

Travel & Subsistence Expenses Claims Policy	Type: POLICY Register No: 10109 Status: Public
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1.0 Purpose

- 1.1 The purpose of this Policy is to set out the Trust's Policy regarding Travel and Subsistence Claims for employees engaging in authorised Trust business.
- 1.2 This Policy exists to ensure that all staff have the facility to claim for additional costs, which fall outside their normal working arrangements, and that these arrangements are in line with the conditions set out in the National Terms and Conditions of Service for NHS staff.

2.0 Aims and Objectives

- 2.1 The aim of this Policy is to provide a clear understanding of the Trust Policy and Procedures regarding travel and expenses, which all staff must adhere to.
- 2.2 This Policy is based on the following principles:
 - To operate one Policy for all staff
 - To provide parameters in which expenses may be incurred
 - To set out the time scales in which expenses will be paid
 - To ensure that consideration is always given to using the most cost-effective method of travel

3.0 Scope

- 3.1 This Policy applies to staff that hold a valid permanent or fixed term contract with the Trust - this also includes staff who are on an external or internal secondment paid through the Trust - but excludes Volunteers whose traveling expenses are covered in the Trust's Volunteer Involvement Policy.
- 3.2 This Policy is not applicable to Contractors or Agency staff, who should refer to their own terms and conditions of employment regarding expenses.
- 3.3 For study leave or removal and relocation expenses; employees should refer to the respective Policies, such as, Non-Medical Study Leave and Professional Development Policy, Medical Study Leave Policy or Removal and Relocation Expenses Policy.
- 3.4 This Policy refers to claims for travel within the United Kingdom only. Arrangements outside this designated area would be subject to prior approval by their Executive Director.

4.0 Responsibilities

4.1 Directors and Senior Managers

- 4.1.1 To ensure that this Policy is available to all staff within their designated area of responsibility and regulations applied accordingly.

4.2 Authorising Manager (Budget Holder)

- 4.2.1 The Authorising Manager is directly responsible for checking that claims submitted by their staff adhere to this Policy; also ensuring that they follow the correct procedure and timescales set within.
- 4.2.2 The claim is made within the estimated cost prior to expenditure.
- 4.2.3 The type of claim is appropriate for the type of expense incurred.
- 4.2.4 To report any claims that are suspected of being fraudulent to the Counter Fraud Team and then deal with the issue in accordance with the Trust's Disciplinary Policy; seeking advice from HR, as appropriate, and subject to the legal advice of the Counter Fraud Team.
- 4.2.5 The Authorising Manager should ensure that the employee is marked under the appropriate duty or absence category on the HealthRoster System or return form.

4.3 Employees

- 4.3.1 Employees are responsible for ensuring that any expenses to be incurred have full approval from the budget holder prior to them being incurred.
- 4.3.2 Employees have a responsibility to make legitimate claims only. Any employees suspected of making a fraudulent claim will be reported to the Counter Fraud Team, in accordance with the Trust's Counter Fraud and Corruption Policy resulting in possible criminal investigation alongside any internal disciplinary process where appropriate.
- 4.3.3 Claims must be made using the appropriate method and in accordance with the Policy. The Trust is launching an electronic expense system in the summer of 2015; thus paper forms will only be accepted under very exceptional circumstances after this comes into effect.
- 4.3.4 The claim is completed fully and signed off by an authorised budget holder for their department before submittal for payment. The original receipts are required to evidence claims.
- 4.3.5 It is the employee's responsibility for ensuring that their claims are submitted in accordance with the payroll deadline each month. Any claims received after the deadline will automatically be deferred to the next available payroll run.
- 4.3.6 The employee has a maximum three month period in which to submit their claim. Any submissions over three months from the initial date the expense occurred will not be paid (also refer to Sub Section 5.6).
- 4.3.7 It is the employee's responsibility to ensure that they possess the following:
 - A full and valid driving licence
 - Valid (comprehensive) motor insurance; covering business mileage
 - Valid MOT (Motoring Organisation Test) certificate

4.4 Payroll Services

- 4.4.1 The Trust's Payroll Provider is responsible for processing expense claims in line with the agreed time scales set out in the Service Level Agreement.
- 4.4.2 The Payroll Provider will not pay claims made outside the conditions set in this Policy.
- 4.4.3 Any incomplete or illegible claims will not be paid and will be returned to the employee for resubmittal, as per the Trust's Return and Rejection Policy.

5.0 Administration of Claims

- 5.1 The procedure for claiming expenses is outlined in the flow chart under Appendix 3.
- 5.2 Expenses will not be paid in advance of them being incurred, except in extreme cases (see Sub Section 5.8).
- 5.3 The claim year for mileage purposes runs from 01 July to 30 June for all Agenda for Change staff. As a result, any mileage exceeding 3,500 miles during this time period will be paid at the reduced rate stipulated in the second column in Appendix 1.
- 5.4 Expenses will be reimbursed through the standard payroll run direct into the employees bank account on the nearest available payday.
- 5.5 All sections of a claim must be completed in full before submission.
- 5.6 Claims made more than three months after the expense was incurred will not be paid. Under exceptional circumstances, the claimant may make a written application stating the reason for an exception for consideration.
- 5.7 All claims must be evidenced by original receipts in the claimant's own name. If VAT has been charged, the receipt should detail the VAT Registration number and rate of VAT applied. If receipt has been lost, the claimant must write a full letter of explanation and this is required to be signed off by their line manager/budget holder.
- 5.8 For those employees requiring assistance due to severe financial hardship, there is the facility for the employee to make a request via the Procurement Department for the advance purchase of a ticket or accommodation booking on their behalf. This is subject to formal approval in accordance with the definitions of this Policy.
- 5.9 Expenses will not be advanced or reimbursed to employees through petty cash.

6.0 Travel Expenses

6.1 General Conditions

- 6.1.1 All employees have a designated base for contractual purposes and this is classed as their "normal place of work".

6.1.2 For mileage purposes, the claim year runs from 01 July to 30 June for all Agenda for Change staff. As opposed to Medical and Dental staff, who will have a claim year from 01 April to 31 March applied.

6.1.3 The non-Agenda for Change staff under TUPE conditions at Braintree Community Hospital have a local mileage rate of 45 pence per mile currently in place; as protected under their terms and conditions of transfer.

6.2 Mileage Allowance – Use of Private Car or Motorcycle/Scooter

6.2.1 The Driver/Rider, not the Trust, is personally liable for any incidents. Thus Drivers/Riders are required to ensure that their own private vehicle insurance is fully compliant with the criteria set out in Sub Section 4.3.7.

6.2.2 If an individual's private vehicle is used, mileage rates will be paid in accordance with the current Agenda for Change Terms and Conditions (see Appendix 1) or for Medical and Dental Terms and Conditions (see Appendix 5).

6.2.3 Parking fees for parking away from the Trust's main sites on business will be reimbursed on production of receipt.

6.2.4 The Trust will not reimburse parking fines, congestion charge fines or fines for any other motoring offences.

6.3 Mileage Allowances Regular User (Medical and Dental Staff Only)

6.3.1 A Regular Car Allowance can be paid to Medical and Dental employees classed as regular or essential car users by the Trust and, for whom, the Trust has deemed it uneconomic to or unable to offer a lease car, even though the employee is required by the Trust to travel on Trust business as part of their role. See Appendix 5.

To qualify as a Regular User, the following conditions must apply:

- Travel an average of more than 3,500 miles per annum
- Travel an average of at least 1,250 miles per annum and use their car for at least three days per week for Trust business
- Spend an average of 50% or more of their time on travel, including duties performed whilst on such visits or travel an average of at least 1,000 miles per annum and spend an average of four days per week undertaking such travel, including the duties performed during these visits

6.3.2 The allowance will be reviewed by the Trust at any point, if the annual mileage falls below that which the classification is based, as stated in Sub Section 6.3.1.

6.3.3 Part months of service shall be regarded as complete months, as set out in the National Terms and Conditions of Service. However, a regular user who leaves the service of one authority and enters the employment of another during the same month shall receive only one lump sum instalment for that month, payable by the former employing authority.

6.4 Passenger Allowance

- 6.4.1 An additional allowance of 5 pence per mile will be paid to staff that provide a lift to a colleague in their own car whilst travelling on official business. This excludes commuting to a normal work base location.

6.5 Travel by Pedal Cycle

- 6.5.1 An employee who cycles to carry out Trust duties away from their normal place of work will be paid an allowance per mile, as set out in the Agenda for Change Terms and Conditions (see Appendix 1).

6.6 Home to Office Travel

- 6.6.1 Unless staff have a contract of employment that identifies their home as their normal place or work (i.e. base), then travel between an employee's home and normal place of work is the responsibility of the individual and is not claimable under expenses.
- 6.6.2 If an employee is required to travel to somewhere that is different from their designated site as their first visit of the day, as a consequence of the fact that it would not be possible to attend their normal place of work first, then they are entitled to claim the mileage travelled from their home to this alternative place (less the mileage normally travelled to work base).
- 6.6.3 Employees based at home for mileage purposes shall be paid the regular user, standard rate or public transport rate, as appropriate for all journeys by the most direct route from their home to places of duty.

6.7 Claiming Mileage whilst On-Call (Agenda for Change Only)

- 6.7.1 Employees can be reimbursed for miles travelled in the performance of their duties, which are in excess of the home to agreed work base return journey. Normally, the miles eligible for reimbursement are those travelled from the agreed work base and back. However, when the journey being reimbursed starts at a location other than the agreed work base, for example, Home, the mileage eligible for reimbursement will be as set out in the example in Appendix 4.
- 6.7.2 Employees are expected to undertake journeys by the most direct route where-ever possible,
- 6.7.3 For those staff wishing to claim mileage from home to base due to active call out; the Reserve rate (see Appendix 1) will be applied. The reason for claiming must be stated clearly by the claimant.
- 6.7.4 The rates referred to in Sub Section 6.7.3 will apply to all, with the exception of Departments under an alternative Local Agreement.

6.8 Public Transport

The cost of standard rail travel, bus or air fare will be reimbursed by the Trust on production of receipt. Staff are expected to take advantage of the cheapest fares available.

6.9 Taxi Fares

The cost of Taxi fares will only be reimbursed in exceptional circumstances, such as:

- When heavy or bulky goods or supplies need to be transported
- When an adequate public transport service is not available
- When saving time is deemed to justify the payment
- For personal safety when carrying out Trust business and travelling late at night

6.10 Excess Mileage

6.10.1 Excess mileage can be authorised by the Trust during a compulsory change of base, normally as the result of organisational changes, which results in extra daily travelling expenses to the employee.

6.10.2 Excess mileage entitles the employee to claim mileage or the cost of public transport. The excess is for the additional difference in mileage between the two journeys, i.e. (1) from home to your old base; (2) your home to your new base.

6.10.3 This is paid at the Agenda for Change reverse rate (see Appendix 1).

6.10.4 Excess mileage is set locally for a fixed period; stated at the time of transfer. This is for a maximum period of four years from the date of site transfer, in line with Section 17.27 of the Agenda for Change Terms and Conditions (AFC Terms and Conditions - Section 17.27).

6.10.5 There is no entitlement to claim for the mileage for home to base (or the return journey) under excess mileage. For the purpose of claiming business mileage, a claim would be based on the old base.

7.0 Accommodation and Subsistence

7.1 Day Subsistence

7.1.1 During the day, a meal allowance is payable in line with Appendix 3 when an employee spends more on one meal than would have been spent at their normal place of work. The employee must certify on each occasion for which day the meal allowance is being claimed.

7.1.2 A meal allowance is payable when an employee is necessarily absent from home on official Trust business and more than five miles from their normal base, as stipulated nationally.

7.2 Evening Subsistence

- 7.2.1 In order to claim an evening meal allowance, the employee must be away from their normal base for more than ten hours and unable to return to base or home. Employees may qualify for both lunch and evening meal allowances in such circumstances, as stipulated nationally.

7.3 Short Overnight Stays in Commercial Accommodation

- 7.3.1 With prior agreement from the Line Manager/Budget Holder, an employee staying overnight whilst on official Trust business; may be reimbursed for overnight costs up to the maximum amounts stated in Appendix 3. This excludes subsistence costs, which is paid in addition to accommodation costs, and is covered separately in Section 7.1 and Section 7.2.
- 7.3.2 Overnight accommodation should be booked within a reasonable distance to the venue. Should costs exceed the maximum of what is set out in this Policy, then the employee must meet the difference themselves.
- 7.3.3 If the maximum limit is unavoidably exceeded for genuine reasons, i.e. reasonable notice was given, but cheaper hotels in the area are fully booked, then the Executive for their area of work has the discretion to authorise a higher limit prior to the visit. The Executive has the right to reject requests, as they see fit. Under these circumstances, it may be possible to extend the maximum claim to £150 per night within the M25 (or other major cities); or, a maximum claim of £100 per night for all other areas.

7.4 Short Overnight Stays in Non-Commercial Accommodation

- 7.4.1 When an employee stays overnight with friends, relatives, or other non-commercial accommodation, then a flat rate is payable as stated in Appendix 3. This includes allowance for meals. A simple form of receipt will be required from the host.

7.5 Incidental Charges

- 7.5.1 Where accommodation and meals are provided free of charge to an employee; incidental expenses may be claims up to the maximum amount stated in Appendix 3.

8.0 P11D and Tax

- 8.1 At the end of each financial year, Payroll will produce a P11D for any employee who has claimed expenses that are not tax exempt. The employee is solely responsible for reporting this information to Her Majesty's Revenue and Customs (HMRC) and to pay any outstanding tax that may be due.

9.0 Monitoring and Audit

- 9.1 The rates indicated in the attached appendix will be updated in line with the national circulars provided by the Department of Health.

9.2 Expense claims are audited, as part of the Trust's internal audit program, and any recommendation raised during this process will be considered when reviewing this Policy.

10.0 Equality and Human Rights Impact Statement

10.1 The Trust is committed to the provision of a service that is fair, accessible and meets the needs of all, respecting the needs and privacy of individuals while also protecting the interests and privacy of others. An Equality Impact Assessment relating to this Policy is attached in Appendix 6, which shows that this Policy impacts on all protected groups equally and without barriers occurring.

11.0 Communication and Implementation

11.1 Staff will be made aware of this Policy through reference at Corporate Induction and via Staff Communications. This Policy will be stored on the MEHT Intranet for all staff to access – under HR Policies.

12.0 Counter Fraud

12.1 Employees alleged to be involved in fraudulent activity may render themselves liable to disciplinary action, including termination of employment.

12.2 Employees must be aware that failure to provide a true declaration when asked by the Trust, or the making of a false declaration, could result in an investigation by the Local Counter Fraud Specialist which could lead to disciplinary and/or criminal/civil action.

13.0 References

- Agenda for Change Handbook – NHS Terms and Conditions of Service (2015)
- Hotel Price Index (HPI) (2015)
- Terms and Conditions of Service NHS Medical and Dental Staff (England)

Appendix 1

Mileage Allowances for Agenda for Change Staff

Mid Essex Hospitals pay rates in line with those issued nationally by the Department of Health.

The rates below are applicable, with effect from 01 July 2014.

Current rates can be found on the Department of Health website, as they are subject to periodically review on an annual basis.

Table 1

Type of Vehicle/Allowance	Annual Mileage up to 3,500 miles (standard rate)	Annual Mileage over 3,500 miles (standard rate)	All eligible miles travelled
Car (all types)	56 pence per mile	20 pence per mile	
Motor cycle			28 pence per mile
Pedal cycle			20 pence per mile
Passenger allowance			5 pence per mile
Reserve rate **			28 pence per mile
Carrying heavy or bulky equipment			3 pence per mile

See Section 17: Reimbursement of Travel Costs in the Agenda for Change Terms and Conditions for further details regarding conditions

Additional Notes

** For staff claiming mileage from home to base whilst on on-call duty, the Reserve rate applies to those staff claiming mileage whilst on-call. As stipulated under Section 8.6.1.

Appendix 2

Eligible mileage (illustrative example)

In this example, the distance from the employee's home to the agreed base is 15 miles.

Journey (Outward)	Distance	Eligible Miles
Home to Base	15 miles	None
Home to First Call	Less than 15 miles	Eligible miles starts after 15 miles have been travelled
Home to First call	More than 15 miles	Eligible miles starts from Home, less 15 miles

Journey (Return)	Distance	Eligible Miles
Last call to Base		Eligible mileage ends at Base
Last call to Home	Less than 15 miles	Eligible mileage ends 15 miles from Home
Last call to Home	More than 15 miles	Eligible mileage ends 15 miles from Home

Appendix 3

Subsistence Allowances

All claims must be receipted.

Agenda for Change Terms and Conditions allow for the following expense claim limits.

Allowance	Condition	Amount
Overnight allowance (first 30 nights only) **	Maximum amount on presentation of receipts	£55.00 per 24 hour period
Overnight allowance (in excess of 30 days)		£35.00 per 24 hour period
Overnight allowance in non-commercial accommodation	Fixed Amount	£25.00
Day meal allowance	More than five hours away from base, including the lunchtime period between 12:00 to 14:00	£5.00
Evening meal allowance	More than ten hours away from base and return after 19:00	£15.00
Overnight stay meal allowance *		£25 per 24 hours period
Incidental expense allowance (subject to tax liability)		£4.20 per 24 hour period

Additional Notes:

- * If undertaking an overnight stay, the claimant is only permitted to claim the singular Overnight Staff Meal Allowances – they are not permitted to claim multiple meal allowances.

** In addition, Mid Essex Hospitals recognises that in modern times, accommodation costs are often higher than the Agenda for Change Terms and Conditions allow for. Therefore this Trust Policy allows for Executive discretion in relation to payment for Overnight Allowance (under 30 days).

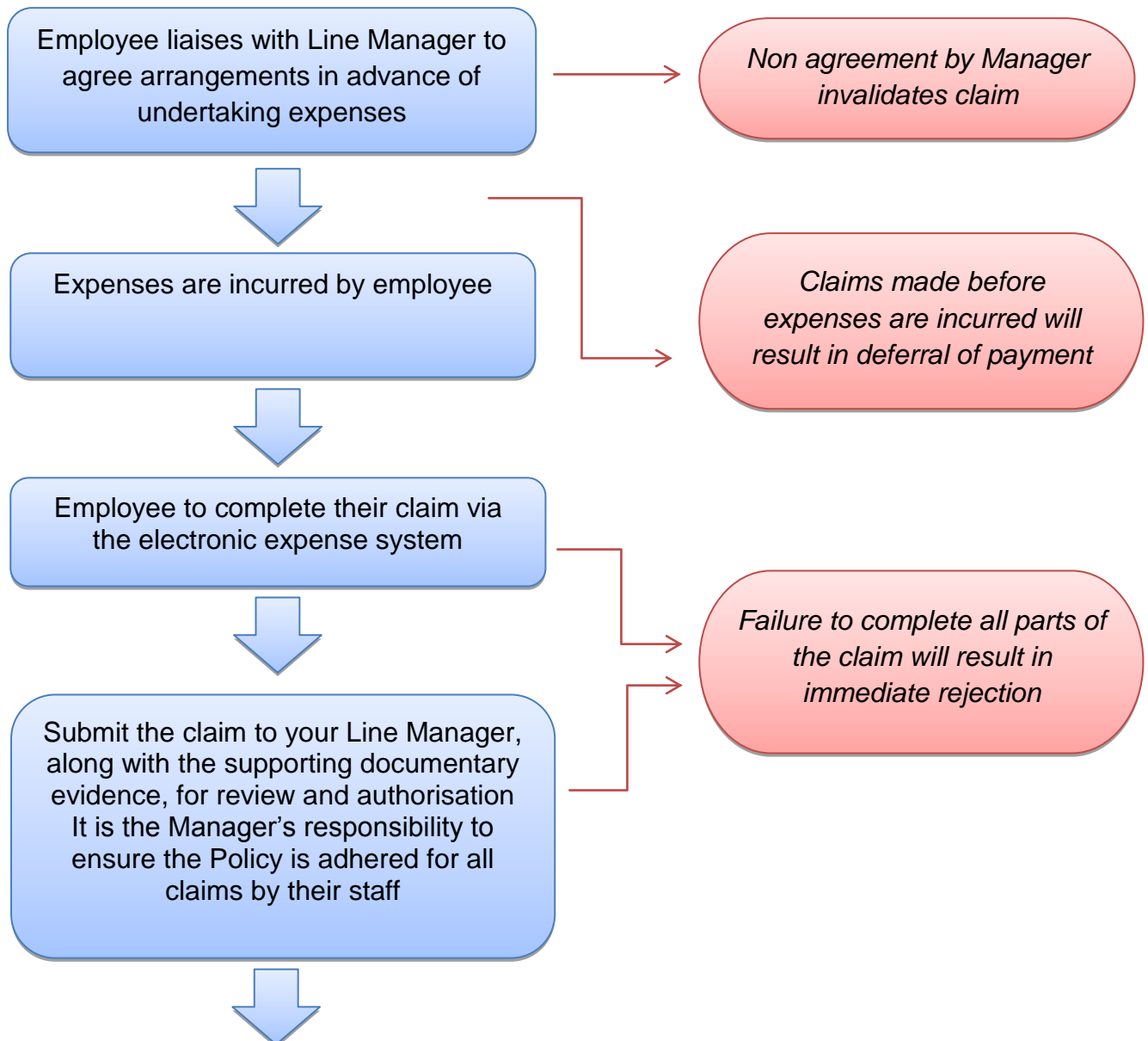
The Executive can therefore make the additional decision for approve higher costs the employee to claim up to the following maximum amounts; according to rates in place locally and stipulated below:

1. Maximum claim to £150 per night within the M25 (or other major cities)
2. Maximum claim of £100 per night for all other areas

Appendix 4

Process for Claiming Expenses

A Step-By-Step procedure is outlined below:



Line Manager or Employee should then send the completed claim direct to the Payroll Provider for receipt by the timesheet deadline for that month



Late submission will result in deferral to the following month's payroll run

Appendix 5

Mileage and Transport Allowances for Medical and Dental Staff

Annex A: Section 8: Mileage and transport allowances

1. Public transport rate: 24 pence per mile.
2. Regular user rates:

Motor cars with three or four wheels:

Engine capacity	(cc)	501 - 1,000	1,001 - 1,500	Over 1,501
Lump sum	(£)	508	626	760
Up to 9,000 miles	(pence)	29.7	36.9	44
Over 9,001 miles	(pence)	17.8	20.1	22.6

A practitioner using a four-wheeled car under 501cc shall be paid at the rates for cars of 501 to 1,000cc engine capacity.

3. Standard rates:

Motor cars with three of four wheels:

Engine capacity	(cc)	501 - 1,000	1,001 - 1,500	1,501 - 2,000	Over 2,000
Up to 3,500 miles	(pence)	37.4	47.3	58.3	58.3
3,501 - 9,000 miles	(pence)	23	28.2	33.5	41
9,001 - 15,000 miles	(pence)	17.8	20.1	22.7	25.5
Over 15,001 miles	(pence)	17.8	20.1	22.6	22.6

4. Other motor vehicles (Includes motor cycles and combinations, motor scooters, mopeds and motor-assisted bicycles):

Engine capacity	(cc)	Up to 125	Over 125
Up to 5,000 miles	(pence)	17.8	27.8
Over 5,000 miles	(pence)	6.7	9.9

5. Passenger allowance: 5 pence per mile for each passenger.
6. Pedal cycles: For local agreement, subject to a minimum of 10 pence per mile.

Lease Cars (Crown Cars), private use:

Where the cost to the employing authority of hiring the car includes Road Fund Licence and/or Insurance, these items should be extracted and the net cost used in calculating the charge per 1,000 miles.

- A. The current rates of:

Road fund licence, e.g.	£155
Insurance for private use (national call-off contract), e.g.	£88
Including cover for private use, e.g.	£128
Handling charge	£95

Crown Cars, while used solely on NHS business, are not required to be taxed or insured for the purposes of the Road Traffic Act 1972. Any private mileage requires that the vehicle be taxed and insured.

- B. Fixed Annual Charge per 1,000 private miles (for each year of the contract or notional contract), determined as follows:

$$\frac{\left(\text{Cost of Contract Hire at maximum quoted mileage} \right) - \left(\text{Cost of Contract Hire at minimum quoted mileage} \right)}{1000}$$

Plus total excess costs for non-base vehicle, where appropriate,

Plus VAT on total charge to practitioner (A+B).