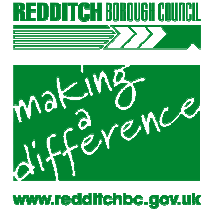


APPENDIX 5



Travelling and Subsistence Policy

1. Introduction

This policy outlines the rules and principles that apply to travelling and subsistence, and the procedure that should be followed when claiming travelling and subsistence allowances.

The travelling allowances paid are designed to ensure that employees are compensated for additional expenditure genuinely incurred whilst on official business away from their work base.

The policy applies to all staff employed by Redditch Borough Council, including those on a temporary or fixed term contract.

2. Travel and Subsistence policy

2.1 Travel & Mileage - Basic Principles

2.1.1 All employees must comply with the law in relation to their chosen method of transport. Such laws include those relating to drink driving, speeding and using hand-held mobile phones while driving.

2.1.2 RBC will not accept responsibility or liability for reimbursement of any fines or penalties incurred whilst employees are on the Council's business.

2.1.3 In many situations, attending a meeting is the most effective way of communicating. However, employees are expected to think carefully about whether a proposed journey is necessary. In some cases it may be more efficient to communicate using other methods such as the telephone or e-mail, when travelling time and costs are taken into account.

2.1.4 Employees are reminded of their responsibilities for ensuring that any vehicle, motorcycle or bicycle they use for travelling, including business journeys, is in good working order and that they wear appropriate safety clothing and/or equipment.

2.1.5 All employees are expected to use the most efficient means of transport for business journeys. This decision should be based on a consideration of the following factors:

- The actual cost of the journey

- Whether other work can be carried out during the journey (e.g. taking the train may provide an opportunity to catch up on work related reading)
- Individual factors (e.g. health of employee, disability, safety issues)
- The time the journey will take
- Environmental factors
- Car sharing

2.2 Car User Classification

All Employees will receive the same rate per mile for business mileage.

2.3 Travelling by Motor Vehicle – Driving Licence and Business Insurance

Vehicles owned and provided to staff to undertake work are insured by the Council.

If you use your own vehicle or a vehicle belonging to someone else to go on Council business you must ensure that you have the following:

- The vehicle has a current MOT certificate (If required by law)
- You must hold a valid driving licence, and
- Ensure that the motor insurance policy covering your use of the vehicle, whether it is insured in your name or someone else's, covers you for business use.

Human Resources will check the MOT certificate (if required), certificate of insurance (stating business use), as well as your driving licence; on an annual basis. Failure to produce such documents could result in disciplinary action.

Business use is readily available but not automatically provided by an insurer. You must ask for it in addition to the usual vehicle use permitted under the insurance certificate. Some, but by no means all, insurers may require an additional premium for the provision of business use cover but this is generally nominal. Any additional premium payable is solely your responsibility.

It is your responsibility to inform the council immediately, if you have any criminal convictions, or offences relating to driving; including penalty points, disqualifications etc.

2.4 How to Determine Mileage

Many business journeys will involve you leaving your office or base, travelling to a particular destination and returning to your office or base on the same day. For such journeys, you should claim the actual mileage travelled.

The “Lesser Than Rule” – Business Journeys made directly from Home or Returning Directly to Home at the End of the Working Day

Some business journeys will involve travelling to a location directly from home without visiting your office or base. Some journeys will involve returning home at the end of the working day without visiting your office or base. The Council decided to provide the “lesser than rule” to ensure that some mileage is payable for these journeys. This is to recognise that you are travelling in the most efficient way, reducing unnecessary congestion and environmental damage.

If you make a journey from home directly to a location other than your base, for that part of the journey, you can claim **whichever is the lesser of either:**

The actual mileage that you travelled from your home to the location

OR

The mileage that you would have claimed if you had travelled from your base to the location.

If you travel from a location directly to home rather than to your base, for that part of the journey, you can claim **whichever is the lesser of either:**

The actual mileage that you travelled from the location to your home

OR

The mileage that you would have claimed if you had travelled from the location to your base.

Employees who do not operate from a Fixed Base

If you do not operate from a fixed base, the following rules will generally apply:

- Your Head of Service will designate a base at a location as close as practicable to the centre of the area in which you work.
- This base will be selected according to your proposed pattern of working, so as to minimise distances to be travelled.

2.5 Car Mileage payments

The Council will reimburse any business mileage at the published HM Revenue and Customs authorised non taxable rates (given below).

All claims for vehicle mileage must be submitted promptly at the end of each month. Claims which are more than 2 months old will be rejected.

Inland Revenue rates:

	First 10,000 business miles in tax year	Each mile after
Cars and vans	45 p	25 p

Motorcycles	24 p	24 p
Bicycles	20 p	20 p
Carrying Passengers	5p per person per mile	
Towing	6p	

Training mileage will be paid at the same rate as normal business mileage.

Essential car allowance

Employees who claim over 2,500 miles per year will be entitled to a lump sum payment in line with the level 2 NJC rate, currently £963 per annum. The essential car user allowance will be reviewed on an annual basis and will only continue to be paid to staff who have reached the 2,500 mile threshold. This shall be calculated by payroll on an annual basis from the 1st June, based upon mileage claims for the previous financial year.

The essential lump sum will be paid in 12 equal payments throughout the year. Directors and Heads of Service are not eligible to claim the lump sum even if they meet the criteria.

Use of public transport for Council duties and/or training

Where employees have prepaid for public transport i.e. bus and train passes, and use this during the course of their duties and or/training, they will be reimbursed up to the value of their journey; upon evidence of costs. This will be reimbursed via payroll.

2.6 How to claim mileage

Mileage can be claimed by filling out the mileage claim form available from Payroll.

3. Subsistence Allowance – Basic Principle

Subsistence claims may only be made for additional expenditure whilst out of the office on non-routine duties/visits.

Expenditure incurred on car parking fees, taxi, rail or public transport fares will only be reimbursed upon production of receipts. This can be claimed via the Petty Cash form at RBC, and via payroll at BDC.

3.1 Meals

You can claim the actual expenditure incurred, up to the maximum subsistence allowance, subject to retention of receipts. However, if a meal is

provided as part of the arrangements, e.g. if lunch is provided as part of a seminar or course, then you cannot claim an allowance for that meal.

Meal allowances may only be claimed with prior approval of the authorising manager.

Breakfast

All of the following requirements must be met to allow reimbursement for breakfast meal costs

- Claims may be up to a maximum of £5.00 only
- Where the employee is required to either:
 - attend a location which is not their normal place of work early in the morning, or to
 - stay away from home overnight (and in most situations breakfast costs should form part of the overnight hotel bill)

Lunch

- Claims may be up to a maximum of £6.75, and may include up to one beverage
- Generally this is restricted to employees who are necessarily absent from their normal place of work for more than four hours, and where these four hours fall over the 'normal' lunch break period

Evening Meal

- Claims may be up to £20.00, and may include up to two courses and one drink
- Generally this is restricted to employees who, for work reasons, are unable to return home to take evening meals

Where an employee in the course of his/her official duties, has to stay away from home overnight, he/she is entitled, subject to the prior agreement of the authorising manager, to claim the cost of an evening meal, bed and breakfast.

To be eligible for subsistence allowance you need to be absent from your normal workplace because of business in accordance with the following times:

- 1) Breakfast – absent before 7.30am
- 2) Lunch – absent for more than two hours within the lunchtime period, which is defined as 11.45am to 2.15pm
- 3) Evening meal – absent after 6.30pm

Expenses shall be paid by filling out the 'Training, Seminars and Conferences form' available on the Orb. You must attach original receipts, photocopies will not be accepted. Claims up to £60.00 will be processed through cashiers. Claims over £60.00 should be sent to payroll for processing.

3.2 Overnight Accommodation

This will only be approved where the employee is required to start work before 8am **and** where this is located more than an additional 70 miles from their normal place of work. All overnight accommodation should be arranged and booked through the payments section, with the prior approval of the Line Manager. 10 working days notice will need to be given to payments section.

3.3 Train tickets

These can be ordered through the payments section, 10 working days notice, where possible, must be provided.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.