

Travel Policy

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| Name | GJF Travel Policy |
| Summary | This policy identifies the framework for arranging travel and for claiming for travel and associated expenses. |
| Associated Documents | AfC Terms and Conditions of Service, Terms and Conditions of Service for Hospital Medical and Dental Staff. |
| Target Audience | All staff |
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| Name of Board | National Waiting Times Centre |
| Approving committee/group | SMT/Partnership Forum |
| Document Author | |

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Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the Golden Jubilee Foundation have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality of care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Our values are that we will:

- Take responsibility for doing our own job well
- Treat everyone we meet in the course of our work with dignity and respect
- Demonstrate through our actions our commitment to quality
- Communicate effectively, working with others as part of a team
- Display a “can do” attitude at every opportunity.

Our policies are intended to support the delivery of these values which support employee experience.

1. INTRODUCTION

This policy defines the responsibilities of and applies to all staff employed by National Waiting Times Centre Board and where applicable should be used in conjunction with the separate provisions set out within the Terms and Conditions of the New Consultant Contract and the Hospital Medical and Dental Staff and Doctors in Public Health Medicine.

The procedure is a reference to the relevant section of, and should be read in conjunction with, the Board's Standing Financial Instructions.

Variations of this procedure by the Director of Finance and or the Director of HR may take place in writing to reflect authorised changes in procedures or responsibilities.

Any loss ie fraudulent claims, whether known or suspected, shall be reported forthwith in accordance with Section 18 of the Standing Financial Instructions. This will be investigated in line with the Management of Employee Conduct Policy and referred to Counter Fraud Services as appropriate.

The terms 'Director of Finance' and/or Director of HR will be taken to include such Director's authorised Deputy.

All records and other documents shall be completed in ink, ballpoint or typescript. Where staff have transferred to e-expenses this should be completed in line with the guidance contained within this policy. On no account may any kind of ink eradicator be used on records or documents. The only permitted method of making a correction on paper claims is by drawing a line through the incorrect entry so the error remains legible, and inserting the correction above. The person making a change and the person checking or accepting such change should initial any correction. It is emphasised that no overwriting or erasure is acceptable. It is the line managers responsibility to check and confirm all claims, either electronic or paper.

All travel must be made for the benefit of the Board. Travel and accommodation requests should relate to projects identified and approved in principle during the annual budget process.

When a particular authorised signatory is not available, authorisation must be obtained from another signatory or higher level authority.

2. Reimbursement of Travel Costs

The motoring costs attached shall be paid to employees, who use their own vehicles for official journeys and are authorised car users, other than in the circumstances below,

The Golden Jubilee National Hospital has created a zone around NHS Greater Glasgow & Clyde plus NHS Lanarkshire within which all relevant and appropriately authorised business travel will be reimbursed their motoring costs at the rates shown in Table 1. All travel outside this zone will be paid at the Reserve rate.

Reimbursement of travel costs shall not apply if an employee uses a private motor

vehicle in circumstances where travel by public transport would be appropriate. For such journeys the Reserve rate set out in Table1 shall be paid.

When claiming reimbursement of travel costs, in line with national terms and conditions of service, individuals are expected to take the fullest possible advantage of any available economy fares when making travel arrangements.

3 Use of Flights/Air Travel

When claiming reimbursement of air fares for business travel,, individuals are expected to take the fullest possible advantage of any available economy fares when arranging air travel.

In some cases, individuals may choose to secure travel arrangements which are not the most cost-effective option for air fare and may opt to pay the additional cost themselves. The Board will only reimburse the travel costs for the economy fare and the individual will be responsible for paying the difference. In this instance the flight must be approved by the Director of Finance. Where an individual chooses to travel using a method other than the lowest cost then the individual should pay the full amount and then reclaim the economy rate via the normal expenses process.

4 Use of Taxis

Taxi fares for all Board staff will not be refunded if an employee uses a taxi in circumstances where travel by public transport would be appropriate.

The following criteria should be used in deciding whether use of a taxi is appropriate:

- The availability of public transport;
- The time of day (whether using public transport is considered safe)
- Familiarity with public transport routes / options if traveling out-with Glasgow
- Any other relevant factors, for example, equipment or luggage to be carried.

All taxi fare expense claims must be authorised by the appropriate line manager. Where they are not available then they should be authorised by the appropriate executive.

5 Passengers

With the exception of lease, pool or hire vehicle users, where other employees or members of an NHS organisation are conveyed in the same vehicle on NHS business and their fares would otherwise be payable by the employer, passenger allowance in Table 1 will be payable to the vehicle driver.

6 Other Allowances

Subject to the production of vouchers wherever possible, employees using their private motor vehicles on an official journey shall be refunded reasonable garage and parking expenses and charges for tolls and ferries necessarily incurred, except that

charges for overnight garaging or parking shall not be reimbursed unless the employee is entitled to night subsistence allowance for overnight absence. Similar expenses may also be refunded to employees only entitled to the public transport rate of reimbursement, provided that the total reimbursement for an official journey does not exceed the cost, which would otherwise have been incurred on public transport, including the fares of any official passengers.

7 Transporting Equipment

Where, at the requirement of an employer, an employee carries heavy or bulky equipment in a private car, an allowance set out in Table 1 shall be paid for journeys on which the equipment is carried provided that either: -

- the equipment exceeds a weight which could be reasonably carried by hand; or
- the equipment cannot be carried in the boot of the car and is so bulky as to reduce the seating capacity of the vehicle.

8 Pedal cyclists

Employees who use pedal cycles to make journeys in the performance of their duties will be reimbursed for eligible miles travelled at the rate in Table 1.

9 Public Transport

If an employee uses public transport for business purposes, the cost of bus fares and standard rail fares should be reimbursed.

10 Change of Base of Work

Employees who are required to change their base of work as a result of a merger of NHS employers or the acceptance of suitable alternative employment as a result of Organisational Change may be reimbursed their extra daily travelling expenses for a period of 4 years from the date of transfer. The excess shall be calculated on the basis of the bus fares or standard rail travel or if the employee travels by private motor vehicle on the basis of mileage.

11 Temporary Transfer

Employees who are required by their employer to carry out temporary duties at a place other than their permanent place of employment, and who travel daily to their

temporary headquarters whilst continuing to live near the GJNH, will subject to agreement be reimbursed for their excess travelling expenses.

12 Lease Cars

The use of leased cars is covered in the leased car policy. Claims are paid in line with the rates in that policy.

13 Responsibility

When using their vehicles in the performance of duties employees must ensure that they have completed the appropriate paperwork to be an authorised car user. This paperwork ensures that all drivers have the appropriate insurance for business use.

14 Reimbursement

A Travel Expense Form must be completed promptly where possible within the current month of expenditure and authorised by the relevant budget holder (identified on the authorised signatory list), and with relevant receipts. Paper claims must be submitted to payroll by 5th working day of each month and electronic claims by 10th working date for payment in that month. All claims must be submitted in the correct financial year.

For further detail please refer to the NHS Terms and Conditions of Service Handbook(s).

15 Monitoring, Review and Evaluation

This policy and procedure has been assessed for relevance and screened for equality impact, to identify and mitigate, where possible, any potential for the policy and procedure to have differential impact on employees having regard to their differences, such as ethnicity, gender, disability, age, sexual orientation, religion, literacy or belief.

This policy will be monitored, reviewed and evaluated every three years by the Partnership Forum or equivalent, taking into consideration legislative changes and developments in good practice to ensure it meets the needs of all employees.

Appendix 1 – rates as per Agenda for Change T&Cs (note this covers all staff groups with the exception of Medical staff who are cover in Appendix 2)

Rates of Reimbursement from 1 July 2015

CEL 34 (2012) was issued in August 2012 as an advisory notice for changes to the system for reimbursing Agenda for Change staff for work based travel costs, the new system was agreed by the NHS Staff Council and became effective from 1 July 2013. The rates and additional guidance were subsequently published via PCS (AFC)2013/3.

The new system is based on simpler, standard rates of reimbursement linked to independent information on motoring costs published by the Automobile Association (AA). The rate will be reviewed twice yearly in response to changing motoring costs.

The usually used modes of transport are listed along with the new rates which were payable from 1 July 2014 for eligible miles are listed below:

Table 1

| Type of Vehicle | Annual Mileage up to 3,500 miles* | Annual Mileage over 3,500 miles | All eligible miles travelled |
|--|--|---------------------------------|------------------------------|
| Car (all types of fuel) – excluding lease cars | Within existing zone – 56p per mile Out with existing zone – reserve rate of 28p per mile | All 20p per mile | |
| Motorcycles | | | 28p per mile |
| Pedal cycle | | | 20p per mile |
| Passenger allowance | | | 5p per mile |
| Reserve rate (formally public transport rate) | | | 28p per mile |
| Carrying heavy or bulky equipment | | | 3p per mile |

Eligible mileage

Employees will be reimbursed for miles travelled in the performance of their work which are in excess of the home to agreed work base return journey (ie, normal miles to get to work and home). However where the journey starts at somewhere other than base (ie say from home) the following will apply:

- If an element of the journey starts or ends at home then the normal single daily commute to work (ie the miles it normally takes you to get to work) will be deducted from the total miles claimed;
- If the journey starts and ends at home then two single daily commutes will be deducted ie the miles you would have travelled get to and from work; and

- If the journey starts at home and finishes at base then one daily single commute will be deducted.

Table 2

| Eligible mileage – illustrative example | | |
|--|--------------------|--|
| In this example the distance from the employee's home to the agreed base is 15 miles | | |
| Journey (outward) | Distance | Eligible miles |
| Home to base | 15 miles | None |
| Home to first call | Less than 15 miles | Eligible mileage starts after 15 miles have been travelled |
| Home to first call | More than 15 miles | Eligible mileage starts from home, less 15 miles |
| Journey (return) | | |
| Last call to base | | Eligible mileage ends at base |
| Last call to home | Less than 15 miles | Eligible mileage ends 15 miles from home |
| Last call to home | More than 15 miles | Eligible mileage ends 15 miles from home |

Appendix 2 – rates as per the medical and dental T&Cs

Pay and Conditions of Service for Medical and Dental Staff

In accordance with Pay and Conditions of Service for Medical and Dental Staff, arrangements and rates for mileage allowances and Crown Cars remain unchanged from NHS Circular PCS(DD)2013/1. Any future changes will be notified and published by separate circular. Mileage Allowances as per **PCS(DD) 2013/1** are detailed as follows:

1. Public Transport Rate: 24p per mile

2. Regular User Rates

Motor cars with 3 or 4 wheels*

| Engine Capacity (cc) | 501 to 1000 | 1001 to 1500 | 1501 to 2000 | Over 2000 |
|----------------------|-------------|--------------|--------------|-----------|
| Lump Sum (£) | 508 | 626 | 760 | 760 |
| Up to 9000 miles (p) | 29.7 | 36.9 | 44.0 | 44.0 |
| 9001 to 15000 (p) | 18.2 | 21.7 | 22.7 | 25.5 |
| Thereafter (p) | 17.8 | 20.1 | 22.6 | 22.6 |

3. Standard Rates

Motor cars with 3 or 4 wheels*

| Engine Capacity (cc) | 501 to 1000 | 1001 to 1500 | 1501 to 2000 | Over 2000 |
|------------------------|-------------|--------------|--------------|-----------|
| Up to 3500 miles (p) | 37.4 | 47.3 | 58.3 | 58.3 |
| 3501 to 9000 miles (p) | 23 | 28.2 | 33.5 | 41.0 |
| 9001 to 15000 (p) | 17.8 | 20.1 | 22.7 | 25.5 |
| Thereafter (p) | 17.8 | 20.1 | 22.6 | 22.6 |

4. Other Motor Vehicles **

| Engine Capacity (cc) | | Up to 125 | Over 125 |
|----------------------|-------------------|-----------|----------|
| Rate per mile (p) | Up to 5,000 miles | 17.8 | 27.8 |
| Rate per mile (p) | Over 5,000 miles | 6.7 | 9.9 |

5. Passenger Allowance

Each passenger: 5.0 p per mile

6. Pedal Cycles

For local agreement, subject to a minimum of 10p per mile.

* a practitioner using a 4-wheeled motor car under 501cc shall be paid at the rate for cars of 501 to 1000cc.

** includes motor cycles and combinations, motor scooters, moped and motor-assisted bicycles.