

BOOKING ARRANGEMENTS – TRAVEL AND ACCOMMODATION

Managers should consider if travel is necessary, taking into account the travel plan recommendations of using web/video conferencing, telephone conferencing.

If travel is necessary, enquiries should be made to find out if other people are attending the same meeting to allow sharing of the same transport to keep costs to a minimum.

When travelling outside the Perth and Kinross area on business eg courses, seminars or meetings, managers should ensure that as much of the travel and accommodation bookings and costing is completed in advance of the employee travelling. The following should be considered prior to any booking:-

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

The types of information that should be considered when authorising these expenses are as follows:

- Who is travelling and are they being accompanied by other employees (can costs be 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).
- Estimating costs ie parking, tolls, taxis, tube, accommodation costs per night, subsistence costs.

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
- Fleet vehicles
- Lease cars
- Car Hire
- Public Transport
- Own 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 to the finance section.

Each Service has a designated person within the Finance Section who holds a Council Credit Card and is responsible for the purchase of genuine business expenditure which includes rail warrants, 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 supply of pool vehicles for use by employees as an alternative to employees having to use their own car for business mileage. Each Service is responsible for the allocation and administration of their vehicles and employees should enquire with their line manager in the first instance on the availability of a pool vehicle. Pool vehicles should be booked in advance prior to journey.

Lease Vehicle

The Council operates a separate Lease Car Scheme and, if a lease car is available, arrangements should be made with the lease car holder prior to the journey. Employees should enquire with their line manager in the first instance on the availability of a lease vehicle.

Car Hire

The Council has established a discounted corporate rate with local car hire companies to facilitate this option. Employees should enquire with their line manager in the first instance on the availability of car hire. A hired car can be booked through Fleet Management, Communities.

Own Car

Approval must be sought for the use of own vehicle from line manager. The actual mileage and any parking costs will be reimbursed with proof of VAT receipts and submitted along with the travel and subsistence claim.

| **Public Transport**

Bus

Online bookings for bus travel should be made using the Council Credit Card facility through the Finance Section by completing the Council Credit Card Payment Request Form. If unable to pre book prior to journey, proof of travel should be submitted along with travel and subsistence claim form.

Train

Prior to journey, an employee should apply to their Finance Section for a rail warrant once approved by line manager. Adequate notice should be given to the request for the rail warrant to ensure it is received prior to journey. A rail warrant will be issued to the employee before their journey. If rail warrant is not issued prior to journey proof of travel should be submitted along with the travel and subsistence claim.

Air Travel

Online bookings for air travel should be made using the Council Credit Card facility through the Finance Section by completing the Council Credit Card Payment Request Form.

Hotel Accommodation

Accommodation should be booked online using the Council Credit Card facility through the Finance Section by completing the Council Credit Card Payment Request Form.

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 eg 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

Service:	
Section:	
Description:	
Requested by:	Date:
Authorised by:	Date:
Contact Name:	Tel No:

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

Financial Analysis

Ledger Code	Amount	VAT	Total

Purchased by:	Date:
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Please ensure that all relevant paperwork is attached