



## Travel Expenses Procedure

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Lead Manager:	Director of Financial Operations
Responsible Director:	Director of Finance
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## 1 Introduction

- 1.1 This Procedure outlines the approved processes to purchase and reimburse travel, hotels and business subsistence.
- 1.2 Staff are expected to both minimise costs, without impairing the efficiency of the Trust, and to avoid any unnecessary cost to the organisation.
- 1.3 In general, reimbursement for any costs will be made only on production of receipts or invoices.
- 1.4 Expenses incurred on behalf of the Trust are to be recorded in detail on the approved expense claim form, available on the Intranet. Claims should be submitted within a month of the expense being incurred. **The Trust will not reimburse expenses which are more than 3 months old.**
- 1.5 You are entitled to claim reimbursement for official mileage, i.e. business journeys to and from a place which is not your standard place of work (less the relevant mileage you would have incurred in travelling from / to your home).

## 2 Purpose

- 2.1 To ensure that employees of the Trust are correctly reimbursed for travel and subsistence and that the contracted supplier of hotel, rail and air bookings is used as appropriate.

## 3 Scope

- 3.1 All travel and subsistence incurred by all and any staff of the Tavistock and Portman NHS Foundation Trust and any affiliated authorities and companies.

## 4 Duties and responsibilities

### Chief Executive

- 4.1 The Chief Executive has overarching responsibility for ensuring the content of this Procedure is applied consistently and fairly across the Trust.

### **Director of Finance**

- 4.2 The Director of Finance is the named officer responsible for ensuring the content of this Procedure is applied consistently and fairly across the Trust.

### **Finance Department**

- 4.3 The Finance Department is responsible for providing accurate and timely advice to managers and employees to ensure that the Procedure is appropriately utilised across the Trust.

### **Line Managers**

- 4.4 Line managers and team leaders are responsible for the dissemination and implementation of this Procedure within their teams.

### **Employees**

- 4.5 Employees are responsible for taking due consideration of this Procedure and for ensuring that all details on any claim form are true and accurate.
- 4.6 Those employees who are in receipt of expenses are responsible for ensuring they are receiving the correct reimbursement and where there is a potential discrepancy, immediately flagging this to their manager or team leader.
- 4.7 The **Local Counter Fraud Specialists** are responsible for investigating any suspected fraudulent claims.

## **5 Procedures**

### **SECTION A - TRAVEL AND HOTELS**

#### **Car Travel**

- 5.1 Official mileage is travel undertaken as part of your job and as agreed by your Line Manager. The Trust will only reimburse you for accumulated mileage that is over and above your normal commute and will not reimburse you for travel from your home to your regular place of work.
- 5.2 It is the responsibility of the employee to ensure that, if they are required to use their own private car on company business, their insurance policy covers business use.

- 5.3 Employees authorised to use their own car on Trust business should make claims in accordance with the expense claim form available on the Intranet.

#### **Car Parking**

- 5.4 Car parking expenses incurred whilst on official business should be claimed using the claim form. Receipts should be produced in all cases.

#### **Speeding Tickets, Penalty Notices and Fines**

- 5.5 The Trust will not reimburse employees for any fines incurred on Business Travel.

#### **Lift Shares**

- 5.6 When more than one employee is attending a conference/course or meeting, transport should, wherever possible, be shared - with only one employee claiming for travel costs.

#### **Rail Travel**

- 5.7 Staff will ordinarily be expected to book standard class tickets when travelling by rail.
- 5.8 In exceptional circumstances only, first class travel is permitted, provided that:
- The journey is approved by one of, the Chief Operating Officer, the Director of Education / Dean of Post Graduate Studies or the Deputy Chief Executive / Director of Finance
  - The journey length is 90 minutes or more
  - There is a strong operational justification
  - The claimant can provide documentary proof that the cost of such travel is less than the standard fare
- 5.9 All staff are expected, where possible, to book travel in advance and to book using the cheapest practical fare.

**Booking should only be made through the Capita booking portal. Department purchasing cards should not be used for this.**

## **Tube Tickets / Bus Travel**

- 5.10 Tube travel expenses, if incurred, should be claimed for on the claim form.
- 5.11 Bus travel expenses should be claimed for on the claim form.

## **Air Travel**

- 5.12 Air travel is permitted only with permission of the Chief Executive, Deputy Chief Executive / Director of Finance, Chief Operating Officer or the Director of Education / Dean of Post Graduate Studies.
- 5.13 Staff will, ordinarily, be expected to travel economy / standard class (regardless of the length of the journey).
- 5.14 Business Class travel may be permissible under certain, limited, circumstances. This will normally be where the flight is long (of more than 5 hours duration) and where in the opinion of the Chief Operating Officer, the Director of Education / Dean of Post Graduate Studies or the Deputy Chief Executive / Director of Finance there is a justifiable operational reason (such as the need to work on sensitive information whilst travelling).
- 5.15 Consideration will also be given in circumstances where the claimant starts work immediately after their journey or where there are access / disability issues.
- 5.16 First Class airfare is not permitted under any circumstances.

**Booking should only be made through the Capita booking portal. Department purchasing cards should not be used for this.**

- 5.17 Staff travelling abroad are expected to take out their own insurance cover, the cost of which will be reimbursed by the Trust.

## **Training Courses and Conferences**

- 5.18 Mileage expenses, incurred as a result of travel to conferences / training courses, can be claimed in line with the details set out above for travel.

## **Hotel Bookings**

- 5.19 **All bookings for hotels should be made through the Capita booking portal. Department purchasing cards should not be used for this.**

## **Hotel Allowances (Bed and Breakfast)**

5.20 The following allowances are permitted:

- Within the UK but outside London - up to a maximum of £80
- Within London – up to a maximum of £120
- Overseas – up to a maximum of £120

## **SECTION B – SUBSISTENCE ALLOWANCE**

5.21 The purpose of this section is to reimburse employees for any necessary extra costs of meals, accommodation and travel arising from official duties away from home.

5.22 With Budget Holder approval, overnight stays on Trust business may attract a meal allowance, to cover the cost of a main evening meal and one other daytime meal at the rate set out below

- Lunch allowance - £6.00 within the UK, £15 overseas
- Evening meal allowance - £25.00 within the UK, £30 overseas

5.23 Where accommodation and meals are provided without charge to employees, e.g. on training courses, no subsistence will be payable.

5.24 To claim an evening meal allowance an employee would normally be expected to be away from base for more than ten hours and unable to return to home before 7.00pm (and as a result of the late return is required to purchase an evening meal).

5.25 Employees may qualify for both lunch and evening meal allowance in some circumstances.

5.26 There will be occasions where, due to the time of departure, there will be the necessity to take a meal but the conditions relating to the time absent from the base are not met. This, and any other exceptions to the rules, may be allowed at the discretion of the Budget Holder.

## **6 Training Requirements**

- 6.1 Employees who book travel on the Capita system ('bookers') will require training on its processes.
- 6.2 Training requirements will be assessed yearly and new training rolled out if deemed necessary.

## **7 Process for monitoring compliance with this Procedure**

- 7.1 Within their contract, Capita will report Management Information, monthly, to the Finance Department. This information will be used to monitor compliance with this Procedure.
- 7.2 Staff purchasing cards will be checked by Finance to ensure no travel bookings are being made using these cards.
- 7.3 Mileage expenses claims will also be monitored by Finance.
- 7.4 Should anything occur that Finance believes is contrary to the Procedure it will be reported to EMT and, possibly, to the Local Counter Fraud Service. Improper use of the Procedure could result in disciplinary, civil or criminal action.

## **8 References**

N/A

## **9 Associated documents<sup>1</sup>**

Trust Expenses Claim Form  
Anti-Fraud and Bribery Procedure

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<sup>1</sup> For the current version of Trust procedures, please refer to the intranet.



## Appendix A : Equality Analysis

<b>Completed by</b>	<b>Verity White</b>
<b>Position</b>	<b>Procurement Consultant</b>
<b>Date</b>	<b>29/01/2019</b>

<b>The following questions determine whether analysis is needed</b>	<b>Yes</b>	<b>No</b>
Is it likely to affect people with particular protected characteristics differently?		X
Is it a major policy, significantly affecting how Trust services are delivered?		X
Will the policy have a significant effect on how partner organisations operate in terms of equality?		X
Does the policy relate to functions that have been identified through engagement as being important to people with particular protected characteristics?		X
Does the policy relate to an area with known inequalities?		X
Does the policy relate to any equality objectives that have been set by the Trust?		X
Other?		X

If the answer to *all* of these questions was no, then the assessment is complete.