

Annex 1

Travel and Subsistence Policy

1. GENERAL PRINCIPLES

- 1.1 All Employees of the Authority who use their private vehicles on authority business or who use the pool cars provided by the Authority are covered by this policy.
- 1.2 Individuals should always seek to secure value for money. Journeys should be adequately pre-planned to avoid duplication of journeys and to ensure the route chosen minimises the mileage travelled.
- 1.3 All employees who use their cars on the Authority's business **must have and produce a valid driving licence**.
- 1.4 All employees who use their cars on the Authority's business, including to attend training courses or conferences, must **have and produce a current insurance certificate**. The insurance certificate must include a '**business usage**' clause indemnifying the Authority against all third party claims (including those concerning passengers) that arise whilst using the vehicle on Authority business.
- 1.5 All employees who use their cars on the Authority's business **must have and produce a current MOT certificate** for their vehicle prior to using it on Authority business.
- 1.6 An employee using their car on Authority business without the valid insurance and MOT certificates will be in breach of Authority regulations and may be subject to disciplinary procedures.
- 1.7 All drivers should conduct regular safety checks and maintenance on their vehicles.
- 1.8 Employees should have regular eyesight tests and wear any glasses prescribed for driving purposes at all times when driving on NFNPA business.
- 1.9 Employees will notify the DVLA and their managers as soon as is practical of any physical or mental disability or condition which currently affects or impairs their ability to drive.
- 1.10 No allowances or mileage claims will be paid without proof of these documents.
- 1.11 The correct procedures must be used for claiming all travel and subsistence allowances.

2. PROCEDURE FOR CLAIMING ALLOWANCES & MILEAGE

- 2.1 Where a monthly allowance is paid, these are processed automatically by Payroll provided proof of valid insurance (including business usage) and MOT certificates have been produced by the employee. From 2015 the authority has been phasing out car allowances and employees joining since then or changing contracts since then have not been given an essential user car allowance or cash alternative.

- 2.2 All mileage claims must be checked and approved by the employee's line manager before payment is made.
 - 2.3 Volunteers, agency staff and consultants should complete the travel and subsistence claim form for non-staff and will be reimbursed via the creditors system in the next available payments run.
 - 2.4 Mileage must be claimed within three months of the journey. Claims after this period may not be paid. Claims for periods ending 31 March each year must be made by the 30th April each year.
 - 2.5 The Authority will reimburse the necessary cost of travel on authorised journeys. In line with the Authority's commitment to sustainability, no journey should be undertaken unless absolutely necessary and other options such as video or telephone conferencing are impractical.
 - 2.6 Where possible use should be made of the Authority's pool cars. Priority will be given to casual users.
 - 2.7 If, because of official business you do not take your normal route between home and base (and vice versa), the mileage claimed must only be the additional mileage covered, calculated by deducting the home to base distance from the total distance travelled.
 - 2.8 If your base is not visited at all during your working day your claims must be restricted to the mileage travelled in excess of the return distance from your home to base.
 - 2.9 You are personally responsible for any costs incurred in off route journeys for private purposes.
 - 2.10 The particulars and purpose of journeys must be disclosed on any claim forms you submit.
 - 2.11 When you use your own vehicle on official business you may claim a supplementary mileage payment for each passenger you carry. See Appendix 1.
 - 2.12 Parking charges will be reimbursed on production of an appropriate receipt. Parking fines and fixed penalties will be the responsibility of the employee.
- 3. LONG DISTANCE TRAVEL**
- 3.1 Using your own vehicle for a long distance journey should always be a last resort. Public transport and pool cars should be used wherever possible. Reimbursement of expenditure for long distance travel will be restricted to appropriate public transport rates or normal mileage rates, whichever is the lower.
 - 3.2 Public transport rate will mean, appropriate standard class rail fare and/or coach or bus fares or flights if appropriate plus other expenses such as tube and/or taxi fares.

Taxi fares are only reimbursable if no alternative means of public transport is available.

- 3.3 Where a car is used due to personal preference you will be reimbursed standard class rail fare or normal mileage rates whichever is the lower cost.
- 3.4 Overall you should look for the best value option taking into account travelling time, the environment and your own well-being. If in doubt please check with your manager before travelling.

4. SUBSISTENCE

- 4.1 Where an employee is prevented from taking a meal at home or at work due to their work commitments the Authority will reimburse reasonable receipted costs of subsistence.
- 4.2 Claims in respect of subsistence expenses must not include expenditure on alcohol.
- 4.3 No reimbursement shall be made where a suitable meal is provided, such as a training course or as part of an overnight accommodation claim.
- 4.4 Claims for breakfast may be made if your journey begins before 7am, and for lunch if your absence includes the period 12 noon to 2pm. The cost of an evening meal may be claimed for journeys if you are returning after 7.30pm.

5.0 OVERNIGHT ACCOMMODATION

- 5.1 Overnight stays should be approved in advance by a member of the Executive Leadership Team. Reimbursement will be made on production of the relevant receipt or preferably it can be booked in advance and paid for directly by the authority.
- 5.2 In exceptional circumstance such as extreme weather conditions or transport failures which were not anticipated, claims will be considered sympathetically.

APPENDIX

- A: Schedule of current allowances and mileage rates