

## Business Travel and Expenses

Allowance values valid from April 2020

### 1. Policy principles

Employees will be reimbursed for mileage in line with HM Revenue and Customs (HMRC) rates for costs associated with travelling on business using their own vehicle within the scope of this policy.

As a general principle, employees will be responsible for meeting the cost of their own food and drink whilst at work. However, expenses may be claimed where it would be unreasonable for the employee to bear any additional costs.

Employees will not normally be entitled to claim expenses for meals where their duties have prevented them from following their normal meal arrangement and they cannot claim such expenses simply because they are away from their base at a mealtime.

To support the organisation's move to new ways of working consideration must be given to reducing unnecessary travel. All employees are responsible for 'rethinking meetings' and consider prior to travelling whether alternatives can be used for example; video and telephone conferencing.

Travelling and physical attendance at meetings should be reserved for key collaborative work involving activities such as training, generating new ideas, decision making and team building.

Other examples include using remote access and mobile devices to avoid unnecessary travel back to an office base to write up work or access e-mails and other systems.

### 2. Scope of policy

The policy applies to all employees including those directly employed by schools.

### 3. Documentation

Employees are responsible for ensuring they have a current and valid driving licence for the type of vehicle they are using; and

- Ensure that the insurance cover includes use of the vehicle for business purposes and passenger liability cover (if carrying passengers);
- Ensure that the vehicle (where appropriate) has a current MOT certificate;
- Ensure that the line manager is notified immediately if the licence is suspended and for what reason.

Line managers are required to carry out routine checks of driving licence and insurance details and keeping appropriate records.

### 4. Car mileage rates

Employees can claim 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter per annum. (This includes electric and hybrid cars.)

Car - Lease (through the Tusker scheme) mileage rates

Mileage is paid at the same rate as the employee-owned car mileage rates, however as these rates are higher than HMRC rates for company cars, employees will pay tax and national insurance on the difference between the rate paid and the current [HMRC](#) rates. This is because the car is classed as a company car and not a private vehicle.

**5. Motorcycle mileage rates**

Employees can claim 24 pence per mile.

**6. Cycle mileage rates**

Employees can claim 20 pence per mile.

**7. Home to work travel**

Travel between home and an employee's workplace is regarded as **private travel** and will not reimburse for any home to work journeys.

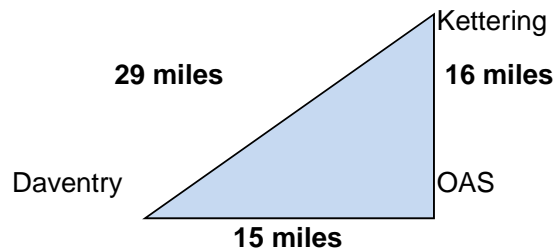
The only exception to this is where an employee is on a call-out or standby rota and is required to "return to work" during that time.

**Employees may only claim for mileage that is in excess of their normal journey from home to workplace.** Where an employee travels to another workplace that is less mileage than their normal journey from home to place of work this will not be reimbursed.

See section 7 for exemptions to claims within Northampton.

**Example 1:**

Employee lives in Daventry, works in One Angel Square and travels directly to Kettering from home for a meeting returning to OAS.

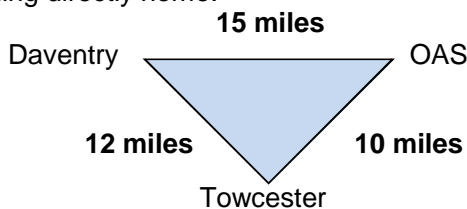


The actual mileage travelled is 45 miles (29 miles + 16 miles). A normal journey from home to OAS is 15 miles. Therefore the mileage that can be claimed is 30 miles.

Had the employee started their journey from home (Daventry) and travelled to Kettering and returned to home the mileage claimed would be 28 miles (total miles travelled being 58 miles less the return journey from home to workplace 30 miles).

### Example 2:

Employee lives in Daventry, works in One Angel Square and travels to Towcester for a meeting returning directly home.



Actual travel (return) is 24 miles which is less than home to OAS (return), 30 miles and therefore no claim can be made.

### 8. Travel between offices within Northampton

Mileage and parking costs for travelling between **offices in Northampton** cannot be claimed.

### 9. Excess travel costs due to redeployment or relocation of a job

Excess travelling costs, as a result of an employee being relocated or redeployed to another workplace, will be paid for a period of one year from the relocation/redeployment date subject to the payment threshold level being met. Once the threshold level is met the full cost of redeployment costs will be paid. The current threshold level is £3.52 per week.

The employee may claim for either the cost of travelling by car or by public transport.

The redeployment mileage rate is the lowest prevailing HMRC approved mileage rate - currently 25 pence per mile and is taxable under HMRC guidelines.

Car parking costs may not be claimed as a result of an employee being relocated and should not be reimbursed through petty cash.

*Note: For clarification employees who have moved to One Angel Square from Northampton offices are not eligible, in line with section 8 of this policy.*

### 10. Claims for meals whilst travelling on business

Although the list below is not exhaustive, it gives examples of circumstances when it would be reasonable for an employee to claim the cost of their meal(s) whilst on business:

- Attending a conference or external training event where they are expected to purchase a meal at the event;
- Attending an event that necessitates an overnight stay where meals are not included;
- When, as part of a client's social care, they are required to take a meal as part of an excursion and incurs costs to do so; and
- Where significant travel from a meeting/event results in a very late arrival home (if not normal working hours) i.e. after 8.30pm.

Circumstances where an employee would not be able to claim for meals:

- Being away from their base during the normal working day; and
- Claiming breakfast if they have to leave home early to attend a meeting.

Managers should seek advice from the HR Advisory team if appropriate.

The **maximum** allowances for meal expenses that may be claimed are:

- Breakfast           £6.30
- Lunch               £8.40
- Dinner               £15.75

These rates are updated annually in line with the organisation's inflationary pay award.

It should not be assumed that these expenses will automatically be paid and prior to incurring such expenditure employees should speak with their line manager and seek approval for reimbursement. Managers authorisation of payment will normally only be made against a receipt but where it is not possible to obtain a receipt, and provided the employee gives a justifiable reason for this, managers should adopt a reasonable approach in accepting the claim.

#### **11. Overnight accommodation expenses and foreign travel**

There are no set allowances for accommodation but all overnight stays must be approved by the relevant budget manager in advance. Managers should approve "reasonable expenses" taking into account the cost and availability of alternative accommodation and the advantages of staying close to the conference/training provider, i.e. safety issues when lone travelling and so on.

Therefore it is not necessary to accept the lowest possible cost, but reasonable costs as set against relevant factors.

Receipts must be retained by the employee relating to all claims made for up to six years and may need to be submitted in the event of a VAT inspection.

Employees who have to travel abroad to attend meetings or conferences as part of their work may do so, provided that:

- the visit is to the European Community;
- their Director has approved the visit; and
- the costs can be met from within their Service budget.

#### **12. Car Parking**

Car parking fees will only be reimbursed on production of a valid receipt where it is incurred as an additional expense whilst travelling on the organisation's business e.g. where an employee travels to a business meeting away from their normal place of work.

Car parking costs will not be paid for an employee to park when working at their own place of work as there is no contractual entitlement to any on-site parking space. The organisation will also not reimburse for parking fines incurred by an employee.

See section 7 for exemptions to claims within Northampton.

### 13. Submission of claims

Employees must submit claims for business travel, expenses and excess travel costs due to redeployment/relocation using the online e-Forms in the month or the month after they are incurred and in all cases no later than 3 months of the date they are incurred. Late claims will not be paid.

Employees who are unable to submit claims within the agreed timescales due to a period of long term absence should write to their manager explaining the reasons why they have been unable to submit their claims. Managers may exceptionally authorise late payments and will need to contact Payroll through Lets Go Direct to enable payment to be made.

Employees will, in the first instance, need to set up an LGSS Portal Account and input information about their vehicle(s) and home to work distance, before they can submit mileage and expenses claims.

- LGSS Portal (to log in or sign up for an account and to submit claims)
- E-Forms user guide and FAQ's on the intranet

**Employees must keep all receipts relating to claims made for up to six years.** It is important that these receipts are retained, as they will need to be provided in the event of a VAT inspection. Failure to provide receipts covering business travel and expense claims made could result in the organisation paying back thousands of pounds to HMRC.

Employees should ensure that all receipts are provided to managers on termination of employment.

All receipts should be marked with the mileage/expense claim number, provided by the system and the employee payroll number. Receipts should ideally be scanned and saved on a shared drive, so that the manager and employee are able to retrieve.

**Note:** A very small number of TUPE travel and expense claim rates are not listed in the online e-forms. Where this is the case, employees should contact the HR Advisory team in the first instance.

### 14. Additional information for in-work travel

Further information on travel can be found [here](#) and how to utilise skype for business to avoid travel can be found [here](#).

### 15. Policy Data Protection and Monitoring

Any data collected as part of employing and managing employee's is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure; process or activity.

Records are retained and destroyed in accordance with the organisations Retention Schedule.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under this Disciplinary Procedure.