



North Tyneside Council

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Aspire to be better . Enable others . Deliver on promises

GUIDELINES

Travel and Subsistence



Aspire to be better . **Enable** others . **Deliver** on promises

Document Number	<i>PRRTS001</i>	Document Revision Number	5
Date last Reviewed	<i>August 2014</i>	Planned Review Date	<i>August 2016</i>
Document Owner	<i>Head of Human Resources</i>		
Reviewed By	<i>HR Officer Policy and Remuneration</i>		
Document status	This document does not form part of an employee's terms and conditions of employment and can therefore be reviewed, amended and withdrawn at the discretion of the Council.		
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1.0 Introduction

1.1 North Tyneside Council recognises that Employees, Councillors and appropriate other parties (as noted in section 20 of this policy), may incur necessary additional expenditure on travel and subsistence in the course of their employment. The purpose of this policy is to allow employees to claim expenditure incurred whilst on Council Business.

2.0 Travelling Considerations

2.1 When travelling outside the North Tyneside area Managers are required to consider the most suitable mode of transport for that journey. Included in these considerations should be:

- Length of the journey
- Reason for the journey

- Timings e.g. to arrive at a particular time
- Number of Officers and/or associated partners travelling
- Cost of the mode of transport
- Effect on the need for other expenses e.g. accommodation
- The environmental impact
- Overall time away from the usual workplace

2.2 The Council is a major consumer of energy and producer of carbon emissions and other green house gases. Reducing our energy costs and managing our carbon footprint better will not only have a financial benefit for the Council, it will also reduce our CO₂ emissions.

Service Teams are monitored for carbon emission performance in respect of all travel claims. All service teams are set a carbon reduction target in order to support the overall Council reduction target of 34%.

Travel options and carbon / environmental impacts are detailed on the Council intranet and can be accessed [Click Here](#)

2.3 The Council use the North Tyneside Click Travel Cloud System, which is currently the preferred supplier of Business Travel. Bookings for Air or Rail travel, Accommodation, Hire Cars, Taxis.

2.4 Bookings can be made directly for employees holding a travel enabled purchase card, all other employees must book via the Financial & Employee Services Team by completing a Travel Request Form [Click Here](#). All requests should be sent to the Team as soon as possible to allow for processing time and to encourage benefits such as early booking fees.

2.5 All travel outside of the borough should be pre authorised by the appropriate budget holder or Head of Service.

3.0 Travel by Public Transport

3.1 Public transport should be used within the borough where appropriate e.g. based on timings and the transportation of equipment. Where public transport is used the cost of the travel can be claimed, where a valid ticket/receipt is obtained. The claim should be completed using the Travel and Subsistence claim form [CLICK HERE](#).

4.0 Travel by Taxi

4.1 Taxis should not be used in the local area other than in exceptional circumstances, where no other public transport is reasonably available or where the passengers are of a vulnerable nature, for example the passenger is a minor, is

disabled, or are travelling late at night. Where a taxi is used a receipt should be obtained as proof of expenditure.

4.2 Although public transport should be used when travelling outside the local area, it may be more appropriate for taxis to be used in certain circumstances. For example transport from a train to a conference venue, if public transport is not readily available. A receipt should be obtained as proof of expenditure and a claim made upon return.

4.3 Taxi fares for social events and other personal, non work related activities cannot be claimed.

4.4 Employees requiring the use of Taxis for business purposes may be required to pay the fare at the time of the journey and then claim this expense back by completing the Travel & Subsistence Expenses Form. [Click Here](#)

4.5 North Tyneside Council does not currently have a preferred Taxi Company for travel within the borough and therefore there is currently no restriction on which Taxi Company is used. However all claims for taxi fares should be allocated to the Travel and Subsistence GL2301 cost code. Claims can be made via the Travel and Subsistence Expenses Form or via the I-Procurement system.

5.0 Foreign Travel

5.1 Employees travelling abroad for Business purposes must arrange travel insurance that will meet the needs of the trip. The employee must look for the most suitable policy to consider the requirements of the trip and cost. Please note that any additional requirements for personal leisure time cannot be claimed for e.g. sports cover. The cost of this insurance will be reimbursed via the Travel & Subsistence Expenses Form [Click Here](#).

5.2 If foreign currency or travellers cheques are required this must be obtained by the traveller then reimbursed via the Travel & Subsistence Expenses Form.

5.3 Employees required to travel abroad represent the Council at meetings, Seminars or to carry out duties, may claim the actual amount of reasonable expenses that have been necessarily incurred provided receipts are permitted. Accommodation and travel should be booked and therefore paid for via the Click Travel Cloud.

6.0 Mileage Claims

6.1 Any employee who has not previously claimed for mileage expenses will not be permitted to do so unless they have previously provided Employee Services Team with the following up to date documents:

- Vehicle Registration Document
- Driving Licence
- MOT where required
- Insurance certificate specifying business use

Copies of these documents should be sent to:

Employee Services Team
2nd Floor Right
Quadrant East
Courier Code D1

Please note it remains the responsibility of the employee to ensure that the valid, up to date documents, defined above, are received by the Employee Services Team, prior to undertaking a business journey. Any changes in circumstances related to the employee's ability to drive due to medical or legal reasons, must be reported to the Employee Services team as soon as practicable. The employee may be required to provide the original documents at any point in the future. Copies of the documents will be accepted by the Employee Services Team only where these have been previously checked by the employee's Line Manager.

6.2 It remains the responsibility of the employee to ensure the safety of the vehicle and any items held within it, at all times and the Council accept no responsibility for this while on council property or while carrying out council duties.

6.3 Any employee required to use their own vehicle for business use can claim mileage at the most current rate set by the Council via the Local Government Employers Organisation (LGE). [Click Here](#) for this information

6.4 The most direct route should be used for official journeys and employees should plan their journey to ensure the maximum amount of work is combined with the minimum amount of travel. However for long journeys, employees will be expected where possible to check for travel incidents which may mean that an alternative route is more suitable for that journey. For driver safety please remember to factor into long journeys regular comfort breaks to prevent fatigue.

6.5 Claims must not be held back and submitted in bulk. Where possible employees should make every effort to submit claims within the month of the journey. Cut off for the payment of claims is on the 19th of each month for paper claims and 2 days before payday for claims made on BMS. There is no guarantee that a claim over 2 months will be paid.

7.0 Travel by Car/Motorcycle/Scooter

7.1 North Tyneside Council consider all employees to be Casual users, and as such do not pay a lump sum to users; and only the Casual mileage rates can be

claimed, [Click Here](#) for mileage amounts. Employees required to use their own car/motorcycle or scooter for business use must meet the criteria set out in section 6.

7.2 Payment of mileage allowances shall be restricted to official journeys within the County of Tyne and Wear and the areas of the County Authorities of Northumberland and Durham, except in exceptional circumstances where it is to the financial advantage of the council, heads of service may authorise the use of cars, motorcycles, scooters on specific official journeys outside the stated areas.

7.3 Where an employee wishes to use a motorcycle for business travel in place of a car the employee may do so following an assessment of any specific equipment/information that would need to be transported. Please note that the Council now have an electric Scooter available to book for business purposes, which may reduce the cost of a journey rather than the employee using their own vehicle.

7.4 Claiming mileage expenses for use of a Car, Motorcycle or Scooter can be completed by completing the Mileage Claims tab within the BMS system, or for employees without access to the BMS system by completing the Business Mileage Claim form [Click Here](#).

Owners of Electric Cars, who are using them for business purposes are able to re-charge their car at the Electrical Charging point within Quadrant East Car Park. Car Mileage for the use of electric cars can be claimed at the Casual User 451-999cc rate. For more information [Click here](#) for Mileage Amounts.

7.5 The driver of the vehicle remains responsible for the appropriate use at all times when on business travel. This means that the Driver will be required to pay any fines incurred and they will not be able to claim for such expenses.

7.6 [Click here](#) for information on the Council's current Salary Sacrifice Schemes including Car Leasing and Cycle to Work.

8.0 Multiple Travellers

8.1 If two or more employees are travelling to the same location, car sharing should be used unless this is impractical or uneconomical e.g. the employees' start locations are miles apart. Please note that only the owner of the vehicle used can claim associated expenses.

8.2 Please familiarise yourself with the beneficial impact that car sharing has on carbon emissions, but using the Carbon calculator link in section 3.2

9.0 Home to Work Mileage

9.1 Home to work mileage or other expenses e.g. tolls are not reimbursed in most cases as employees are responsible for funding their travel to work expenses. Employees are required to work from any Council location across the borough.

9.2 Employees attending off site meetings at the beginning or end of their normal working day should only claim those miles incurred over and above their normal journeys to and from work.

9.3 Employees who are required for emergency call out are entitled to full mileage and must record precise mileage incurred.

10.0 Parking

10.1 Employees not in possession of a car parking permit or employees who have incurred parking costs whilst on Council business will be able to claim back this expenditure on submitting a valid receipt. As with mileage expenses these claims should not be saved up, please see section 6.5

10.2 During periods of travel for work purposes, the driver remains responsible for the safe and appropriate parking of the vehicle. This means that the employee is required to pay any Parking Penalties and the driver will not be able to claim back these expenses.

10.3 Parking permits for staff parking at the quadrant buildings are charged at £12.50 per month or £6.25 per month for employees who work less than 18 hours per week. To apply for a permit complete the car parking opt-in form [Click Here](#).

10.4 All employees parking at Quadrant site are required to conform with the Car Parking Policy, which can be found on the intranet within the buildings and facilities section.

11.0 Tolls and Congestion Charges

11.1 Toll fees and congestion charges incurred whilst on Council business can be claimed back on submission of a valid receipt, wherever possible. As with mileage expenses these claims should not be saved up, please see section 6.5

12.0 Pool cars

12.1 In certain circumstances it may be appropriate to use a pool car rather than public transport or claim mileage. Pool cars can only be booked for a minimum of 2 hours and a maximum of one work day.

12.2 The Council now have the option of an Electric Pool Car and Electric Scooter, which should be the preferred option when booking a pool car, where possible. This is because the Electric car and scooter is better for the environment and cheaper to run than the other pool cars available.

12.3 Pool cars come with half a tank of fuel, if the hire is for a significant journey the Fleet Management Team will need to be made aware prior to the hire that additional fuel will be required.

12.4 Pool cars can be booked via the North Tyneside intranet within the booking resources section on the main intranet page. Keys are to be collected from the security team at Quadrant East Reception.

12.5 Prior to being able to use a Council Pool car the employee will be required to complete a driving assessment at which they must produce a valid driving license. Driving assessments can be booked via the intranet within the Fleet Services Section.

12.6 The driver of the vehicle remains responsible for the appropriate use at all times when on business travel. This means that the Driver will be required to pay any fines incurred and they will not be able to claim for such expenses.

13.0 Hire Cars

13.1 Hire Cars should be ordered via the Click Travel Cloud. Please see link in section 4 for more information.

13.2 On delivery of the hire car the employee must carry out a visual inspection of the vehicle to check for any scratches, dents or other damage. Any damage must be marked on the record sheet provided with the vehicle. The vehicle inspection should be repeated after use, but prior to the vehicle being collected. These checks are required for insurance purposes and should not be neglected as they may result in additional charges for damage to the vehicle whilst on hire.

13.3 Employees must fill the car with the correct fuel for the vehicle before returning it, as this is a more cost effective option than the hire company refuelling the car.

13.4 The cost of any fuel purchased during a journey or prior to a journey should be reclaimed via the Travel and Subsistence Claim Form.

13.5 The driver of the vehicle remains responsible for the appropriate use at all times when on business travel. This means that the Driver will be required to pay any fines incurred and they will not be able to claim for such expenses.

14.0 Cycle Allowance

14.1 North Tyneside Council wants to encourage the use of cycles from an environmental and employee well-being perspective, but this must be assessed as being appropriate in terms of travel time and the duties of the post e.g. carrying equipment.

14.2 Council Bicycles can be hired for business use. To book a bicycle see the 'book rooms and facilities' section of the intranet.

14.3 Business Mileage can be claimed for use of own bicycle for business use. Business Mileage Claim form [Click Here](#).

14.4 The cyclist remains responsible for the appropriate use of the bicycle at all times when on business travel. This means that the cyclist will be required to pay any fines incurred and they will not be able to claim for such expenses.

14.5 See link to Cycle to work scheme and other Salary Sacrifice schemes in section 9.3.

15.0 Accommodation

15.1 Accommodation should now be booked via the North Tyneside Click travel Cloud system. Bookings can be made directly by employees holding a travel enabled purchase card, all other employees must book via the Financial & Employees Services Support Team.

15.2 Where it is not possible to book accommodation in advance, the overnight allowance rate (See appendix 1) applies for a 24 hour period and includes both accommodation and meals, therefore no additional claim for meals can be made for the same period. In accordance with HMRC regulations, any employee that exceeds the rates set for subsistence allowances for accommodation and/or meals will be personally liable to tax.

16.0 Subsistence

16.1 Meal costs remain the responsibility of the employee while at their normal place of work, or when working within the borough of North Tyneside.

16.2 When working outside of the borough **over a meal time**, and a meal has not been provided by the council or the location, then a claim can be made. The circumstances must meet the criteria below and the actual expenditure incurred to the maximum amounts set out in appendix A.

a) Breakfast

Employees must have been away from their normal place of residence for over 4 hours before 11.00am.

b) Lunch

Employees must have been away from their normal place of work for over 4 hours, which includes the period 12noon to 2.00pm.

c) Tea

Employees must have been away from their normal place of work for over 4 hours, which includes the period 3.00pm to 6.00pm.

d) Evening Meal

Employees must have been away from their normal place of work for over 4 hours ending after 8.30pm.

16.3 To recoup subsistence expenses complete the travel & subsistence Claim Form [Click Here](#). Please note that expenses may be declined if accurate receipts are not provided with the Claim Form.

16.4 Sundry items such as Newspapers and Magazines do not qualify as business expenses and should not be claimed.

17.0 Hospitality

17.1 Employees are not authorised to provide hospitality, including drinks or meals for other employees or any other person, unless they have prior approval from their Head of Service.

17.2 Please [click here](#) for a link to the employee Code of Conduct to review the Council's expectations around Declaration of interests, Gifts and Hospitality agreement.

18.0 External Courses

18.1 Travel and subsistence expenses for External Courses such as those at College or University will only be paid where the study is for an 'approved' course and is therefore considered to be essential to the role. More information on attending courses can be found on the intranet in the People, Developing individuals section.

18.2 Approved Course expenses should be claimed via the Travel and Subsistence Claim form.

19.0 Conferences and Short Courses

19.1 Normal mileage rules apply to employees attending conferences or short courses – see section 6.

19.2 Where meals are not provided at the conference or course facility, these can be claimed back on the production of valid receipts in accordance with the criteria set out in section 16.

20.0 Apprentices, Volunteers, Trainees, Workers and Co-opted members of the public

20.1 Apprentices, Volunteers, Trainees, Workers and Co-opted members of the public who with, prior agreement, incur necessary expenditure while undertaking duties on behalf of the Council can claim under this policy as would an employee, on the production of valid receipts to the authorising manager. Work Experience Students cannot claim for any expenses.

20.2 To claim expenses on behalf of these individuals, the manager responsible should complete the travel & subsistence Claim Form. [Click Here](#)

21.0 Interview Expenses

21.1 North Tyneside Council will look to reimburse candidates from outside of the borough for the costs directly associated in attending an interview, where the candidate specifically requests this. This will only apply to a post where a market supplement has been agreed, where an assessment has been made that the post is problematic in relation to the recruitment and retention of staff. [Click here](#) for our Market Supplement Policy.

21.2 Payment will be made on normal public transport rates; car mileage will not be paid, unless this is a lesser value.

21.3 Overnight accommodation costs will be paid in accordance with the definitions set out in section 14.

21.4 Payment of subsistence will be paid in accordance with the definitions set out in section 15.

21.5 It remains the responsibility of the recruiting manager to process these claims, this should be done by completing the travel & subsistence Claim Form. [Click Here](#)

22.0 Authorisation and Approval

22.1 When authorising a claim Managers are confirming that the claim is valid/legitimate/accurate and that all Council procedures have been followed.

22.2 Prior approval must be sought before any expenditure is incurred.

22.3 All travel and subsistence claims must be approved by an authorised signatory of the Council. The authorised signatory must hold a more senior role in the Council than the claimant.

22.4 Claims for travel and/or subsistence for Heads of Service must be approved by the Chief Executive or the Head of Paid Services.

23.0 Funding Arrangements

23.1 All costs associated with travel or subsistence as outlined above will be funded from the service area budget.

24.0 Equality Statement

24.1 As with all North Tyneside Council policies, the travel and subsistence policy must be applied fairly to all included within it irrespective of age, disability, gender reassignment, marital status, pregnancy and maternity/paternity/adoption, race, religion or belief, sex or sexual orientation.

Appendix 1 Current Subsistence Allowances

Overnight allowance (24 Hour Period)

Expenditure incurred can be reimbursed up to the following amounts on supplying appropriate receipts.

London £91.00

Elsewhere £79.80

The overnight allowance is inclusive of accommodation.

Subsistence

Expenditure incurred can be reimbursed up to the following amounts on supplying appropriate receipts.

Breakfast £4.92

Lunch £6.77

Tea £2.67

Evening Meal £8.38