

group policies and procedures

# **GUIDELINES AND CONDITIONS FOR TRAVEL**

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**GUIDELINES AND CONDITIONS FOR TRAVEL**

**1.0 INTRODUCTION**

Castleman Healthcare Ltd. recognises that there will be occasions when employees need to make use of a private vehicle in order to carry out Castleman business.

These guidelines cover the principles which staff and managers should apply when making and authorising claims for travel expenses incurred on Castleman business.

These guidelines are applicable to employees of Castleman Healthcare Ltd. who hold a Castleman contract of employment and terms and conditions of Employment or who are Castleman employees employed by a lead practice.

**PURPOSE AND SCOPE**

The purpose of these Guidelines and Conditions is to set out the requirements for business travel within Castleman Healthcare Ltd, particularly mileage generated by motor vehicle usage.

These Guidelines and Conditions should be applied consistently to all directly employed staff irrespective of their position in the organisation or in respect of the circumstances of their cases and regardless of gender, gender reassignment, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, pregnancy and maternity, marriage and civil partnership, background or any other personal characteristic, in accordance with Castleman’s commitment to tackle discrimination and promote equal opportunities.

**PRINCIPLES**

Travelling on Castleman business includes the following:

• travel to practice sites / care homes and patient homes as part of your role,

• travel to attend external meetings,

• travel to attend training courses and conferences, where required by Castleman.

Members of staff will not be reimbursed for the cost of travel between their home and their designated work base, except where excess mileage allowance has been agreed.

Inland Revenue Regulations state:

*“Employees are entitled to relief for the full cost of any travel incurred in the performance of their duties and for travel to or from a place they have to attend in the performance of their duties – as long as the journey is not ordinary commuting or private mileage (i.e. normal journey from home to base and return).”*

Members of staff may use their own vehicle for travelling on Castleman business where this has been authorised by their line manager having taken into account the costs involved so long as their insurance states that their cover is for domestic and business purposes.

Castleman Healthcare Ltd. has a legal duty of care responsibility under the Corporate Manslaughter and Corporate Homicide Act 2007 to employees travelling on Castleman business.

Employees who use their own vehicle to travel on Castleman business are required to ensure that they have a valid driving licence, business insurance cover for their vehicle, and that their vehicle is roadworthy with a valid MOT certificate for vehicles over 3 years old.

In order to monitor its duty of care responsibility, the following documents must be inspected by the line manager, but before the employee undertakes any travel on Castleman business.

• Driving Licence Card (You do not need the paper counterpart that accompanies your card) or Paper Licence if this is still valid (i.e. it was issued before 1998 and all your details i.e. name, address are still correct),

• Insurance Certificate (showing Business Use is covered),

• MOT Certificate (if car is over 3 years old).

Castleman Healthcare Ltd. reserves the right to withhold payment of mileage allowance to employees who fail to make available for inspection when requested the documents set out on above.

It is the employees’ responsibility to ensure they are fit to drive, drive safely and obey the relevant laws e.g. speed limits.

When signing and submitting a claim for reimbursement of travel expenses, a member of staff is confirming that their vehicle is roadworthy with a current MOT certificate (if relevant), that the current level of insurance cover is in place, including appropriate business use which must be specified on the insurance certificate or policy renewal, that they possess a current valid driving licence and that all information is true and correct. Where staff are required to carry equipment or products relating to their work, this should be highlighted to the insurance company.

Staff must notify their line manager immediately of any sanctions imposed on their licence, including medical conditions or of any restrictions on their ability to drive or of material changes to their insurance provision.

Staff must ensure that they claim mileage accurately using the shortest available route, with the exception of service requirements and travel disruptions (detailed in section 7.). Any false travel and subsistence claims will be reported to the Local Counter Fraud Specialist for investigation, and may result in disciplinary and criminal action.

A member of staff is not permitted to use their own vehicle for transporting patients and doing so may result in disciplinary action.

Castleman will observe its responsibilities under the Equality Act in relation to Disability Discrimination matters relating to travel for staff with disabilities.

**4.0 RESPONSIBILITIES**

**Chief Operating Officer / Operations Director**

Responsible for ensuring that Castleman complies with duty of care requirements.

Responsible for ensuring that Castleman adopts a ‘green’ approach to travel.

**Director of Human Resources & Communications**

Responsible for the appropriate publicity of these Guidelines and Conditions and consistency of application throughout the organisation.

**All line Managers**

Responsible for ensuring that the requirements of these Guidelines and Conditions are complied with by their staff who are required to undertake business travel as part of their employment with Castleman

Responsible for checking that claims are genuine and that any potentially spurious claims are acted upon.

**All Staff**

All staff who drive on Castleman business, including to induction and training, will be responsible for adhering to these Guidelines and Conditions.

**NECESSITY OF TRAVEL**

Employees will only be reimbursed for expenses, that they actually and necessarily incur in the course of official Castleman business travel.

Before contemplating any journey, individuals and managers should consider the following:

• Is there a need for the journey or could the task be carried out equally well using video conferencing facilities, telephone, email or another form of electronic or telephone correspondence?

• Could the meeting or need for the journey be postponed until a later date or

brought forward and/or be combined with an additional requirement to travel to

reduce overall travel costs?

• Is a colleague already travelling to the same meeting or location by car with spare

capacity for passengers?

**6.0 TRANSPORT DECISION MAKING**

It is the responsibility of line managers to ensure that their staff use the most efficient and economical means of travel, taking into account the cost of travel, the cost of subsistence and savings in work time.

Consideration should be given to alternative modes of transport when travelling on official Castleman business such as:

• **Public Transport**: it is Government policy that, wherever possible, public transport

should be used in order to reduce congestion and pollution on the roads. Before

undertaking any public transport journey, consideration should be given over time

and cost.

**REIMBURSEMENT OF TRAVEL COSTS ON NHS BUSINESS**

Staff are responsible for their home to work, and return, commutable journey time and cost. It is the individual’s responsibility to ensure they have the correct insurance to use their vehicle to commute to work and return.

There will be no reimbursement of travel costs associated with the home to work base commutable journey, these will be the entire responsibility of all staff, except where excess mileage allowance has been agreed.

Where formally approved (approval shall be sought from the line manager who in turn will obtain authorisation from the Finance Director) employees will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey.

Travel costs will normally be reimbursed based on the shortest route for the journey undertaken unless the following circumstances apply:

• A quicker route has been agreed by the line manager due to service requirements

i.e. urgent patient visits,

• Road closures and diversions,

The reason for claiming more than the shortest route must be detailed when claiming reimbursement.

Reimbursement of the cost of travel must be claimed within three months using the Castleman Mileage Claim form. It is expected that staff will submit their claims promptly in line with Payroll processing deadlines and that claims will be made in the current financial year. All claims must be authorised by the line manager.

Claims for travel that was carried out more than three months previous must be authorised for payment by the Finance Director and payment may be withheld.

Claims related to international travel will require prior written permission of the Chief Operating Officer / Operations Director.

**Public Transport**

Travel costs may not be paid to employees using their own vehicles for business purposes in the following situations:

• if a member of staff prefers to use his or her own vehicle in circumstances where

travel by public transport (bus, rail or air) would be more cost effective and appropriate;

If an employee uses public transport for business purposes, the cost of bus fares will be reimbursed. Castleman will reimburse the receipted cost of standard fares; upgrades will be at the employee’s personal expense.

Public transport travel should be authorised by a manager before the expenditure is incurred. Exceptions may be made when the mode of travel is necessary during work of an urgent nature. However, as soon as possible afterwards, the manager must be informed of the method and cost of the travel and reasons for the decision to incur this travel cost.

A receipt must be included when claiming reimbursement

**Out-of-pocket Expenses**

**Parking Fees**

Castleman will not reimburse parking fees for attendance at an employee’s designated base.

Parking fees incurred at locations other than the designated base which are attended on Castleman business will be reimbursed and should be claimed in the normal way.

A receipt must be included when claiming reimbursement.

**Tolls, Ferries, Trains, Planes**

Castleman will reimburse this when necessary when claiming the shortest journey route when on Castleman business but only where the line manager has liaised with the Finance Director with regard to cost.

A receipt must be included when claiming reimbursement.

**Hotel Accommodation**

Staff should seek permission from their line manager to book hotel accommodation who will, in turn, liaise with the Finance Director for an authorised spend amount. The staff member will then do his/her best to find a hotel which fits the cost authorised and will only book standard rate accommodation (Upgrades will be at the employee’s expense.) The cost will include the accommodation and a meals allowance to cover the cost of a main evening meal and one other day time meal at the hotel.

**Income Tax Liability**

Under HM Revenue and Customs (HMRC) regulations, individuals in receipt of reimbursement for business travel at a rate in excess of the HMRC approved mileage rate (AMAP), are required to pay income tax on the amount mileage rates exceeding the pence per mile AMAP rate. Any income tax payable will be deducted at source via Payroll.

**8.0 DISSEMINATION AND IMPLEMENTATION**

The Director of HR & Communications will be responsible for the dissemination of the policy and for publication on the Castleman Website Internet Site.

**9.0 MONITORING COMPLIANCE**

Audits of the implementation of these guidelines and conditions may be carried out from time to time.



**Mileage Claim Form**

NAME: DATE:

SIGNED: SIGNED BY LINE MANAGER:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Start Journey**  **(Location)** | **End Journey**  **(Location)** | **Total**  **Mileage** | **Reason** |
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| TOTAL MILEAGE: | | | |  |