

Travel and Subsistence

Introduction

The Council wishes to ensure employees are reimbursed approved expenses incurred in the course of their work including travel, meals or overnight accommodation.

Aims of the Policy

The policy aims to ensure that no employee will be financially disadvantaged whilst undertaking duties which take them from their normal place of work as long as the expenses incurred are reasonable and necessary to perform their duties and are allowable under Her Majesty's Revenue and Customs (HMRC) regulations.

Scope

This policy applies to all employees, including those in schools, who incur additional expenses whilst undertaking their duties, often taking them from their normal place of work.

School Based Employees

See scope above.

To be read in conjunction with:

[Travel and mileage rates](#)

[Travel and Subsistence Homepage](#)

[Guide - Making your on line claims](#)

[Standard Mileage Checker](#)

Principles

The following outline the key principles of the Council's *Travel and Subsistence Policy*; however all employees are required to familiarise themselves with the full policy.

- No employee will be financially disadvantaged whilst undertaking duties that take them from their normal place of work, in so far as such expenses they incur are reasonable and necessary to perform those duties, and are allowable under Her Majesty's Revenue and Customs (HMRC) regulations.
- Value for money must be ensured at all times when incurring expenses on Council business.
- Official travel must always be conducted in an economic manner; alternative means such as the use of audio / video conferencing, public transport, pool and hire cars must be considered before the use of privately owned vehicles.
- Where it is appropriate for an employee to use their private vehicle, business mileage must be conducted in accordance with the Road Traffic Act in conjunction with the Highway Code and any current legislation. Specific attention is drawn to the [use of mobile phones when driving](#).
- Business mileage is reimbursed in line with HMRC approved rates. These are set and reviewed periodically by HMRC, so are subject to change.

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- Subsistence allowances are set and reviewed periodically by the Council, reimbursement is made up to the maximum amount published. Payment will only take place upon production of appropriate receipts.
- Any employee using their privately owned vehicle must hold a full valid driving licence which is appropriate for the vehicle used, and must not be banned or disqualified from driving. The vehicle must be insured for business use, roadworthy, and if over 3 years old, have a valid MOT certificate. These documents must be inspected prior to use of the private vehicle by line management, and regularly thereafter.
- All travel and subsistence reimbursement claims must be supported by original receipts, and in the case of mileage claims, these must be supported by original VAT fuel receipts (predating the date of the journey, but no more than one month old).
- Any business mileage claimed must be based on the shortest route, and where standard mileages have been established, these must be used.
- Employees may be required to work at any place of employment in the service of the Council. An employee's place of work (work base) is detailed in their Statement of Written Particulars.
- The Council reserves the right to refuse to meet the whole or part of claims in respect of unreasonable expenses or expenses which could have been avoided had the journey been better planned.
- All Rail and Hotel bookings must be made via the Council's Capita Travel and Events online [travel booking portal](#)
- All travel must be approved by your line manager/head teacher prior to making an on-line booking

Policy

Claiming Travel and Subsistence Expenses

- **Employee's Responsibilities**
It is the responsibility of the employee to be fully conversant with this policy for the payment of travel and subsistence allowances. When claiming expenses, employees should claim using [Employee Self Service](#), following the [guidance](#) for making claims.
- **Authorising Officer's Responsibilities**
It is the responsibility of the authorising officer to be fully conversant with this policy for the payment of travel and subsistence allowances prior to any claim being made. Authorising officers will be required to check and authorise claims using [Manager Self Service](#) ensuring that the claim is accurate and has been necessarily incurred.
- **Policy Compliance**
All employees and authorising officers have a responsibility to adhere to this policy and any abuse or failure to do so will constitute a breach of the policy and will be dealt with in accordance with the Council's

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Disciplinary Policy. Any attempt to fraudulently claim travel or subsistence allowances will be regarded as potential gross misconduct.

Considering other options to travel

The Council is committed to reducing the environmental, financial and social impacts of its business travel. Therefore, employees and line managers must consider the use of audio / video conferencing, public transport, and pool or hire car, instead of the use of a privately owned vehicles.

Current contact arrangements are detailed as follows:

Train travel	Advance bookings are the most cost effective.	https://www.capitatravelandevents.co.uk/portal
Hire car	Daily rates vary between £15-£25 dependent on car size (see current rates). Plus cost of fuel used.	vehicle.hire@newport.gov.uk Current hire vehicle rates

Other Considerations

For longer journeys (over 100 miles return or individual journey), the use of a hire car may be more cost effective and must be assessed prior to using a privately owned vehicle. Service area manager approval to use own vehicles instead of hire vehicles (where more cost effective) must be sought before the journey.

If two or more officers are travelling to the same destination, they shall travel together unless there is good reason not to do so and permission to travel separately is given by the relevant authorizing officer beforehand. A supplement per passenger can be claimed.

Travel by Public Transport

The Council has a preference for the use of public transport whenever reasonable and practical. There are a number of reasons for this preference, which include:

- the promotion of public transport is in line with Council's aim to support long term government goals on sustainability.
- consideration must be given to using public transport for longer journeys, as there are many health and safety related issues which can arise when driving long distances.

Where possible all Train tickets must be booked in advance using [Capita Travel booking portal](#) .

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Where employees use rail travel, only standard class fares will be permitted. If an employee has to carry out essential work whilst travelling then a “Quiet Carriage” may be requested.

Where an employee travels by rail, coach or bus, an original receipt or proof of the payment made for the journey must be obtained.

Travel by Hire Vehicle

Hire vehicles must be organised through the Fleet Management Services. They can be contacted via vehicle.hire@newport.gov.uk. A ‘[Vehicle Hire Request Form](#)’ must be completed and emailed to Fleet Management.

Hire vehicles provided via Fleet Management Services will be provided with fuel. However, if more fuel is required for the journey, the employee will be expected to purchase this, obtaining an appropriate receipt, and claim reimbursement.

Employees responsible for driving a hire car will need to provide a full valid driving licence, which is appropriate to the class of vehicle being hired, to their Line Manager / Head Teacher (). It is advised that the employee should also have over 12 months driving experience.

Any employee driving a hire vehicle will be covered by the Council’s insurance, whilst the vehicle is being used for the purpose of undertaking Council business and only during the designated period of hire. The Council’s insurance will not extend to provide indemnity for any personal use.

Business mileage must be conducted in accordance with the Road Traffic Act, the Highway Code and any current legislation including the [use of mobile phones when driving](#) at all times.

Travel by Taxi

Taxi fares will only be reimbursed in the following circumstances and where a receipt or proof of payment has been obtained:

- Where judged economic due to numbers travelling together
- For journeys where there is no other suitable method of public transport
- Where heavy luggage has to be transported to or from the place of departure or arrival
- Where the saving of official time is important
- Where the employee has mobility issues and is not able to use other modes of transport

Travel by Pedal Cycle

Such journeys will only be considered for short distances where the duration of travel would not constitute an excessive use of officer time. If an employee chooses to use this method of travel they must ensure that their pedal

cycle is in a roadworthy condition and that they wear protective headgear at all times. Claims should be made using the Travel by Cycle Claim form.

Travel by Private Vehicle (Car or Motorbike)

Private vehicles (cars or motorbikes) should only be used for official journeys where it is deemed to be cost effective or more efficient than other modes of transport by the employing Line Manager / Head Teacher, in conjunction with the employee.

Travel by Lease Car

Employees who use a lease car through the Council's car benefit scheme will be paid as per the agreements and scheme policy relating to the car benefit scheme.

Insurance, Driving Licences and MOT certificates and Legal Responsibilities

Driving Licence

If you use fleet or hire vehicles in the course of the working day, or if you use your own vehicle during the course of the working day to travel to visits, meetings, training or a location other than your permanent place of work on Council business, the Council is legally required to see sight of your driving licence.

Employees can use the [DVLA's online system](#) to provide the Council with their driving licence details. The information available from the site can be printed and forwarded to the Insurance Section in Law and Regulation or e-mailed to Driver.Docs@newport.gov.uk. Employees can also create a licence check code that will enable the Council to view some of the information online. In order to log on to this service you will need the following: driving licence number, NI number, and postcode for the address that appears on the licence. Please note that if you choose to forward a share code, this is case sensitive, only valid once and expires within 21 days if not used.

Until your licence check is in date, you are not authorised to use fleet or hire vehicles or their own vehicle on Council business and should they wish to claim expenses, these will not be authorised.

Insurance

It is the responsibility of any employee who uses their vehicle for work purposes to ensure their insurance certificate clearly acknowledges the vehicle may be utilised for work purposes – usually referred to as “Business Use” cover. Many insurance companies provide the “additional” Business Use cover at a small additional cost or at no extra cost. No extra payment is made by the Council for this requirement.

MOT

It is also essential that any vehicle used for work purposes is roadworthy and a current MOT certificate is held for vehicles over three years old.

Employees who use their own vehicles for work purposes are subject to an annual licence and vehicle documentation check and a six monthly licence check if an employee uses fleet or hire vehicles more than once a month.

The Council will withhold payment of any claim until an employee satisfies the requirement to provide relevant documentation.

Legal Responsibilities

Business mileage must be conducted in accordance with the Road Traffic Act, the Highway Code and any current legislation including the [use of mobile phones when driving](#) at all times.

The Council will not accept any liability, whether financial or otherwise, for parking fines, fixed penalty notices or driving endorsements incurred whilst an employee is travelling on Council business (whether using their own, fleet or hire vehicle). No reimbursements of associated costs will be made, unless there are exceptional circumstances and with Head of Service approval.

The Council is obliged by law to provide information to the Police regarding the driver of a vehicle (fleet or hire), who is recorded as speeding by a fixed or mobile speed camera. The Council will be responsible for the payment of fines for fleet and hire vehicles to prevent any increase in penalty. However, these charges may be recovered from the driver of the vehicle at the time of the offence and, in some cases, disciplinary action may be considered.

Employees who use a hire car will need to provide their driving licence before any booking will be accepted.

Shortest Route

Employees will be reimbursed mileage based on the shortest route. However, it is appreciated there may be occasions e.g. road conditions etc., when it may not be possible for the shortest route to be taken. Such instances must be appropriately identified on the claim form, with the supporting reason provided. This must be discussed with, and authorised by, line management.

If employees choose to take a longer route for their own convenience or preference, they will only be eligible to claim the mileage of the shortest route.

In the event of dispute between an employee and a manager concerning the number of miles being claimed, this must be appropriately escalated within the line management of the Service Area / School.

Standard Mileages

Using mapping technology and based on the shortest route, the Council has calculated the distance between our establishments and key meeting venues. If an employee makes a business journey where a standard mileage has been established, regardless of the route taken, this number of miles must be claimed for the journey using the [standard mileage checker](#).

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However, it is appreciated there may be occasion e.g. due to traffic accidents, adverse weather conditions etc., when it may not be possible for the shortest route to be taken. Such instances must be appropriately identified when making a claim.

In the event of a dispute between employee and manager concerning the number of miles being claimed, this must be appropriately escalated within the line management of the Service Area / School.

Disabled Drivers

Drivers who, because of their disability, cannot utilise public transport may travel by private vehicle whilst on official business and in accordance with this policy.

COMMUTING AND HOME TO WORK BUSINESS MILEAGE

For most employees, ordinary commuting is the journey they make most days between their home and their permanent workplace. HMRC call this substantially ordinary commuting (SOR) and employees are responsible for the cost of these journeys. However, there may be times when an employee travels to/from home to/from a temporary workplace for business need which no longer becomes the SOR and there may be options for claiming some, or all, of the business journey.

Agile Working

As the world of work changes and our workforce becomes more flexible, many employees will find they have the benefit of a flexible working arrangement including agile working. In these circumstances it is important and expected that all employees (in conjunction with their line manager) manage their travel efficiently and limit it, and any claims, as much as possible, so as to work in the spirit of agile working and the increasing flexibility that this brings to the individual. If an employee **chooses** to travel to other locations (other than their permanent workplace) as part of agile working, HMRC will consider this as personal convenience and no claims can be made.

Permanent and Temporary Workplaces

Permanent

All employees must have a **permanent workplace** which is agreed with their line manager. This is somewhere that an employee attends regularly in order to undertake their duties of employment. Employees may have more than one permanent workplace during the same period. This can be when:

- The employee regularly performs a significant part of his or her duties there
- People would expect to be able to contact the employee at the second location
- The employee has a desk and support services at the second location which he/she regularly uses i.e. a care manager who is responsible for more than one care home

HMRC class travel from/to home to a permanent workplace(s) as ordinary commuting and no claim can be made. In the policy, we refer to this your "normal commute".

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Temporary

A temporary workplace is somewhere an employee attends to undertake a task of limited duration (i.e. a site inspection) or for a temporary purpose (attend training or a meeting). Employees can claim business mileage for journeys to/from their home to a temporary workplace. However, when the journey involves a start or finish at home, under HMRC guidance, normal commute must be deducted.

Journeys which start at home

If your journey to a temporary workplace starts from home, mileage can be claimed. However, you must offset your **normal commute** from the home to temporary workplace journey. If the journey is **greater** than the normal home to work commute, you should only claim for the difference. If the journey is **less** than the normal home to work commute, no claim should be made. An employee cannot turn their normal commute into a business journey by merely arranging an appointment on the way; HMRC expect an employee to demonstrate the appointment was necessary and not a matter of convenience.

As examples (from home);

Joanne lives in Cardiff Bay and works at the Civic Centre (her permanent workplace). Her normal commute to work is 15 miles.

On Monday, Joanne travels from home to her first visit in Ringland Primary School, a journey of 21 miles. Joanne must deduct her normal commute and only claim the additional 6 miles (21 less 15). Joanne can then claim the mileage for her return journey to the Civic Centre or her next visit.

On Tuesday, Joanne travels from home to her first visit at Marshfield Primary School, a journey of 10 miles. As this journey is shorter than her normal commute, Joanne cannot make a claim. Joanne can then claim the mileage for her return journey to the Civic Centre or her next visit.

Journeys which end at home

The same applies for journeys where you do not return to your permanent workplace following your last visit and you go straight home. If the journey is **greater** than the normal work to home commute, you should only claim for the difference. If the journey is **less** than the normal work to home commute, no claim should be made. Again, an employee cannot turn their normal commute into a business journey by merely arranging an appointment on the way home; HMRC expect an employee to demonstrate the appointment was necessary and not a matter of convenience.

Working at a Temporary Workplace

If you are required to work from, or attend a temporary workplace and you start **and** finish your business journey from home (i.e. you do not report to your permanent workplace), mileage can be claimed. However, you must offset your total normal commute (home to home) from the total business journey. If the total business journey is **greater**

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than the total normal commute (home to home), you should only claim for the difference. If the total business journey is **less** than the total normal commute, no claim should be made.

As an example;

Joanne is asked to join a multi-agency project group who will be working at offices in Monmouth for a whole day. Joanne travels from home to the venue and returns directly home. Her journey to the venue is 38 miles, so a total round trip of 74 miles. Her ordinary commute is 30 miles (home to home). Joanne can only claim 44 miles; being the difference between the total business journey and the total normal daily commute (74 less 30).

If Joanne had been asked to work from Cardiff City Council offices in the Bay, then no claim could be made as the business journey would be less than her normal commute.

Travelling to Work Outside of normal working hours

➤ **Returning to work after working contracted hours**

Employees who are asked to return to work outside their agreed working hours (i.e. call out) can claim the **whole** of the journey without any deduction. However, these journeys will be deemed to be “personal mileage” under HMRC regulations, so any reimbursement is subject to tax and national insurance deductions.

➤ **Employees working on non-working day**

Employees who are asked to attend work on their rest day/non-working day for business need (i.e. to provide emergency cover) can claim the **whole** of the journey. However, these journeys will be deemed to be “personal mileage” under HMRC regulations, so any reimbursement is subject to tax and national insurance deductions. Employees who agree to undertake planned additional hours or swap their normal working days will not be able to claim.

Claiming Tax Relief on Business Mileage

You may be entitled to tax relief, known as [Mileage Allowance Relief](#) (MAR), if your business journey starts or finishes at home. MAR is not an automatic entitlement and must be claimed. To qualify for MAR, you must be able to demonstrate to the HMRC that your attendance at a temporary workplace (i.e. not your permanent workplace) was necessary for the performance of your duties and not just a matter of convenience. You can claim tax relief on the difference between the total miles travelled and the claimed miles (having taken off ordinary commute).

If you wish to claim tax relief on total business miles rather than miles claimed, you will need to provide details at the end of each tax year via an [on-line P87 claim form for “Income tax relief on employment expenses”](#). You need to keep records of dates, mileage and details of all business journeys to allow you to complete the P87 (this will not be provided by the Council who will no longer submit a P11d on your behalf).

As an example;

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Rehaan lives in Newport and works at the Civic Centre (his permanent workplace). His normal commute to work is 3 miles.

On Friday, Rehaan travels from home to his first visit at Tredegar Comprehensive School, a journey of 22 miles. Rehaan must deduct his normal commute and only claim the additional 19 miles (22 less 3). However, Rehaan can claim tax relief on the 3 miles of the business journey that were not reimbursed as it started from home. Rehaan would need to keep a record of this journey to allow him to make a claim at the end of the tax year using a P87.

VAT Receipts

All employees must retain VAT receipts for fuel purchased to support mileage or fuel claims, to enable the Authority to reclaim the VAT. It is not sufficient to provide credit card receipts or other such documents. If in doubt, the employee should specifically ask the fuel supplier for a VAT receipt at the time of purchase. Those using electric or hybrid vehicles should make domestic electricity bills available on request.

Passengers

Sharing a car with work colleagues on official business, rather than travelling separately is cost effective and reduces the environmental impact of business travel. Work colleague is defined as: Newport City Council employee, temporary agency worker, officer from another local authority or public sector partnership organisation.

Employees who use their private vehicles, and who carry passengers whose fares would otherwise be paid from public funds, can claim a passenger supplement for each passenger travelling with them on the journey. Passenger supplement is not payable for private motorbikes.

Parking / Tolls

Employees who incur parking fees and / or bridge tolls, will be reimbursed actual expenditure on the production of original receipts as per the [guidance](#).

Employees who possess a Severn Tag, where each journey is deducted from an ongoing balance, can produce the VAT invoice covering the relevant journeys issued by the operator as proof of expenditure. In these cases the amount owed to the employee would be assessed on an individual basis.

CHIEF OFFICER BLOCK CAR ALLOWANCE

The Council operates a 'Block Car Allowance' scheme which applies to all Chief Officers. On appointment, Chief Officers are able to choose whether to accept the block allowance or to claim their mileage as and when undertaken as per this Policy. The Block Car Allowance is set at a pre-defined number of miles per year and provides a fixed annual

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payment to cover all return journeys undertaken on Council business, where each individual journey is less than 100 miles in total. The amount payable is calculated based on the Council's casual car user rates.

For journeys of more than 100 miles in total, reimbursement is in accordance with the Travel and Subsistence Policy.

The current rates for Chief Officer Block Car Allowances are as follows:

CHIEF OFFICER POST	PRE-DEFINED ANNUAL MILEAGE	ANNUAL ALLOWANCE
Chief Executive/Strategic Directors	2,000	£900
Head of Children & Young Peoples Services Head of Regeneration, Investment and Housing	2,400	£1,080
Chief Education Officer Head of Adult and Community Services Head of People & Business Change Head of Streetscene and City Services	1,500	£675
Head of Law and Regulation Head of Finance	1,000	£450

Air Travel (in the UK)

Air travel may be used when there is a cost advantage because of savings of subsistence allowance and official time or where the urgency of the journey justifies any extra cost. It is the responsibility of the employee and the authorising officer to determine the most efficient and cost effective means of travel used. This applies both to the choice of air travel, the choice of particular flights and most appropriate method of booking.

In cases where air travel is used, tickets must be purchased in advance by the employing Service Area on behalf of the employee. Bookings should be made via the [Capita Travel booking portal](#).

All travel insurance must be obtained via the Council's Insurance section.

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Subsistence Payments (in the UK)

The Council has determined subsistence is payable where an employee is directed to undertake duties outside the City of Newport. If an employee is required to undertake duties at a work location that is not their usual place of work, but is within the City of Newport boundaries, then subsistence will **not** be paid. The only exceptions to this will be:

- where an employee is undertaking unplanned duties which he / she does not usually perform on a regular basis, and is therefore unable to take a meal in accordance with their usual arrangements or make alternative provision (for example, attending an evening meeting without reasonable notice).
- where the employee is a social care professional claiming reimbursement for aiding a Service User (section 3 para 28 (e) (ii) of the NJC Conditions of Service. Employees should refer to service area guidance on claiming reasonable expenses for supporting service users. Expenses should be claimed using General Expenses.

Reimbursement cannot be made where a meal is provided free e.g. on a training course.

The cost of purchasing meals will be reimbursed, up to the maximum allowance published and within the approved rates set out by HMRC. The qualifying conditions are:

- the travel must be in the performance of an employee's duties or to a temporary place of work, on a journey that is not substantially ordinary commuting.
- the employee should be absent from their normal place of work or home for a continuous period in excess of five hours or ten hours.
- the employee should have incurred a cost on a meal (food and drink) after starting the journey and retained appropriate evidence of their expenditure.

Minimum journey time

Maximum amount of meal allowance

5 Hours	£5
10 Hours	£10
15 Hours (and ongoing at 8pm)	£25

Overnight Stay

Where, in the opinion of the authorising officer, an overnight stay is warranted, accommodation should be arranged by the Service Area, ensuring as far as possible the cost of the overnight stay does not exceed the limits as detailed.

If limits are exceeded, then the costs must be discussed and agreed with the Head of Finance prior to the date of the journey.

Bookings should, wherever possible, be made in advance of the stay using [Capita Travel booking portal](#). The portal will show best available rates, including budget hotel chains. If you need to book accommodation above the corporate rates you must provide a reason for doing so from the drop down list on the portal. Employees cannot book accommodation independently and claim reimbursement.

Capita travel provide a Billback facility – so that all accommodation booked is invoiced centrally and staff are not required to pay on departure. All rates quoted are for Bed and Breakfast. Additional meals may be claimed in accordance with the meal rate limits listed. Where appropriate, breakfast, lunch and evening meal should be booked together with the accommodation. It is noted that this may not necessarily seem to be the most cost effective option, and may not necessarily be in line with the subsistence limits set out, but there are efficiencies and travelling issues to be considered. If the hotel offers a ‘set meal limit’ option, this can be utilised. If the subsistence limits are exceeded, the costs should be set out and justified by the authorising officer and authorisation sought from the Head of Finance, prior to the date of the journey.

If an evening meal is not provided as part of those accommodation arrangements, then the meal allowances can be claimed in accordance with the limits set.

Out of Pocket Allowance

An out of pocket allowance can be claimed for overnight stays for each complete period of 24 hours. This entitlement is to cover the cost of personal and incidental expenses, including newspapers, telephone calls home and laundry facilities. No receipts are required for out of pocket allowances.

Staying with Friends and Family

This allowance has now been removed under HMRC guidelines. You are able to claim standard subsistence if the qualifying conditions are met.

Post Entry Training (Continuing Professional Development)

In accordance with the Council’s [Continuing Professional Development Policy](#), educational and travel expenses may be approved whilst undertaking post entry training. All travel and subsistence claims must be made in accordance with the provisions of the *Travel and Subsistence Policy*.

Late Claims

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Claims must be submitted for processing in accordance with centrally agreed monthly deadlines. Claims submitted more than three months after the end date of the period in which the expenses were incurred, will not be paid without Head of Finance approval.

Travel and Subsistence (Overseas)

Passports/Identification and Visas

If an employee is required to travel abroad they must hold a full ten-year passport, even for a day trip. Some countries have an immigration requirement for a passport to remain valid for a minimum period (usually at least six months) beyond the date of entry to the country. Therefore, in these cases, employees must ensure their passport is in good condition and valid for at least six months at the date of the return (this is a requirement of the country concerned, not the UK Passport Service). Any questions should be addressed to the specific Consulate or Embassy of the country being visited, and the contact details can be found on the [Foreign and Commonwealth Office website](#).

It is also a requirement on domestic flights for an individual to produce photo ID (e.g. passport, photo driving licence). In all cases, the employee must check in advance of travel. If an employee does not hold the required identification for travelling abroad or domestically, this must be referred to the relevant Head of Service and Head of Finance.

There may also be a requirement to obtain a visa to enter the country the employee is going to. Visa requirements may be checked by contacting a travel agent or the Consulate or Embassy of the relevant country, and the contact details can be found on the Foreign and Commonwealth Office website. If a visa is required, the full cost of obtaining the visa can be reimbursed (this will not be subject to Tax and National Insurance deductions).

Medical Considerations

Advice can be sought from the Council's Occupational Health Service or the Foreign and Commonwealth Office as to whether vaccinations are necessary for official overseas travel. If a vaccination is necessary, the employee should organise this with their own GP. If there is a charge for the vaccination, this can be reimbursed. It is for the employee, in possible conjunction with their own GP, to ascertain that they are medically fit to travel and to take all advised precautions.

All employees travelling within the EEC must ensure they hold a valid European Health Insurance Card (EHIC). This replaced the old E111. The EHIC is normally valid for three to five years and covers any medical treatment which becomes necessary during the trip, because of either illness or an accident. Applications can be made, and further information can be obtained from, the [Department of Health website](#)

Overseas Travel Bookings

All foreign/overseas travel must be authorised in advance by the relevant Head of Service / School Governing Body. A profile of all potential costs should be presented to the Head of Service prior to authorisation being given. The Head of Service / Chair of Governors must countersign any claims for reimbursement which are submitted.

For travel to overseas locations where hotel accommodation is particularly expensive, the Head of Finance has discretion to agree higher cost limits than those for UK travel. This will allow the employee when travelling overseas on official business to obtain accommodation of an equivalent standard to that available to them in the UK.

The relevant Service Area must book the overseas travel which must be the most efficient and cost effective. Purchase must be made via the [Capita Travel booking portal](#) or purchase order, and would need to be discussed and agreed with the travel booking company.

If the employee is required to book the accommodation directly (this should only be the case after subject of discussion and agreement by the authorising officer, then the employee will be responsible for paying for the cost of the accommodation and claiming reimbursement. Receipts must be obtained where possible.

In respect of short haul or long haul air travel, all employees will travel economy class.

Travel Insurance

All travel insurance must be obtained via the Council's Insurance section. Employees are not required to make their own insurance arrangements.

Overseas Subsistence Allowances

There are no set subsistence rates for overseas travel and actual reasonable expenses incurred will be reimbursed, subject to authorisation by the Head of Finance.

Receipts must always be provided, however, if visiting a country where receipts are not always provided, or where the subsistence is listed on a combined receipt, a written explanation must be given, and a breakdown of expenditure listed on the claim form.

Items considered being personal, such as toiletries, sweets, chocolates, alcohol, cigarettes and tobacco etc. cannot be reimbursed. An out of pocket allowance can be claimed for overnight stays for each complete period of 24 hour, this will cover the cost of incidental expenses. No receipts are required for out of pocket allowances.

Any reimbursements must be converted to sterling at the rate used at the time of payment (if applicable) and completed on the claim form by the employee. Advances of foreign currency can be made by prior arrangement with

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the Head of Finance. Any advance is subject to the same conditions applicable through the rest of this policy. On completion of the journey, a statement reconciling the original advance, with receipts for expenses incurred must be submitted to the Head of Finance. This statement and any remaining currency must be submitted within five working days of the date of return.

Online Travel Booking

Please refer to the following guides for assistance on online travel booking;

[Capita Travel booking portal](#)

[Booking instructions: Getting Started](#)

[Rail Guide](#)

[Accommodation Guide](#)

[Flights Guide](#)

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