The Tavistock and Portman NHS
NHS Foundation Trust

Freedom of Information Act 2000 disclosure log entry

Reference
20-21183

Date sent
04/02/2021

Subject
Systems to Control and Process Employee Spend

Details of enquiry

1. What finance system do you currently have in place?
2. What HR system do you use
3. How many employees (full and part time) do you have?
4. What processes or solutions do you have in place for employees to submit and reclaim expenses?
5. What improvements (if any) are planned for this process in the next 24 months
6. How many expense claims are submitted on average per year
7. Are employees able to compile, submit and approve expenses remotely?
8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?
9. What is your current Approval Process for Expenses
10. How many miles are travelled monthly
11. Do you have an expense policy in place
12. What percentage of expenses are checked
13. How do staff book travel
14. Do you use a Travel Management Company to book travel
15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020.

Response Sent

1. What finance system do you currently have in place?
   Oracle

2. What HR system do you use
   ESR – Electronic Staff Record

3. How many employees (full and part time) do you have?
   This data is published at: https://digital.nhs.uk/data-and-information/publications/statistical/nhs-workforce-statistics/october-2020.

4. What processes or solutions do you have in place for employees to submit and reclaim expenses?
   The process is as follows:
   a) Fill in the staff expense form
   b) Attach receipts and documentation to support expense
   c) Send to Line Manager to approve
   d) Send expense form and receipts to Finance department

e) Finance check expense form and receipts.
f) Send expense form to Payroll and paid with monthly salary.

5. What improvements (if any) are planned for this process in the next 24 months
   a) To move the expense claim process from Finance to Human Resources..
   b) To automate more of the process so that all expense claims can be processed online.

6. How many expense claims are submitted on average per year
   a) Before-Covid Epidemic – 1200 claims per year on average
   b) Since Covid Epidemic – 120 claims for the year

7. Are employees able to compile, submit and approve expenses remotely?
   Yes, via email

8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?
   None recorded.

9. What is your current Approval Process for Expenses
   The Line Manager/Budget Holder signs the expense claim form and sends to Finance.
   Or,
   The Line Manager approves the expense claim form with an electronic signature or sends an email confirming that they approve the claim

10. How many miles are travelled monthly
    a) Before-Covid Epidemic –4661 miles per month on average
    b) Since Covid Epidemic –1070 miles per month on average over the year

11. Do you have an expense policy in place
    Yes

12. What percentage of expenses are checked
    100% of claims are checked by Finance

13. How do staff book travel
    Staff are encouraged to use Capita to book travel where possible. Otherwise they would book their own travel and claim the cost/s back later.

14. Do you use a Travel Management Company to book travel
    Yes, Capita

15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020.
    This information is included in our published Annual Report and Accounts at
    https://tavistockandportman.nhs.uk/about-us/governance/reports-and-accounts/