

# TRAVEL, SUBSISTENCE AND EXPENSES POLICY

## 1 Purpose

- 1.1 This policy provides a framework for all Healthwatch Worcestershire employees and volunteers who necessarily travel on the organisation's business.
- 1.2 This policy is not contractual and does not form part of an employee's contract of employment. Healthwatch Worcestershire reserves the right to make amendments to this policy from time to time at its sole discretion.

## 2 Principles

- 2.1 Healthwatch Worcestershire recognises that to carry out its functions effectively, staff will need to regularly travel to local and national meetings and events.
- 2.2 Employees shall be reimbursed for receipted expenses for authorised travel and other reasonable expenditure wholly, exclusively and necessarily incurred in the course of duty, ie only where additional to what the employee would otherwise have incurred.
- 2.3 Wherever practicable, all travel and subsistence expenses should be authorised in advance by the Managing Director to ensure that journeys are necessary and that the most appropriate and cost-effective means of transport is used. This will not always be the cheapest as consideration will be given to journey time, start and finish time of events and the safety and comfort of the employee. This may on occasions include use of own car, vehicle hire, public transport, car sharing, taxi, etc.
- 2.3 Where employees drive on the organisation's business, they will be required to present their Driving Licence for inspection upon appointment or at any other time when reasonably requested. Where an employee is issued with penalty points or other driving endorsements, they should report this to the Managing Director immediately.

## 3 Use of own vehicle

- 3.1 Where employees use their own vehicle for business travel, they will be required to present the original of the log book (or MOT certification if over 3 years old) and certificate of insurance showing cover for driving for business purposes. Employees will be expected to ensure that their vehicle is properly maintained and roadworthy and does not detract from the professional image of the organisation.
- 3.2 Car mileage can be claimed in line with Inland Revenue approved rates. This is currently 45p per mile for all miles up to 10,000 in a tax year and 25p per mile for each subsequent mile.

- 3.3 Where an employee uses a motorcycle for business travel, then an allowance of 24p per mile may be claimed.

#### **4 Use of hire car**

- 4.1 Car hire must be authorised in advance by the Managing Director and will be considered for longer journeys where it may be more cost effective.

#### **5 Public transport**

- 5.1 Standard class rail travel must be authorised in advance by the Managing Director. Where practicable, employees will be expected to take the cheapest route but consideration will be given to journey times.
- 5.2 Bus, tube or taxi fares will be reimbursed where reasonable, itemised and authorised by the Managing Director.
- 5.3 Parking charges (but not fines) and bridge toll charges incurred in the course of business travel will be reimbursed where reasonable, itemised and authorised by the Managing Director. Parking at the normal place of work cannot be claimed.
- 5.4 Travel by air must be authorised in advance by the Chairman.

#### **6 Meals and incidental expenditure**

- 6.1 An employee may claim out-of-pocket reasonable expenses when undertaking a long business journey, eg trip to London. This may include a meal and/or non-alcoholic drinks. The actual cost, where supported by receipts, will be reimbursed where considered reasonable.
- 6.2 Where an employee only incurs similar costs to those they would have incurred whilst working in the office, a claim would not be considered reasonable.

#### **6 Hotel Accommodation**

- 6.1 The cost of accommodation in a reasonable quality hotel may be claimed. Where possible, this should be agreed in advance with the Managing Director. Healthwatch Worcestershire will reimburse for the cost of the room, breakfast, evening meal and non-alcoholic drinks where supported by receipts. Sundries (eg newspapers, laundry, gym, toiletries, mini bar purchases, personal phone calls) and alcoholic drinks will not be reimbursed.

## **8 Entertaining and hospitality**

- 8.1 Where a Healthwatch Worcestershire employee necessarily incurs reasonable expenses in entertaining a business contact (eg light lunch or non-alcoholic beverages), this will be reimbursed where supported by receipts and authorised by the Managing Director.

The claim should show the name and organisation of the attendee and the purpose of entertainment, eg consultation meeting. The number of Healthwatch Worcestershire staff being claimed for should be proportionate.

## **9 Professional subscriptions**

- 9.1 Personal professional subscriptions are the responsibility of the employee and will not be reimbursed.

## **10 Additional travelling expenditure**

- 10.1 Where an employee incurs additional travelling expenditure as the result of a change in work location, he/she will be paid an allowance equal to the difference between the cost of travelling from their home to the new place of work and from home to the old place of work.

- 10.2 This will be based upon either:

- the standard train and/or bus fare; or
- a mileage allowance of 25p per mile

This will be paid for a period of 12 months. Where the employee moves home to a location nearer to the new place of work before the end of this period, the allowance will be reviewed and, where appropriate, adjusted.

## **11 Audit and Review**

- 11.1 A review of this policy will take place annually unless legal, contractual, specific business requirements, operational changes or events necessitate an earlier review.

- 11.2 This policy will be subject to Equality Impact Assessment under the Public Sector Equality Duty Act 2010.