

Report

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Report to:	Corporate Resources Committee
Date of Meeting:	15 February 2012
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revised Travel and Subsistence Policy
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Committee of the revised Travel and Subsistence Policy

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the revised Travel and Subsistence Policy be endorsed and referred to the Executive Committee for approval.

3. Background

3.1. The purpose of the Travel and Subsistence Policy is to reimburse employees for additional expenditure incurred whilst undertaking official duties. This includes arrangements for business travel, subsistence and additional expenditure.

3.2. From April 2011, pool cars were made available to employees for business travel and employees are no longer expected to undertake significant mileage in their own vehicles. Employees who received the designated car user payment in 2010 were informed in writing that, as pool cars are available for business travel, they would no longer qualify for the payment.

3.3. The Employee Travel Plan encourages employees to consider alternative travel options in relation to business travel and is consistent with the aims of the Council's Carbon Management Plan to reduce carbon emissions.

4. Key Changes

4.1. The revised Policy is attached as Appendix 1. The Policy is now split into three sections to make it more streamlined and easier to follow. The three sections are:-

- ◆ Travel
- ◆ Subsistence
- ◆ Expenses

4.2. Travel

4.2.1. Employees should consider travel requirements and agree with their line manager the appropriate mode; public transport, pool car or own vehicle.

4.2.2. There is no longer a requirement for the designated car user payment and this has been removed from the Policy.

4.3. Subsistence

4.3.1 Employees can no longer claim a disturbance allowance for overnight stays. This is currently a £5 allowance which could be claimed over and above any overnight expense claim. As employees can claim actual expenses, there is no requirement for an additional allowance.

4.4. Expenses

4.4.1 The definitions for expense claims in relation to work location have been simplified.

4.4.2. The existing Policy refers to arrangements for travel expense claims when employees are on call out or stand by. In the revised Policy this is now classed as an additional journey.

5. **Employee Implications**

5.1. The revised Policy will be communicated to employees via Management Bulletin and made available via the intranet.

5.2. All linked policy and procedures will be reviewed to reflect the revised Travel and Subsistence Policy.

6. **Financial Implications**

6.1. Financial implications will be met within existing budgets.

7. **Other Implications**

7.1. The promotion of smarter journey planning, car sharing and more fuel efficient vehicles will achieve an overall reduction of business miles undertaken by Council employees. This reduction will contribute to reduced carbon emissions in line with the Council's carbon management plan.

7.2. Over the past 12 months, there have been a number of changes in relation to travel arrangements, including the introduction of pool cars and these must be reflected in the Travel and Subsistence Policy. There is a risk that due to a lack of clarity as to what can be claimed by employees, there could be an inconsistent approach across Resources. The revised Policy will provide clear consistent direction in relation to Travel and Subsistence.

8. **Equality Impact Assessment and Consultation Arrangements**

8.1. An equality impact assessment has been carried out for the existing Travel and Subsistence Policy. With the change to this Policy, there is a need to collect and analyse monitoring data to enable a full assessment to be completed.

8.2. Discussions regarding the changes have taken place with each Resource through the Personnel Managers Group and with the Trades Union through the JTUC Executive.

Paul Manning

Executive Director (Finance and Corporate Resources)

27 January 2012

Link(s) to Council Values

- ◆ Sustainable development
- ◆ Excellent employer
- ◆ Accountable, effective and efficient

Previous References

None

List of Background Papers

None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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**Travel and Subsistence Policy
for Local Government Employees, Craft Operatives and Teachers**

November 2011

1. Introduction

The aim of the policy is to provide employees and managers with arrangements for:

- travel required to carry out Council business
- reimbursement for additional receipted expenditure reasonably incurred whilst undertaking Council business

2. Travel

There are occasions when employees are required to consider travel to undertake their duties. The Council is committed to providing employees with travel options which are efficient, effective and sustainable. Options include:

- consideration of alternatives
- public transport,
- access Fleet arrangements, including pool cars,
- use of own vehicle.

2.1. Method of Travel

The Council's Carbon Management Plan outlines that smarter journey planning and effective travel options will contribute to an overall reduction in carbon emissions. Where business travel is required the most appropriate travel method should be accessed. In line with best value principles, the use of public transport or shared car arrangements should be encouraged whenever possible, depending on the requirements of the service being provided. Unnecessary travel should be reduced and other methods employed such as using the telephone to discuss business rather than a face to face meeting.

Managers should discuss travel arrangements with employees in advance to ensure the most effective and efficient travel option is accessed. Method and route should be based on the pool car rules of access (Appendix A) and agreed in advance. Managers are asked to consider the type of journey employees will be required to undertake including the distance, frequency and nature (e.g. emergency call out or planned response).

2.1.1. Public Transport

Employees can access public transport for business travel and can reclaim any additional expenditure incurred.

2.1.2. Pool Car Scheme

The Council operates a Pool Car Scheme providing vehicles for employees to access for business travel. Where travel by car is required, employees should first consider accessing a pool car in line with the pool car rules of access (attached as Appendix A).

Pool cars are provided for business use only and personal use of pool cars is strictly prohibited.

Employees who are required to drive as part of their role must submit their driving license for inspection on an annual basis. Employees must also be aware of their responsibilities in line with the Council's Occupational Road Risk Policy.

2.1.3. Use of own vehicle

Employees are only permitted to use their own vehicle for business use and claim mileage at the rates detailed in Appendix C, in line with the pool car rules of access. In addition, as with all business journey arrangements, use of own vehicle should be discussed and agreed in advance with the line manager.

Employees must submit their driving license, insurance documents and MOT certificate on an annual basis if they intend to claim business mileage. (Insurance documentation must include cover for business travel.)

2.1.4. Arrangements for Disabled Employees

Disabled employees where practicable can access the arrangements for business travel detailed in 2.1.1 – 2.1.3. In some cases it may not be reasonable for disabled employees to access public transport or the pool car scheme. Specific arrangements for these employees are:

- Employees who require an adapted vehicle for travel should outline their requirements and the Fleet Services Manager will assess if an adapted vehicle can be provided as part of the pool car scheme. Where an adapted vehicle cannot be provided the employee can use their own vehicle, claim business mileage for the journey and will not be required to provide justification in terms of pool car rules. Arrangements for mileage claims are detailed under section 4, Expenses.
- Employees who are blue badge holders and can access the pool car scheme will need to discuss their parking arrangements in advance to ensure they can use their blue badge if required when out on Council business. Line managers should consider reasonable adjustments such as reserved parking at locations. Advice on reasonable adjustments is available from Personnel Adviser (Diversity), Corporate Personnel
- Employees who require any other adjustments in relation to pool car access should discuss their requirements with the pool car team.

3.0 Subsistence

Subsistence paid will be subject to receipted expenses based on actual expenditure incurred up to the maximum allowances as outlined in Appendix D. These will be payable, subject to authorisation and the conditions set out below;

- those who are prevented by their official duties from taking a meal at their home, normal working location or place where they normally take their meals, or those who are required to be absent overnight on business and, as a result incur additional expenditure;
- any employee making a claim must complete the appropriate form and provide relevant receipts;
- expenses for meals will be paid only when:-
 - It was not reasonably practicable for the employee to travel to his/her home, normal working location or place where a meal is normally taken and/or;
 - It was not reasonably practicable for the employee to take a meal at a place where meal facilities are made available by the Council and/or;
 - It was necessary for the employee to take a meal at that time away from his/her home, normal working location, or place where a meal is normally taken and
 - The employee incurred additional expenditure in excess of the norm.

3.1. Overnight stays

Where an employee is required to be absent overnight the appropriate Resource management should arrange via the Council's travel agent for the Council to be invoiced directly for costs in respect of board and lodgings, e.g. bed, breakfast and evening meal.

Alternatively, if an employee is required to make their own arrangements they will be entitled to reimbursement of actual receipted expenses incurred up to the maximum detailed in Appendix D. This allowance includes all costs during a 24-hour period including breakfast, lunch, tea and evening meal.

In exceptional circumstances these allowances may be exceeded but this must be authorised in advance by the appropriate Executive Director.

3.2. Overseas visits

For travel overseas on a journey authorised under paragraph 3.1, excess expenses reasonably incurred will be reimbursed.

3.3. Application to site/peripatetic employees/secondments/temporary transfers:

3.3.1. Employees transferred to alternative location (by Management direction).

- Normal working location remains unchanged;
- If catering facilities are available on site (e.g. cooker, kettle, water) then no lunch expenses are payable;
- If no catering facilities are available and additional expenditure above normal is incurred, then lunch expenses are payable;
- Where subsistence is payable in terms of the above it will be for a period of up to 4 weeks, as where transfer to alternative location is greater than 4 weeks the alternative location becomes normal work location.

3.3.2. Employees who undertake occasional duties (e.g. site visits, surveys, attendance at meetings etc.)

- Normal working location remains unchanged;
- If an employee is unable to economically travel back to his/her home, normal working location or establishment where canteen facilities exist, then if additional expenses above the norm are incurred, lunch expenses are payable.

Where an employee is visiting Council locations, prior arrangements should be made for access to lunch facilities.

4.0. **Expenses**

The principle for reimbursement of expenses to employees is that only receipted expenses in addition to normal expense incurred will be refunded.

4.1 Authorisation

Employees and Management are expected to adopt a reasonable and responsible attitude when submitting claims for travel and subsistence expenses. Authorisation shall be obtained from the appropriate manager. Overseas visits must be authorised by the Chief Executive. Confirmation of such authorisation must be sought from the Executive Director, Finance and Corporate Resources giving as much notice as reasonably possible prior to the journey being undertaken.

4.2 Processing of claims

All claims under this Scheme must be made through People Connect or on the appropriate form.

The appropriate manager must certify that the journeys were authorised, the expenditure was actually and necessarily incurred in accordance with the provisions of this Scheme and that the claim is approved for payment. Thereafter the claims will be passed for payment in accordance with the approved arrangements as determined by the Council.

All information requested through People Connect or on the claim form must be fully completed and all appropriate receipts sent to the relevant approver. Failure to complete all requested information will result in the claim being rejected.

All claims must be submitted timeously. Claims must be submitted within 3 months of the journey and within the current financial year. Any claim not submitted within the 3 month timescale will not be processed.

4.3. Definition of normal working location

The normal working location is where an employee is contracted to work from. This is where claims for travel and subsistence will be based from.

4.4. Definition of home

For the purpose of this Scheme, "Home" means the employee's usual place of residence or place of residence for the time being.

- 4.5. Definition of alternative location
Any location other than the normal working location.
- 4.6. Exceptional circumstances
Individual cases of special circumstance, which may be difficult to deal with under any part of the scheme should be referred to the Executive Director, Finance and Finance and Corporate Resources for consideration.

- 4.8. Mileage claims
Employees claiming mileage are required to provide justification in line with the pool car rules of access. The justification should be detailed as part of the mileage claim and provide detail as to why the employee has accessed their own vehicle for the journey.

Employees claiming mileage should refer to the standard mileage and mileage rates in Appendix B and C. Standard mileages are calculated to the nearest decimal point using the AA route planner system. Employees should also refer to their Resource mileage matrix, which details mileages for standard journeys undertaken within the Resource, which is calculated using the AA route planner system. Business mileage will be paid at the current inland revenue rate in Appendix B.

Employees authorised by the Council to use their own motor cycle or cycle for official business shall be entitled to allowances subject to the rates in Appendix B.

- 4.9. Journeys outwith South Lanarkshire area
For journeys outwith the authority area that are of significant distance, it is normally expected that public transport will be used. In cases where it is not feasible, it can be justified that public transport cannot be used and employees opt to use their own vehicle to travel, payment will be at the lower mileage rate.

- 5.0 Additional Journeys
An employee who is required to undertake a journey in addition to their normal home to work mileage, should make arrangements to access a pool car for this purpose where possible. However, in line with the pool car rules of access employees may claim any expenditure incurred in travelling from home to the normal working location or alternative location as the case may be, and in returning home if the return journey is made outwith normal working hours.

For example home to normal working location and return is 10 miles, home to alternative location and return is 20 miles. In this situation an excess mileage of 10 miles may be claimed.

Alternatively home to normal working location and return is 10 miles, home to alternative location and return is 8 miles. In this situation excess mileage may not be claimed as none was actually incurred.

- 5.3. Application to site/peripatetic employees/secondments/temporary transfers:

- 5.3.1 Employees transferred to alternative location

- Normal working location remains unchanged;
- Excess mileage payable if distance from home to alternative location is greater than distance of home to normal working location only if use of a pool car is not appropriate in line with the pool car rules of access
- Appropriate business mileage payable for use of car on official duties whilst at different locations or whilst on site, only in line with the pool car rules of access.

For example if travel from home to Normal Work Location was 20 miles and travel to Alternative Location was 30 miles, only 10 miles could be claimed.

For transfers longer than 4 weeks the Excess Travel Scheme will apply.

5.4. Other conditions

All receipted parking fees, ferry dues and bridge tolls will be reimbursed in respect of authorised business travel.

1. Journey Planning

Employees should adopt a smart approach to journey planning in terms of diary management and journey planning. Employees should discuss their travel requirements with their manager in the first instance and consider all options including:

- Is the journey necessary – can the business be carried out over the telephone or similar, avoiding the requirement for travel
- Is public transport more efficient and effective? Public transport links can be accessed by www.spt.co.uk
- Can the journey be shared with another employee travelling to the same location?
- Has the journey been planned smartly – that is a number of visits combined into one trip; diaries managed to incorporate shared journeys where possible
- Managers and employees should work together to reduce the requirement for business travel

2. Pool Car Access

Where business travel is necessary and public transport is not considered a practical option, a pool car must be considered in the first instance.

- Where possible pool car bookings must be made using the online booking system. This allows real time access to availability
- For planned journeys pool cars should be booked at least 48hrs in advance
- For journeys where it is not possible to provide 48hrs notice for booking, employees should still request a pool car for their journey
- Where it is not possible to provide a pool car this request will be logged with the pool car team along with the reason the team are unable to supply a pool car.

3. Best Value

Where it can be demonstrated that it is best value for an employee to access their own car for the journey, the employee will be able to do so and claim mileage.

- Managers must demonstrate that an employee accessing their own vehicle is cheaper than accessing a pool car. Examples are given below at the end of this report.

A pragmatic approach should be taken for business journeys to and from work and there are options in relation to locations to access a pool car, this does not always have to be the base location.

4. Emergency Arrangements

- There may be occasions when employees have to respond in an emergency and a pool car should be accessed for the journey where appropriate.
- It is anticipated that in key locations there will be vehicles available for emergencies
- It is recognised it may not always be possible to access a pool car in an emergency. Managers should consider the requirements for out of hours or emergency access and agree the appropriate travel arrangements with employees.
- If regular out of hours or emergency access can not be arranged in advance and employees regularly use their own vehicle, this should be logged with the pool car team. This allows the team to identify trends and put arrangements in place for future requirements.
- If employees use their own vehicle for emergency call out work managers should be able to demonstrate why this option was an efficient and effective method for the service, as outlined above.
- Employees must seek prior authorisation from the service manager to have the option to use their own vehicle.

5. Disabled Users

- Employees who require an adapted vehicle should discuss their requirements with Fleet Services
- Where Fleet Services are unable to provide suitable vehicle with adaptations these employees will be able to access their own vehicle and claim business mileage.

General Points to Note

Pool car locations.

Ideally a pool car should be available within a reasonable distance of employee work locations. If a pool car is not available in a location near an employee's workplace they should discuss their requirements with Fleet Services who will endeavour to place a pool car in the nearest location.

Where a pool car is not available in a nearby location the above rules should be applied to demonstrate best value and a pragmatic approach to business travel.

Employees should access pool cars from the nearest location to their journey starting point. This may not always be their base location, for example when accessing a pool car on the way to or from work.

Online Booking

Where possible bookings should be made using the online booking system.

Appendix B



South Lanarkshire Council Standard mileage distance

Journey	Mileage
Hamilton Complex to East Kilbride Complex	6.4 miles
Hamilton Complex to East Kilbride Archives	7.6 miles
Hamilton Complex to Rutherglen Complex	9.7 miles
Hamilton Complex to Lanark Complex	16 miles
Hamilton Complex to Cambuslang	7 miles
Hamilton Complex to Blantyre	2.4 miles
Hamilton Complex to COSLA	40.6 miles
Hamilton Complex to Chatelherault	2.4 miles
Hamilton Complex to Forrest Street	2.2 miles

Note;

Hamilton complex includes Headquarters, Montrose House, Townhouse, Brandongate; East Kilbride Complex includes Atholl House, Civic Centre; Rutherglen Complex includes Burgh House, Town Hall; Lanark Complex includes South Vennel.

Other offices such as Q&A, Registration, Libraries, Universal Connections and Housing Offices will be included within the appropriate area outlined above.

In addition each Resource produces a mileage matrix of standard journeys, using the AA route planner system, which is available from the appropriate Resource for locations within the Resource area.



Mileage rates

Mileage rates will be paid at Inland Revenue rates and will not be subject to the deduction of income tax and National Insurance (based on the present Inland Revenue rules). Rates will be revised in line with Inland Revenue reviews. Current rates are;

Car Per mile – first 10,000 miles	45p
Car Per mile – after 10,000 miles	25p
Passenger Rate	5p
Motor Cycle Per Mile	24p
Cycle Allowance	20p
Lower Mileage Rate	20p



**South Lanarkshire Council
Subsistence expenses**

C1. Meal allowances

Breakfast	£5.08
Lunch	£6.99
Tea	£2.75
Evening Meal	£8.70

C2. Overnight provision

Where an overnight stay is necessary, actual expenditure incurred up to £82.53 will be reimbursed.

For necessary overnight stay in London, or for the purposes of attendance at an annual conference (including or not including an annual meeting) of the Convention of Scottish Local Authorities or such other association of bodies the rate is £94.11

For the purpose of this paragraph, London means the city of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

C4. Payment of expenses

Payment will be made for authorised receipted expenses actually incurred. For example expenses may not be claimed for meals where they are provided free as part of hospitality or conference provision.