 16 mile radius of the fixed centre.

Yellow claim forms (TR2) are to be used for all journeys which have a destination **outside** the Neath Port Talbot/Swansea/Bridgend CBC area *or* for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **OUTSIDE** a 16 mile radius of the fixed centre.

Finally, purple forms (TR3) are **only** to be used in those very limited circumstances where a car allowance is payable for taxable journeys in relation to home to fixed centre journeys (see Paragraph 10).

15. TRAINING COURSES, SEMINARS AND COLLEGE/DAY RELEASE COURSES

All travel and subsistence claims in relation to attendance at training courses, seminars and college/day release courses must be made using the online 'Envoy' claims system. Employees without access to the on-line claims system must submit their claims on forms TR5A/B instead.

PART C – OTHER MODES OF TRANSPORT

16. GENERAL POLICY

All employees should endeavour to utilise the most effective method of transport at all times, especially in respect of journeys outside the Neath Port Talbot/Swansea/Bridgend CBC area or for journeys of Neath Port Talbot CBC employees with FIXED CENTRES OUTSIDE of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination OUTSIDE a 16 mile radius of the fixed centre.

17. RAIL TRAVEL

Rail travel can be the most effective method of transport on occasions. Where a train is to be used the following procedure will apply:

- Approval to travel by train must be authorised by the employee's Head of Service in advance of the journey.
- The employee must contact the nominated officer in their own directorate to obtain a travel warrant, or book tickets in advance if more cost effective.

18. ALTERNATIVE MODES OF TRANSPORT

As an Authority we aim to reduce the reliance of commuting staff on the use of private cars, and to encourage the use of more sustainable modes of transport. This in turn will help reduce environmental impact and help create a healthier workforce.

'Pool Bicycles', for appropriate business journeys, are available from and can be booked at The Quays, subject to the specified requirements of this facility.

A number of initiatives are in place, including:-

- For cyclists – showers and lockers have been provided in The Quays. At certain times of the year a salary sacrifice scheme, may be available, whereby employees can purchase bicycles for personal use, via a tax efficient method. This scheme will be advertised to employees when available.
- Bus passes - Employees can collect a Carnet for business purposes, or purchase one for personal travel, from Passenger Transport in The Quays (tel 01639 686937) or from the Cash Offices in Neath and Port Talbot Civic Centres.

CHECKLIST FOR BUSINESS JOURNEYS

This checklist has been developed to ensure that all business journeys are absolutely necessary, whether inside or outside the County Borough area and that the most cost effective method of travel is used by all employees. This checklist must be completed by the employee before the line manager authorises the use of the employees own vehicle.

Employee Name and Pay No: _____

Details of Journey:

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| 1. Is the journey absolutely necessary? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. Have you considered using other means of carrying out the meeting eg telephone conferencing, facetime etc | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3. Is a fleet vehicle available eg pool car | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 4. Will a hire vehicle be more cost effective? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 5. Would a train be more cost effective? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 6. Have you explored car sharing with a colleague? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

Signed (Employee): _____

Date: _____

Approved (Line Manager): _____

Date: _____