



Travel and Subsistence Policy

Title	Travel and Subsistence Policy
Who should use this	All Staff
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Approved by Management Team	16 July 2017
Approved by Joint Board	
Reviewer	Head of Valuation Services & Assistant ERO/PA & Office Manager
Review Date	2020

Review History

REVIEW NO.	DETAILS	RELEASE DATE
1	REVIEWED JULY 2014	
2	ADDITION OF SECTIONS 9, 10, AND 11.	JULY 2017
3		
4		
5		
6		

Content	Page Number
1. PRINCIPLES	3
2. AUTHORISATION	3
3. PROCESSING OF BUSINESS TRAVEL CLAIMS	4
4. DEFINITION OF A NORMAL WORKING LOCATION	4
5. DEFINITION OF HOME	4
6. DEFINITION OF ALTERNATIVE LOCATION	4
7. CAR USER SCHEME:	4
7.1 PUBLIC TRANSPORT USER	5
7.2 MOTOR CYCLE/CYCLE ALLOWANCE	5
7.3 OTHER CONDITIONS	5
8. TRAVEL EXPENSES:	
8.1 MILEAGE CLAIMS	5
8.2 HOURS WORKED OUTWITH NORMAL WORKING DAY	7
8.3 TRAVEL BOOKINGS	7
8.4 RAIL, AIR, BUS OR FERRY TRAVEL	7
8.5 FIRST CLASS RAIL TRAVEL	7
8.6 TAXI OR HIRED CAR TRAVEL	7
8.7 BRIDGE TOLLS, FERRY CHARGES, PARKING FEES	8
8.8 ACCOMMODATION	8
9. TEMPORARY CHANGE TO NORMAL WORKING LOCATION:	8
9.1 Transfer for a period of up to 4 weeks	8
9.2 Transfers for a period of 4 weeks or more	8
10. START OR FINISH OF WORK AT ANOTHER LOCATION	8
11. PERMANENT CHANGE TO NORMAL WORK LOCATION	9
12. SUBSISTENCE EXPENSES	10
12.1 SUBSISTENCE ALLOWANCE	11
APPENDIX A	
STANDARD MILEAGE DISTANCES	12

1. PRINCIPLES

The purpose of the Travel and Subsistence scheme is to reimburse employees for receipted expenditure reasonably incurred whilst undertaking official duties as part of their employment with Ayrshire Valuation Joint Board.

Employees are expected to adopt a reasonable and responsible approach when submitting claims for travel and subsistence expenses. Authorisation for expenses must be obtained from the Assessor or nominated senior officer.

2. AUTHORISATION

In the interests of ensuring economy and sustaining the environment, the use of public transport or shared car arrangements is encouraged whenever possible depending on the requirements of the service being provided.

For travel and subsistence expenses authorisation shall be obtained from the appropriate nominated officer. Journeys should be taken by the most economical route balancing journey distance and time taken. Payment of mileage allowance will usually be restricted to journeys within the Ayrshire boundaries (North, South and East) but the Assessor or delegated officer may authorise journeys by car within the UK taking account of the most economical route.

For journeys outwith the authority area but within the United Kingdom which are of significant distance e.g. 80 miles round trip, it is normally expected that public transport will be used. In exceptional cases where employees wish to use their own transport, prior agreement must be reached with the Assessor or nominated officer.

Any expenses which exceed the criteria as set out within the Travel and Subsistence Policy must be authorised in advance and approved by the Assessor or nominated officer.

Guidance Note

*Payments will relate to expenses **actually** and **necessarily** incurred by the employee whilst undertaking official duties. Accordingly before authorising payments, managers must ensure that employees have actually spent additional moneys, e.g. purchased a train ticket and that this additional expenditure was necessary. Managers must consider the most cost effective method of conducting official duties and should consider alternative options where possible e.g. use of telephone, video conferencing, email, fax etc.*

Line Managers should consider each case carefully especially taking into account whether car sharing or public transport can be used. Car Sharing or the use of public transport should only be discounted where this can be justified in terms of the "most efficient and economic" test. If management determine that public transport is to be used and an employee opts to use his/her own car, then no reimbursement can be claimed.

3. PROCESSING OF BUSINESS TRAVEL CLAIMS

All claims for business travel must be made on the appropriate form and authorised as detailed above with all appropriate receipts attached covering the period of the journey(s) being claimed or the claim may not be paid.

All mileage claims must be submitted with a VAT receipt which must be dated prior to the date of the first journey for which mileage is being claimed or the claim may not be paid.

The claim form must be fully completed and failure to do so will result in the claim being rejected.

The Assessor or nominated officer must certify that the journeys were authorised, the expenditure was actually and necessarily incurred in accordance with the provisions of this Scheme and that the claim is approved for payment.

All claims must be submitted timeously, on at least a monthly basis and no later than 3 months after the journey has been completed. Line Managers must ensure that employees work within these timescales. Claims submitted outwith this time limit will not normally be processed and any such claims will require to be approved by the Assessor. Claims will only be accepted within the current financial year.

4. DEFINITION OF NORMAL WORKING LOCATION

The normal working location is AVJB Offices at 9 Wellington Square, Ayr which is regarded as the employee's base. This is where claims for travel and subsistence will be based. Each employee will have his/her designated work location included in their contract of employment.

5. DEFINITION OF HOME

For the purpose of this Scheme, "Home" means the employee's usual place of residence or place of residence for the time being.

6. DEFINITION OF ALTERNATIVE LOCATION

Any location other than the normal working location.

7. CAR USER SCHEME

Classifications of car users shall be reviewed on an annual basis to ensure any changes in the nature of duties are taken into account. The Assessor will ensure that a record of mileage is maintained on a yearly basis.

Employees will be required to submit their driving licence and insurance documents on request on an annual basis. Insurance documentation must include cover for business travel.

Mileage rates are specified in section 8.

Mileage for journeys not included in the standard mileage charts, should be calculated using the AA route planner system. Before each claim is submitted the overall total should be rounded to the whole mile figure.

7.1 PUBLIC TRANSPORT USER

Employees authorised to use public transport, who opt to use their own car will be paid at the Council's public transport rate. Where public transport is the preferred mode by the Board and an employee opts to use their own car, they will not be eligible to submit a mileage claim for the journey.

7.2 MOTOR CYCLE / CYCLE ALLOWANCE

Employees authorised to use their own motorcycle or cycle for official business shall be entitled to allowances as detailed in section 8.1.

7.3 OTHER CONDITIONS

All receipted parking fees, ferry dues will be reimbursed in respect of authorised users. Bridge toll fees will be reimbursed without receipts.

8. TRAVEL EXPENSES

8.1 MILEAGE CLAIMS

Employees claiming mileage should refer to the standard mileage chart in Appendix A. Mileages for journeys not included in the standard mileage chart, should be calculated using the [AA route planner system](#). Before each claim is submitted the overall total should be rounded to the nearest whole mile figure. Line Managers are responsible for satisfying these requirements before approving.

Mileage rates will be paid at the Inland Revenue rates and will not be subject to the deduction of Income tax and national insurance (based on the present Inland Revenue Rules). Rates will be revised in line with Inland Revenue reviews.

If a journey is being undertaken outwith Ayrshire and the use of an employee's own car has been approved in advance by the Assessor or nominated officer, the mileage rate will be £0.45 per mile for the part of the journey undertaken within Ayrshire and the transport rate of £0.223 per mile for the part of the journey outwith Ayrshire.

Example 1

If you are travelling from AVJB's office to Central Scotland VJB's offices in Stirling your mileage claim based on the table in Appendix 1 will be calculated as follows:-

Return journey from AVJB to CSVJB (2x63 miles)	126 miles
Return journey from AVJB office to the Ayrshire Boundary on the A77 (2x23 miles)	<u>46 miles</u>
Mileage claimable outwith Ayrshire	<u>80 miles</u>

Therefore your mileage claim is 46 miles at £0.45 per mile and 80 miles at £0.223 per miles.

Example 2

If you are travelling from your home to CSVJB's offices in Stirling and you live 8 miles from AVJB's office in Wellington Square, your mileage claim will be as follows:-

Return journey from AVJB to CSVJB (2x63 miles)	126 miles
Return journey from AVJB office to the Ayrshire Boundary on the A77 (2x23 miles)	<u>46 miles</u>
Mileage claimable outwith Ayrshire	<u>80 miles</u>

Return journey from AVJB to the Ayrshire Boundary on the A77 (2x23 miles)	46 miles
Less Normal Home to Work Mileage (2x8 miles)	<u>16 miles</u>
Mileage claimable within Ayrshire	<u>30 miles</u>

A summary of your mileage claim is 30 miles at £0.45 per mile and 80 miles at £0.223 per mile.

The expense claim form allows for journeys undertaken within and outwith Ayrshire. All employees are required to exercise great care and attention when completing an expense claim that involves a journey outwith Ayrshire.

A summary of all mileage rates claimable is shown in Table 1 below.

Method Used	Mileage	Rate
Car	Up to 10,000 miles	£0.45
Car	Over 10,000 miles	£0.25
Passenger	Per passenger per mile	£0.05
Motorcycle	Per mile	£0.24
Cycle	Per mile	£0.20
Public Transport	Per mile	£0.223

Table 1: Mileage Rates [Source: Mileage Allowance Payments 2011-12 HMR&C]

The public transport rate will be applicable for extended journeys within the United Kingdom (as outlined in section 2) where employees are authorised to use their cars rather than take public transport.

The passenger rate is to encourage employees to share car journeys. Managers should consider each case carefully especially taking account whether car sharing or public transport can be used.

Guidance Note

*In terms of rounding, 0.5 and above should be rounded to the next highest whole mile and 0.4 and below to the nearest lowest whole mile. This rounding should be undertaken per claim form and **not** per journey.*

Where a claim is in excess of the standard mileage the employee should provide an explanation as to the reasons for this, to their line manager, along with their claim form. This should be authorised by the line manager and submitted along with the claim form.

Where employees are undertaking several local journeys, and where it would not be appropriate to use the AA route planner system, e.g. visiting a series of stakeholder's houses or businesses, employees should record accurate mileage using the vehicle's milometer.

8.2 HOURS WORKED OUTWITH NORMAL WORKING DAY

An employee who is called out or is required, whether or not on standby, by management to report outwith normal working hours in an emergency situation, may claim any expenditure incurred in travelling from home to the normal working location or alternative location as the case may be, and in returning home if the return journey is made outwith normal working hours.

Employees should be aware that any payment will be subject to tax and national insurance deductions.

Guidance Note

For contractual/casual overtime at a normal working location travelling expenses will not be paid. If such overtime is worked at an alternative location that is further than the employee's home to normal working location, then only excess travel incurred may be claimed.

8.3 TRAVEL BOOKINGS

All travel bookings should be arranged taking cognisance of the most economic method of travel, best value and efficiency.

All business travel must be agreed with the Assessor or nominated officer prior to booking.

8.4 RAIL, AIR, BUS OR FERRY TRAVEL

Travel by rail, air, bus or ferry shall be receipted at the cheapest available rate, at the time of travel, although on overnight journeys sleeping berths may be used.

Credits such as air miles, accumulated during business travel, should not be used for personal benefit. Accordingly, they should be used for the benefit of the Board, e.g. reducing future business travel costs.

8.5 FIRST CLASS RAIL TRAVEL

An employee may be authorised to travel first class by rail when it is considered reasonable in special circumstances e.g. first class during peak travel/holiday periods or work requirements on journey.

8.6 TAXI OR HIRED CAR TRAVEL

For authorised travel by taxi or hired car, the actual receipted expenditure reasonably incurred shall be reimbursed.

8.7 BRIDGE TOLLS, FERRY CHARGES, PARKING FEES

An employee who is authorised to travel by his/her own car may claim for bridge tolls and receipted ferry charges and for receipted parking fees actually incurred because the car is used on official business. Please note that bridge tolls do not require to be receipted.

Reimbursement will not extend to fines or excess penalties.

8.8 ACCOMMODATION

Where accommodation is not fully arranged and paid on behalf of the employee, receipted expenditure for overnight accommodation for up to 24 hours may be claimed by the employee. Limits for claiming expenditure are as detailed below in section 10.

Guidance Note

Where accommodation has been arranged and paid by the Board an employee may only claim for elements of subsistence not covered. For example, where hotel accommodation is for bed and breakfast the employee is only entitled to claim for lunch, tea and evening meal, subject to this not being provided at any meeting or conference attended.

9. TEMPORARY CHANGE TO NORMAL WORKING LOCATION

9.1 Transfer for a period of up to 4 weeks

Employees who are transferred to an alternative location for a period of up to 4 weeks, may claim travelling expenses in excess of that which would have normally been incurred in travelling from home to normal working location, or vice versa..

For example, if travel from home to normal work location was 20 miles and travel to alternative location was 30 miles; only 10 miles could be claimed. Alternatively, if travel from home to normal working location and return is 10 miles and home to alternative location and return is 8 miles excess mileage may not be claimed as none was actually incurred.

9.2 Transfers for a period of 4 weeks or more

For transfers of 4 weeks or more the Excess Travel Scheme will apply on the same basis as a permanent change to a work location, as detailed in section 6.

If at the date of transfer, the transfer is expected to last for a period of less than 24 months the payment will be free of tax. However if at a later date circumstances change and the expectation is that the transfer is likely to extend beyond 24 months the payment will be subject to tax from the date the expectation changed.

If the transfer is likely to last for more than 24 months, the expenses will be taxable from the date of transfer. If the transfer in fact lasts for less than 24 months the expenses received will still be taxable.

10. START OR FINISH OF WORK AT ANOTHER LOCATION

During working hours where an employee is authorised to start and/or finish at a work location, other than his/her normal one, he/she may only claim travelling expenses **in excess** of that which would have normally been incurred in travelling from home to the normal work location or vice versa.

Therefore an employee who starts work at a location, other than his/her normal one, will be able to claim the total mileage covered between leaving home and arriving at the workplace less normal home to work mileage.

The same applies to an employee who finishes at a work location, other than his/her normal one. The total mileage covered between leaving the workplace and arriving home will be calculated and the mileage claimable will be that figure less normal work to home mileage.

In both cases the payment is not taxable.

11. PERMANENT CHANGE TO NORMAL WORK LOCATION

Excess travelling expenses will be payable for a maximum period of 1 year from the date of transfer to the new work location if the transfer is compulsory and the difference in the daily distance of the return journey exceeds 4 miles. Where this is the case the total excess miles should be claimed. This includes any employee who has been redeployed as a result of management restructures/service reviews but excludes employees who are appointed to a promoted post as part of management restructures/service reviews. The amount payable will be the difference between a) the cost of travelling from home to the new work location and b) the cost of travelling from home to the previous work location.

Reimbursement will be either:

- a) Expenditure actually incurred, based on the public transport costs i.e. economy class train/bus fares by the most economic fare; or
- b) Where an employee uses his/her car, mileage will be paid at the public transport rate.

Excess travelling expenses in respect of a permanent change to normal work location are taxable.

Employees are required to notify the Assessor or nominated senior officer of any changes in circumstances relevant to the claim e.g. an increase in bus fare; or house move. In such circumstances the payment will be recalculated.

If an employee is promoted or voluntarily moves job during the 1 year period the payment of excess travelling expenses will cease.

Claims should be submitted for approval to the Assessor or nominated senior officer on the appropriate forms within 4 weeks of the employee starting at his/her new work location or any change in circumstances.

Expenses will be calculated on an annual basis and paid with the normal salary. A deduction of 12.5% in respect of holidays is made for employees who work 52 weeks of the year. Term time employees will have their expenses pro-rated over 39 weeks per year in accordance with the school year.

Payment of excess travel will be suspended if employees are absent from work for longer than a 4 week period (except during the summer holiday period where applicable) and will resume on their return. The Assessor or nominated senior officer can take specific circumstances into account – for example where a season ticket has been purchased. The 1 year period will not be extended unless the absence is related to the employee's pregnancy in which case the 1 year period will be extended by the length of the period of pregnancy related absence.

12. SUBSISTENCE EXPENSES

The purpose of the subsistence allowance scheme is to reimburse employees for additional expenditure reasonably incurred whilst undertaking official duties as part of their employment with the Board.

Subsistence paid will be subject to receipted expenses based on actual expenditure incurred and is subject to the conditions set out below:

- Those who are prevented by their official duties from taking a meal at their home, normal working location or place where they normally take their meals, or those who are required to be absent overnight on business, and as a result incur additional expenditure;
- Expenses for meals will be made only on condition that it was not reasonably practicable for the employee:
 - to travel to his/her home *or*
 - to travel to his/her normal working location *or*
 - to travel to a place where a meal is normally taken and/or
 - the employee incurred additional expense, in excess of the norm, as it was not reasonably practicable for them to take a meal at a place where facilities are made available and/or it was necessary for the employee to take a meal at that time away from his/her home, normal working location or place where a meal was normally taken e.g. canteen facilities available during office hours but not for evening meal and employee is away overnight.
- Any employee making a claim must complete the appropriate form and attach all relevant receipts.

Guidance Note

The basic principle is that the employee has had to incur expenditure in addition to his/her norm. Managers should therefore be aware of the employee's normal arrangements and he/she should be required to show why it was necessary to incur additional expenditure. Accordingly, employees who normally bring packed lunches, utilise shops or are often out of the workplace at lunch time would not meet the criteria of having to incur expenditure above the norm. Expenses may not be claimed for meals where they are provided free as part of hospitality or conference provision.

- *Employees who are only a short distance from the place where they normally take their meal should return to that place (unless the particular exigencies of the service dictate otherwise) and should not claim subsistence.*
- *Employees who finish working overtime should travel home to eat instead of taking a meal as this would be the norm at the end of a working day.*
- *Subsistence expenses are not payable for meals taken in South Ayrshire Council's canteen facility.*
- *Both subsistence and overtime cannot be claimed for the period of meal break. If a meal break is taken it should be for a minimum of half an hour and will be unpaid.*
- *Subsistence allowance should not be claimed for employees who are undertaking overtime regardless of when this is worked.*

12.1 SUBSISTENCE ALLOWANCE

Maximum subsistence allowances (as at April 2010) are as follows:

Meal	Maximum Allowance
Breakfast	£6.00
Lunch	£8.00
Tea	£3.00
Evening Meal	£9.00

In addition, where accommodation has not been fully arranged and paid on behalf of an employee, receipted expenditure for overnight accommodation and expenses for up to a 24 hour period will be paid up to the following limits:

Overnight	Maximum Allowance
Outwith London	£83.00
London	£95.00
Friends/Relatives	£25.00 (no receipts necessary)
Personal incidental expenses	£5.00 per night (no receipts necessary)
*includes all costs during the 24 hour period including breakfast, lunch, tea and evening meal	

Table 3: Overnight allowances as at April 2010

These allowances will be paid subject to the authorisation of expenses by the Assessor. Reasonable expenditure over and above the subsistence rates detailed must be authorised by the Assessor.

APPENDIX A – STANDARD MILEAGE DISTANCES

		AVJB, Wellington Square, AYR
1	A.V.J.B., Wellington Square, Ayr	
2	N.A.C., HQ, Irvine	13
3	E.A.C., HQ, Kilmarnock	15
4	Central VJB, Stirling	63
5	Dumfries Galloway Assessors, Dumfries	60
6	D.A.B. VJB (Clydebank)	53
7	D.A.B. VJB (Campbeltown)	172
8	Fife Assessors, Glenrothes	106
9	Glasgow Assessors	38
10	Grampian VJB, Aberdeen	182
11	Highland VJB, Inverness	206
12	Lanarkshire VJB, Hamilton	40
13	Lothian VJB, Edinburgh	78
14	Orkney & Shetland VJB, (Lerwick & Kirkwall)	182
15	Renfrew VJB, Paisley	35
16	Scottish Borders Assessors (Newton St. Boswells)	118
17	Tayside VJB (Dundee)	117
18	Tayside VJB (Perth)	95
19	Ayrshire Boundary on A77	23