

Employee Policy HR Consult

1. Policy Statement

NHSBT will reimburse expenses actually incurred on authorised business travel to a temporary work place. This policy applies to all employees who travel on NHSBT business; however, Medical employees should refer to any specific terms and conditions applying to travel.

We support measures to encourage green travel, including the use of technology to reduce business travel and therefore minimise car travel by walking, using public transport, bicycle and car sharing wherever practicable.

We have a zero-tolerance approach to fraud and commit to investigate any claims suspected of being fraudulent or excessive in accordance with Anti Fraud, Bribery and Corruption Policy. We reserve the right to withhold and withdraw the payment of expenses if you are suspected or it is proven that you have failed to comply with any of our policies and following investigation, disciplinary action may be taken.

No reimbursement will be made if no actual expenditure is incurred. This includes subsistence and for example where you possess a travel pass or season ticket covering the journey. Employees must act with personal integrity and judgement at all times ensuring there is no personal/private gain from public business/funds.

You are reminded of the requirement to act responsibly with regard to spending Public Funds. Approval authorities must be satisfied that the expenditure was reasonable in the circumstances. Any expenditure considered unreasonable will not be reimbursed.

2. The Process

Before booking or travelling:

You should plan business meetings and travel to ensure that you maintain a healthy balance between working time, travel time and personal time. You are expected to determine the most appropriate mode of transport on any business journey taking into account the following:

Is the journey necessary?

- Can the work be done via Telecon, 'Go To' meetings, telephone, e-mail, or through correspondence? If so, these should always be the first option to help reduce CO2 emissions and travel costs
- Can the work be rescheduled and combined with another journey to reduce overall travel costs?

Is public transport possible?

- Within urban areas you are expected to use Public transport e.g. rail, tube, bus or tram where this is available
- Public transport is generally safer than driving, results in lower emissions, and can be more efficient taking into account the ability to work en-route and avoiding road delays, etc.

Is there an NHSBT car or liveried vehicle available for the journey?

- Check for spare capacity with a colleague already travelling to the same location by car
- Check for availability of liveried cars/vehicles with your local transport/marketing department.

Will a hire car (1 – 5 days) be cost effective/safer/cleaner?

Where travel by car is the right travel option:

- For a journey of 100 miles in a day, you should consider the use of a hire car
- For a journey of 200 miles in a day, you must wherever possible use a hire car.
- Hire cars provide better value for longer journeys and typically have lower emissions, improved safety feature levels and are more cost effective than using an approved vehicle
- There may be exceptional cases (e.g. if a situation is urgent or where there is a medical condition or disability) where a hire car would not be a practical option and journeys may still be made using your own vehicle.
- Where there may be geographical challenges to hiring a vehicle in a timely manner for the purpose the vehicle is required, then following a conversation with your manager, journeys may still be made using your own vehicle.

Use of your own vehicle?

- Before using your own vehicle for any business travel it must be approved for use as a grey fleet vehicle
- You are recommended to use your own approved vehicle only for journeys of less than 200 miles in a day
- If the journey is absolutely necessary, and no other option is available, or operationally practical, your own approved vehicle may be used

All managers are required to consider the 'Managers Code of Practice for Long Working Hours and Stress Reduction' (DAT659).

Booking your travel

Rail Travel (including Eurostar)

This should be booked in advance through our approved travel provider and must be by the most financially economic means of travel. Where possible you should avoid booking open and flexible return tickets because they are generally more expensive than tickets for trains at fixed times.

Air Travel

At times, air travel may be necessary and used within the UK to minimise journey time and to offset the combined costs of overnight hotel accommodation plus either rail or car travel expenses.

Overseas travel must be pre-authorized as set out in the NHSBT Scheme of Delegation. In addition, the Chief Executive must pre-authorise any overseas travel totalling over £2000 per individual. Executive Directors who require overseas travel outside Europe must obtain approval from the Chief Executive prior to any travel being booked or undertaken.

In the absence of the Chief Executive the Finance Director can approve overseas travel outside Europe for all Executive Directors.

Road Travel

Car Parking, Toll and Congestion Charges

Actual costs incurred for car parking, toll and congestion charges will be reimbursed.

Fines

You are liable for all fines and penalties incurred during business travel, including administrative charges, congestion charge penalties, or any other additional charges for late payment regardless of driving a private vehicle OR a liveried vehicle.

Car Hire

Your manager may approve the use of a hire car as more cost effective and time efficient. Your period of car hire **must not** exceed 5 days and must not be used for private travel or private passengers. All car hire must be booked through I-procurement.

As the hire car is only for an ad hoc journey it will normally be a base level category vehicle unless a higher category is necessary and authorised in advance, e.g. for business passengers, luggage or equipment requiring the capacity of a larger vehicle.

Fuel used in the hire car for business journeys should be paid for by the driver and reimbursed through expenses as a receipted item.

Any car hire required as a result of your lease car being temporarily unavailable due to maintenance or accident repair, should be arranged through the lease car administrator. You **must not** hire a car through I-procurement.

Taxis

Taxi use may be permitted under certain circumstances. Details of which are contained in the FAQ section for this policy. You must provide a receipt for reimbursement through the expense system.

Taxis for employees **must not** be booked on account at any NHSBT centre in any circumstances for the transportation of employee in any circumstances.

Private Vehicle

If you are using your own vehicle, it must be approved for 'Grey Fleet' use.

Business Mileage

Business Mileage travelled will be reimbursed at the appropriate rate for a private vehicle or lease car.

The rate for lease car reimbursement is detailed in the lease car scheme.

The rate for 'grey fleet' will be defined by your terms and conditions of employment.

Claims for business mileage using your own car up to 31st March each year must be submitted and approved for payment in May each year to ensure correct accounting and declarations to HMRC. Failure to do so will result in payments being subject to tax and National Insurance contributions as they are being made after the closure of previous tax year-end and processing of P11Ds in line with statutory deadlines.

Approving your vehicle for 'Grey Fleet' use

Should you need to use your own car for business travel, it must be first approved with grey fleet administration. Register your details on line at <http://www.greyfleet.com> and provide all the required documentation to your manager. You must provide up to date information on any changes in status, vehicles documentation, etc.

Overnight Stays

In Commercial Accommodation

You must discuss and agree the booking of accommodation in advance with your manager to ensure it is the most appropriate option. This should be booked in advance through our approved travel provider.

Policy limits for overnight accommodation are contained in the FAQ section for this policy.

In some circumstances, a direct booking may be necessary. If so, you should ensure that this is approved by your manager before the booking is made and it should be re-claimed after your stay.

In Non-commercial accommodation

An allowance is paid in line with terms and conditions. Night allowances may not be claimed if you are staying overnight in your own or a 'second' home.

Meals

The cost of expenditure on meals and other refreshments, such as coffee during a long journey, will be reimbursed based on receipted expenditure in line within agreed limits.

Any exception to NHSBT limits must have prior exceptional approval by the Chief Executive.

Employees travelling overseas will be entitled to claim receipted evening meals up to the value of the HMRC limit for the country they travelled to. [HRMC Limits](#)

Receipts

Receipts must be provided to justify your claim and show what was purchased.

A receipt should contain:

- Name of supplier
- Address of supplier
- Supplier VAT number (if VAT registered)
- Description of goods or service provided
- For meals, the number of covers if the receipt is not itemised
- Total amount paid

A credit card slip is not a receipt.

Subsistence

Normally you are asked to claim receipted expenditure, however, in other circumstances; the standard allowances may be claimed. Claims may be made in line with NHS Terms and Conditions and cannot be made in addition to a receipted meal. These payments are subject to tax and NI.

Timescales for Submission of Claims

Your claims should be submitted within 3 months of the expenditure being incurred. Any claims submitted more than 3 months later will require additional approval. Approval authorities and Directors may refuse to approve your claim if submitted after the timescales given above.

Season Ticket Loans

You may request an interest free loan Travel Loan form (see Forms and Checklists) up to the HMRC limit for the purposes of purchasing a season ticket for travel to and from work. The following conditions apply:

- A receipt must be provided
- The start and end station stops must be named
- The days of travel should reflect your contractual working arrangements
- Repayment will be over a defined period of minimum 3 months and maximum 10 months
- Outstanding loan balances are repayable when you leave
- All loans are approved by Finance

Overseas Travel – Insurance

NHSBT provides insurance cover for emergency medical and dental treatment costs incurred by employees whilst overseas on NHSBT business. Contact HR Direct on 0117 921 7700 (27700)

Employees travelling overseas should familiarise themselves with the insurance details prior to travelling, which are available from HR Direct.

3. Policy Approval and Review

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