

# TRAVEL & SUBSISTENCE POLICY

## POLICY STATEMENT

Employees who are authorised to incur additional expenses in the course of carrying out their duties of employment while on Council business are entitled to be reimbursed for these costs subject to certain criteria set by the Council.

Employees should ensure the expenses that have been incurred are wholly exclusively and necessary in performance of their duty. All claims must be substantiated with evidence of the expense incurred and the Council reserves the right not to pay expenses if a claim is made in breach of the policy. If a claim is found to be fraudulent, the Council may instigate the disciplinary procedure in accordance with the [Achieving and Maintaining Standards Policy](#).

The desired outcome is to ensure all employees and managers have a clear and defined policy and guidance on travel and subsistence arrangements. This policy applies to all employees of Perth & Kinross Council.

## Principles

Perth & Kinross Council will reimburse travel and subsistence expenses to all employees who:

- Are authorised to use their private transport on Council business.
- Are provided with a lease car.
- Travel using public transport on Council business.
- Incur additional costs in carrying out duties of employment with the Council.

Employees are required to record details of their claim for travel and subsistence and to provide clear VAT receipts in support of their claims. In submitting a claim, employees are effectively declaring the following:

- expenditure claimed has been actually and necessarily incurred in the course of their duties.
- they hold a current driving licence valid to drive the vehicle on Council business.
- they hold appropriate insurance cover for business use which indemnifies the Council against all third party claims.
- the vehicle they are using for Council business is roadworthy and maintained in a safe condition.
- they are fit to drive and are not suffering any ill health or disability, or taking any medication or other substances that could affect their ability to drive.
- they are responsible for reporting to their line manager any accidents, near misses, penalties or offences incurred.
- they are aware that failure to complete the claim accurately or in accordance with the Council's Policy and Guidance will result in delay or non-payment of the expenses.

The following can be claimed when specific criteria are met:

**Travel Expenses Cover:**

- Mileage allowance
- Cost of public transport

**Subsistence Expenses Cover:**

- Breakfast
- Lunch
- Evening meal
- Overnight accommodation

Details of the Travel & Subsistence Arrangements are outlined within this policy and detailed guidance can be found [here](#) on our website.

This policy covers the following:

1. <a href="#">Mileage Expenses Definition of User Types</a>	2. <a href="#">Mileage and Subsistence Rates</a>
3. <a href="#">Travel Expenses Summary</a>	4. <a href="#">Travel Hierarchy</a>
5. <a href="#">Cycling Allowance</a>	6. <a href="#">Excess Travel</a>
7. <a href="#">Training Expenses</a>	8. <a href="#">Subsistence Allowance Summary</a>
9. <a href="#">Summary of Roles &amp; Responsibilities</a>	10. <a href="#">Booking Arrangements for Travel &amp; Accommodation</a>
11. <a href="#">Claim Forms</a>	12. <a href="#">Employee Guidance – Claim Forms</a>
13. <a href="#">Managers' Checking Process</a>	14. <a href="#">Receipts</a>
15. <a href="#">Employee Car Parking Guidance</a>	16. <a href="#">Driving Licence &amp; Insurance</a>
17. <a href="#">Interview Expenses</a>	18. <a href="#">Policy Review</a>

**1. MILEAGE EXPENSES DEFINITION OF USER TYPES**

The user types associated with the reimbursement of mileage expenses to employees:

1. Business – an employee who travels on Council business on an irregular basis and who is not provided with a Leased Car.
2. Leased Car – an employee who participates in the Council’s Contract Car Hire Scheme.
3. Motorcycle – an employee who travels by motorcycle.
4. Cycle – an employee who travels using a bicycle.

Rates for mileage expenses for the different user types can be found [here](#).  
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## 2. MILEAGE AND SUBSISTENCE RATES

The mileage and subsistence rates have been set and currently based upon HMRC rates. The Council will review the mileage rates as and when HMRC rates are reviewed.

Rates for current mileage and subsistence rates can be found [here](#).  
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## 3. TRAVEL EXPENSES SUMMARY

Travelling expenses will be paid to employees who travel to other locations on Council business. This is generally limited to the cost of travel from the employee's **normal place of work** to where the business is undertaken and return.

Reimbursement of travelling expenses will be made to employees who:

- Are authorised to use private transport on Council business.
- Are provided with a lease car.
- Travel using public transport.

An employee's normal place of work can be either:

- The specific location stated in the employee's Statement of Employment Particulars shown in paragraph 6. This will apply mostly to employees who normally work indoors as part of their normal working day and travel occasionally.
- For employees with no regular place of work, a location regarded as a Base/Headquarters as shown in the Statement of Employment Particulars. This will apply mostly to employees who often leave straight from home and travel to various locations as a regular part of their normal day.
- Where an employee normally works on a regular basis. This will apply mostly to employees who travel daily or regularly between various locations as part of their working day and spend some or most of their day in vans, cars, lorries etc. This need not be the same physical location every day.

Under normal circumstances, an employee's home cannot be regarded as their place of work unless authorised.

### Travel between Home and Normal Place of Work

In general, no claim for expenses will be accepted for journeys made between home and normal place of work. However, employees may claim where a return to work is made outwith normal working hours, eg evening meetings. Such claims will only be accepted where no other payment is claimed (eg time off in lieu or authorised overtime). All expenses payable for home to normal place of work journeys are taxable, regardless of when the journey is made.

If authorised to make business visits before either going to work or going home, the maximum an employee may claim is the lesser of the allowance payable for actual miles travelled or the allowance payable if the journey had started or ended at the employee's normal place of work.

Allowances will be paid for the full business mileage travelled for journeys which begin and end at the employee's normal place of work unless the actual mileage is less, in which case the lesser mileage should be claimed.

Further information can be found [here](#). ([back to top](#))

#### **4. TRAVEL HIERARCHY OF USE (best method of transport to use)**

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:

1. Pool vehicles
2. Fleet vehicles
3. Lease cars
4. Car Hire
5. Public Transport
6. Own Vehicle

Further information regarding the best method of transport to use can be found [here](#). ([back to top](#))

#### **5. CYCLING ALLOWANCE**

The Council encourages and promotes the use of bicycles as an alternative to cars for business and home to work travel.

A cycling allowance of 25p per mile will be payable to Council employees who satisfy criteria set out in the toolkit.

Further information relating to the scheme can be found [here](#). ([back to top](#))

#### **6. EXCESS TRAVEL**

Employees who are relocated to a new workplace as a result of a reorganisation of Services or work arrangements or by other circumstances beyond an employee's control and not referred to in their terms and conditions of employment are entitled to claim excess travel costs incurred by travelling to the new permanent workplace location.

Such allowances to be reimbursed at 25p per mile for a period of four years with claim being greater than £2.91 per week and based on either:-

- Second-class train and/or bus fares; or
- Mileage allowance in respect of the additional mileage actually involved in the change of place of employment if the officer is an authorised car user, or where public transport is not available, whichever is actually incurred.

Further information can be found [here](#).  
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## **7. TRAINING EXPENSES**

Employees attending courses approved by their Executive Director will be reimbursed for travel to and from training facilities and for day release courses, etc. They will be reimbursed for travel in excess of normal home to office mileage based on either:

- The appropriate mileage rate of 40p or
- Standard class rail and/or air or bus fares actually incurred.

Further information can be found [here](#).[\(back to top\)](#)

## **8. SUBSISTENCE ALLOWANCES SUMMARY**

Subsistence allowance may only be claimed if the employee has actually incurred additional costs in carrying out duties of employment with the Council ie if official duties prevent you from taking a meal at your home or work base or normal place of work. There is no automatic entitlement to claim subsistence allowance simply because the employee was not at their normal workplace during a meal break. As most employees will eat lunch as part of their normal working day no matter what their work is, lunch will not normally be reimbursed. Employees should be encouraged to arrange appointments outwith the lunch period.

Further information on the types of subsistence allowances for which reimbursement may be claimed can be found [here](#).  
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## **9. SUMMARY OF ROLES AND RESPONSIBILITIES**

Everyone involved in the claiming, authorising and checking of claims has a responsibility to ensure that the correct procedures for travel and subsistence arrangements are followed. Detailed information regarding roles and responsibilities is available for the following:

- Her Majesty's Revenue and Customs (HMRC)
- Responsibility of Managers and Authorised Signatories

- Responsibility of Employees
- Responsibility of the Payroll & Reward Team
- Responsibility of Human Resources
- Responsibility of Internal Audit
- Employers' Compliance
- Driving Licence and Insurance
- Transport of Passengers

Further information can be found [here](#)  
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## 10. BOOKING ARRANGEMENTS FOR TRAVEL AND ACCOMMODATION

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.

Further information on the best practice for booking travel arrangements can be found [here](#)  
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## 11. CLAIM FORMS

### **Online Claim Forms**

Employees who can access MyView should complete their claim using [MyView](#).

### **Manual Claim Forms**

Employees who do not have access to MyView can access a manual claim form from their line manager. Manual claim forms can also be found [here](#) for Chief Officers, Teachers and Single Status.

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## 12. TRAVEL AND SUBSISTENCE GUIDANCE FOR EMPLOYEES

Guidance has been devised covering all employees, highlighting the rules and procedures for submitting a claim for travel and subsistence.

Further information can be found [here](#)  
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## 13. MANAGERS' CHECKING PROCESS

To assist managers in checking travel and subsistence claims, guidance can be found [here](#).

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## **14. RECEIPTS**

All mileage claims must be accompanied by a valid VAT receipt for the purchase of fuel. The receipt for fuel is to comply with the Valued Added Tax (Input Tax) (Road Fuel Purchased by Employees) (Order) 2005. Employees should be aware that failure to attach valid VAT receipts to their travel claim in line with this directive will result in non-payment of all mileage claimed. The date on the VAT receipt must reasonably pre-date, or be the date of the journey up to a maximum of two months. All travel and expenses claimed should be accompanied by receipts or other supporting documents.

Further guidance can be found [here](#).  
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## **15. EMPLOYEE CAR PARKING GUIDANCE**

Car parking provision for council vehicles will normally be made for fleet, pool or leased vehicles where these vehicles are made available for general use by employees. This actively encourages the use of Council vehicles over employees' own cars. The criteria for allocating parking spaces are available within the car parking policy.

Further information can be found [here](#). [\(back to top\)](#)

## **16. DRIVING LICENCE AND INSURANCE**

Employees must hold a current driving licence valid to drive the vehicle used on Council business. If an employee is authorised to use a private vehicle on Council business, they must hold insurance cover indemnifying the Council against third party claims (including those concerning passengers).

Further information can be found [here](#). [\(back to top\)](#)

## **17. INTERVIEW EXPENSES**

Reasonable travel expenses can be claimed by external job applicants only who incur expenses as a result of attending an interview of employment with the Council.

Further information can be found [here](#). [\(back to top\)](#)

## **18. POLICY REVIEW**

The policy and its effectiveness will be reviewed and evaluated every three years in accordance with the requirements of the Council's statutory equality duties.

Any changes to rates for travel and subsistence will be amended accordingly and communicated to all concerned. [\(back to top\)](#)