

Loreburn Group

Travel & Subsistence Policy



Creating Great Places to Live

Policy	Travel & Subsistence Policy									
Version Reference	1									
Approved by	MC			LET				MT		
Date of Approval	2019									
Review Period	Every 3 Years or as legislation or substantive changes occur									
Review Due	2022									
Policy Champion	Head of People & Culture									
Who this policy affects	Staff	<input checked="" type="checkbox"/>	Customers	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>		
Where this policy affects	General needs	<input type="checkbox"/>	Sheltered	<input type="checkbox"/>	Supported	<input type="checkbox"/>	Offices/staff base	<input type="checkbox"/>		

TRAVEL AND SUBSISTENCE POLICY

1. Purpose of this Policy

This section applies to employees.

Loreburn recognises that expenses may be incurred by staff in the course of their work. This Policy exists to ensure staff have a clear understanding of what expenses they are entitled to claim. It also ensures value for money is obtained by Loreburn and therefore our customers, and expenses paid to employees are not in breach of contract.

2. Legislative Policy

This policy ensures that HM Revenue & Customs regulations are adhered to.

3. Associated Policies

This policy ensures the Entitlements, Payments and Benefits Policy is adhered to.

4. Aims of this Policy

Failure to adhere to the Travel & Expenses Policy will be viewed very seriously. Breach of this Policy will result in disciplinary action, which could lead to dismissal.

5. Travel and Subsistence

5.1 Driving Expenses - General Principles

All employees travel to and from their normal place of work in their own time and at their own expense. Only travel expenses incurred on Loreburn business may be reclaimed.

Staff must contribute to the overall efficiency of Loreburn, VfM and the organisation's wider sustainability aims by minimising travel and expenses wherever possible.

Payments for travel expenses will be in line with Loreburn allowances. Details of the current rates are shown below.

All expenses claims must be authorised for validity by the department manager and, with the exception of mileage, must be supported by receipts.

All employees will be designated as either Essential Car Users or Non-Essential Car Users depending on their post and the extent to which travel is required.

5.2 Essential Car Users

Employees will receive written notification from the HR Representative if they are to be classed as an Essential Car User. To be eligible, an employee must drive or be expected to

drive in excess of 8,500 business miles per financial year. At time of printing, the financial year is classed as April to March.

If employees believe they should be considered for this allowance but are not yet in receipt of it, they should contact the HR Representative.

It is a condition of employment that Essential Car Users have a valid driving licence and a suitable vehicle available during their working hours for business use. A lump sum will be paid to all designated Essential Car Users in equal monthly instalments and mileage rates in line with Loreburn allowances.

Where more than one employee is travelling to the same destination, employees must share transport to avoid unnecessary costs.

Where an Essential Car User's vehicle is not available for business use for a period exceeding two weeks, the facts must be reported to the Finance Department immediately. The lump sum will not be payable in respect of such a period.

Essential Car Users may consider alternative transport where it is shown to be more cost-effective and similarly time efficient. The use of alternative transport must be authorised by the department manager.

5.3 Non-Essential Car Users

Non-Essential Car Users may be required to travel occasionally as part of their duties and it may be useful to have a valid driving licence and access to a vehicle. Mileage rates will be paid in line with Loreburn's allowances.

Non-essential car users should consider alternative methods of transport prior to travelling in their own vehicle. The most cost-effective and time efficient method of travel should be selected. For example a train fare may be more cost and time effective. See section below on 'Alternative methods of transport'.

Any use of an employee's own car on business use is subject to employees:

- holding a full UK driving licence and allowing the HR Representative to take a photocopy of this for the employee's personnel file
- ensuring that the car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use

5.4 Eligible Mileage

Employees may not claim mileage for their normal commute to work and back ie. from their home to their normal place of work.

Mileage claims will generally be measured by the distance from the start point to the end point less the mileage that the employee normally does for their normal daily commute.

5.5 Essential Car User Mileage Rates

Taxable Lump Sum Payment:	£922 per annum payable in 12 equal monthly instalments
Mileage for first 8,500 miles:	35.1p per mile

Mileage over 8,500 miles:	12.6p per mile
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5.6 Non-Essential Car User Mileage Rates

This rate also applies to committee members

	First 10,000 miles (per mile)	Over 10,000 miles (per mile)
Car or Van	45p	25p
Passenger payments (car or van)	5p	5p
Motor cycles	24p	24p
Bicycles	20p	20p

5.7 Alternative Methods of Transport

Alternative methods of transport should be considered where they are shown to be more cost-effective and/or time efficient.

The company pool car can be used as per the booking policy with preference being given to those travelling the longest distance and where there is no suitable public transport.

Rail and bus travel will be reimbursed at standard rate on production of a receipt.

Taxi use should be kept to a minimum. Taxis may be appropriate in certain circumstances eg. when visiting an unknown destination or for personal safety reasons.

Vehicles may be hired from Loreburn’s approved supplier (contact details from the Finance Department).

5.8 Charges & Fines

Reasonable parking charges incurred on Loreburn business will be reimbursed on the production of receipts.

Parking or speeding fines incurred on Loreburn’s business will not be reimbursed.

5.9 Subsistence – General Principles

Employees may incur expenses when they are unable to follow their normal meal break routine whilst absent from their normal workplace on Loreburn business. In such circumstances the employee may recover meal expenses on the production of receipts as detailed below.

Subsistence will be paid only where meals are not supplied as part of an event attended.

Breakfast is only reclaimable if you have left home prior to 6.00 am in the morning and not as part of your normal daily travel to the office or if you are staying in a hotel and this is the only option to enable you to receive breakfast as not already included in the room rate.

5.10 Overnight Accommodation

Where employees are required to stay away from home overnight for business purposes accommodation should normally be booked in advance and invoiced directly to Loreburn or booked via a Company Credit Card. Where this is not possible, accommodation and other reasonable expenses will be reimbursed on the production of receipts.

Overnight accommodation is normally permitted where at least one of the following applies:

- The journeys required would take more than five hours in one day
- Travel is involved before 6.00 am or after 8.00 pm
- The purpose extends beyond one day when repeat travel is excessive
- Ordinarily it is expected that the cost of hotel should not exceed the amount stated below.

5.11 Subsistence Maximum Rates

Breakfast Allowance	£ 5.00
Lunch Allowance	£ 7.50
Dinner Allowance	£12.00

Receipts are required to make a claim up to the maximum above. No alcohol costs will be reimbursed.

5.12 Overnight Accommodation Maximum Rates

Hotels or similar where required as laid down in the policy, that are not included as part of a booking package, should not cost more than £110 per night including breakfast. In most instances we would expect the amount to be less than this but we recognise this may not be possible in city accommodation. A VfM approach should always be taken.

5.13 Ad-Hoc Purchase of Miscellaneous Items

Employees may be required to purchase items to assist them in the course of their duties away from the normal workplace. Where possible, authorisation should be sought in advance. However in emergency situations or where it is not possible to gain authorisation, reasonable expenses will be reimbursed on the production of receipts.

5.14 Personal Safety, Theft & Vandalism

Employees using their own vehicle are required to ensure that the vehicle is comprehensively insured for business use and that the vehicle is in roadworthy condition, fully taxed and with a current MOT.

Road safety codes must be observed and employees should exercise due care and attention while driving or travelling by alternative methods of transport.

All necessary precautions should be taken to ensure the risk of loss or damage to themselves, personal belongings or valuables is minimised while travelling on business. Loreburn will not be responsible for theft from or vandalism to an employee's car while the vehicle is being used for business purposes.

5.15 Making Expense Claims

Claims must be submitted on Loreburn's official form and authorised by the line manager. In signing the claim the manager confirms that the expenses claimed are valid business expenses. All claims, with the exception of car mileage, must be supported by receipts.

In submitting each claim, the employee reaffirms their understanding of the Policy and signs a declaration to this effect, confirming that the claim is an accurate reflection of expenses incurred on business and in line with this Policy. Abuse of the policy including fraudulent claims may result in serious disciplinary action including dismissal.

Fully authorised expense claims should be submitted to the Finance Department by the 5th of the month to ensure payment by BACS the same month. Claims submitted on the 5th of the month, should not go further back than the previous 3 months of expenses. For example, any claims made on 5 July, should cover expenses occurred no earlier than April.

6. Complaints

Loreburn has a commitment to valuing complaints and ensures the organisation benefits from feedback to identify areas for change or improvement.

Loreburn has a Complaints Policy which ensures there are robust and effective procedures in place for complaints to be properly managed and acted upon.

Anyone dissatisfied with the outcome of their complaint having exhausted Loreburn's complaints procedure has the right to refer the matter to the Scottish Public Services Ombudsman.

7. Equality, Diversity & Inclusion

Loreburn aims to ensure that equality, fairness, dignity and respect are central to the way we work and how we treat our customers. We support diversity and uphold equal opportunities in all areas of our work as an employer and service provider.

Loreburn will not discriminate against tenants, staff, visitors, suppliers or others based on their age, sex, sexual orientation, race, disability, religion or belief, marital status, pregnancy and maternity or gender reassignment (collectively referred to as 'protected characteristics' in the Equality Act 2010).

8. Risk Management

Loreburn has a Risk Management Strategy, Policy and Procedure. These documents set out how the organisation will manage risk as an integral part of its governance and management systems, ensuring risks are identified, evaluated and controlled effectively.

Identifiable risks arising from this policy will be monitored and managed by the internal processes set out herein and by regular review of this and all other associated policies and procedures, ensuring risks are mitigated and Loreburn complies with all legislative requirements and regulatory and best practice guidance.

9. Responsibilities Chart

The below chart illustrates the responsibilities of all staff pertaining to this policy:

Responsibilities	Man. Comm.	CEO	LET	Managers	Assistant Managers	All Employees
Approve Policy	X					
Lead by example in application of Policy	X	X	X	X	X	X
Take proactive steps to resolve issues						X
take ownership of concerns and seek to resolve at an early stage						X

1. Policy Review

The Policy Champion is the Head of People & Culture.

The Policy Champion is responsible for completing the Health and Safety Assessment and Equality, Diversity and Inclusion Assessment Checklist.

This policy will be reviewed by the Policy Champion every 3 years or sooner as required due to legislative or regulatory change.

Policy Assessment Checklist

Health & Safety Assessment

Does this policy have the potential to affect:

Lone Working	No
Safety and/or wellbeing of customers	No
Safety and/or wellbeing of customers	No
Have the above items been considered in the preparation of this policy?	YES

Comments:

Equality, Diversity & Inclusion Assessment

Does this policy have the potential to affect:

Staff's rights to equal opportunities	No
Tenants' / Customer's rights to equal opportunities	No
Tenants' / Customer's ability to access to homes and/or services	No
Have the above items been considered in the preparation of this policy?	Yes

Comments:

Agile Working Assessment

Agile working requirements have been considered and addressed in the preparation of this policy: Yes

