

## BOOKING ARRANGEMENTS – TRAVEL AND ACCOMMODATION

Managers should first assess whether business travel is essential. Where possible, avoid travelling outwith the Perth & Kinross Council area and use Microsoft Teams or other virtual meeting options instead.

If travel is unavoidable, check whether other colleagues are attending the same meeting and arrange shared transport to reduce costs.

For business travel outside the Perth and Kinross area, (meetings, courses, seminars etc), managers should ensure that travel and accommodation arrangements, including costs, are completed in advance. Before making any bookings, consider the following:

- The most suitable and reasonable costed travel arrangements and accommodation have been selected.
- The amount of expense for the employee is reduced to a minimum.

The following information should be considered when authorising expenses:

- Who is travelling and are they being accompanied by other employees (can costs be shared or reduced?).
- Dates and times of travel (suitability of selected means of transport, overnight stays).
- The purpose of the journey (is it appropriate or essential to travel).
- Dates, times and leaving from/going to information (suitability of selected means of transport, overnight stays).
- Estimated costs, including parking, taxis, public transport, accommodation costs per night, and subsistence expenses.

When deciding on the method of transport, the following hierarchical structure should be adopted for determining the best method of transport for business journeys or periods of travel. Managers and employees should consider the following ranked list of travel options before undertaking business trips:

- Pool vehicles
- Active Travel
- Public Transport
- Personal vehicle

### Booking Arrangements

Travel arrangements must be pre-booked prior to undertaking business trips. Each Service may have a nominated person who can organise travel arrangements and you should check with your line manager. If an employee is responsible for arranging their own travel and accommodation, they should ensure the costs are within the [current mileage and subsistence rates](#).

An employee can search online for costs of hotels and flights and complete a credit card payment request form with the details and submit it to the finance section.

Each Service has a designated person within the Finance Team who holds a Council Credit Card and is responsible for the purchase of genuine business expenditure which includes flights and accommodation.

All requests must be made on the [Council Credit Card Payment Request Form](#) and must be approved by an authorised signatory.

## **Procedure for Booking the following:**

### **Pool Vehicle**

The Council has a fleet of corporate pool vehicles for use by employees as an alternative to employees having to use their personal vehicle for business mileage. Corporate vehicles should be booked through the online booking system found on Eric. Some Services have allocated vehicles, and it is their responsibility for the allocation and administration of these vehicles and employees should enquire with their line manager in the first instance about the availability of a pool vehicle. Pool vehicles should be booked in advance prior to journey.

### **Personal Car**

Employees must obtain line manager approval before using their own vehicle for business travel. Mileage and any associated parking costs will be reimbursed, provided VAT receipts and other relevant receipts are submitted.

For claims submitted via MyView, there is a requirement for employees to train receipts for 7 years in line with HMRC legislation.

If submitting a manual claim, VAT receipts and any other supporting documentation must be attached to the travel and subsistence claim form.

### **Public Transport**

- **Bus**

Online bookings for bus travel should be made using the Council Credit Card facility through the Finance Team by completing the Council Credit Card Payment Request Form. If unable to pre book prior to journey, proof of travel should be retained if claiming via MyView. If there is a requirement to complete a manual claim the appropriate receipt(s) should be submitted along with the travel and subsistence claim form.

- **Train**

Travel by rail should be claimed through MyView with appropriate receipts retained. If there is a requirement to complete a manual claim, receipt(s) should be attached to

the claim and submitted for payment as per the [Travel & Subsistence Guidance for Employees](#).

- **Air Travel**

All air travel for business purposes must be pre-booked using the Council Credit Card facility through the Finance Team by completing the Council Credit Card Payment Request Form.

Air travel should only be considered when no suitable alternative transport options are available.

- **Hotel Accommodation**

All hotel accommodation for business purposes should be pre-booked using the Council Credit Card facility through the Finance Team by completing the Council Credit Card Payment Request Form.

### **Car Hire**

The Council does not include car hire on the hierarchical structure, but this may be considered when there are no other options available.

Employees should seek line manager approval for hiring a car and all enquiries for hiring a vehicle should be made by contacting Fleet Management [PKCpoolvehicles@pkc.gov.uk](mailto:PKCpoolvehicles@pkc.gov.uk) who will provide advice on the procedures.

When bookings are made, the maximum subsistence rate should be taken into account when booking accommodation. Also, check what is included in the price of the room e.g. is breakfast included.

Please note that alcohol, gratuities and tips, private telephone calls, videos and newspapers will not be reimbursed.

Managers should ensure all of the above has been considered when authorising the type of travel and accommodation.

## Credit Card Payment Request Form

Here is guidance regarding [credit card procedures](#) and a copy of the credit card payment request form can be found below.

## PERTH & KINROSS COUNCIL COUNCIL CREDIT CARD PAYMENT REQUEST

<b>Service:</b>	
<b>Section:</b>	
<b>Description:</b>	
<b>Requested by:</b>	<b>Date:</b>
<b>Authorised by:</b>	<b>Date:</b>
<b>Contact Name:</b>	<b>Tel No:</b>

<b>Supplier's Name, Address, Email Address and/or Web Site:</b>
<b>Delivery Address:</b>

## Financial Analysis

Ledger Code	Amount	VAT	Total

<b>Purchased by:</b>	<b>Date:</b>
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**Please ensure that all relevant paperwork is attached**