

The Newcastle Upon Tyne Hospitals NHS Foundation Trust

Human Resources Policies & Procedures

Travel & Expenses Policy

Effective From: November 2011

Review Date: October 2014

1. Introduction

The purpose of this policy is to enable the Trust to manage expenses which may be claimed by individuals who are undertaking travel and/or staying overnight on Trust business, notably for such purposes as attending meetings, training courses, conferences and/or in the case of medical staff, performing clinics.

2. Scope

2.1 This document summarises:

- policy in relation to travel and related expenses
- the basis on which expenses may be reimbursed
- recommended best practice to ensure optimum value for money

2.2 The Trust will withhold payment of any expenses incurred not in accordance with this policy and seek reimbursement of any invalidly paid expenses. Deliberate, negligent or repeated disregard of the process will result in action being taken in accordance with the Trust's Disciplinary Policy/Procedure.

2.3 This policy applies to all employees and anyone else engaged to undertake travel on approved Trust business and related research activities. Any specific terms relating to non medical employees are referenced under Agenda for Change Terms and Conditions. The specific terms relating to medical and dental employees are referenced in their applicable Terms and Conditions of Employment.

3. General Principles

3.1 The Trust's policy is to reimburse any 'out of pocket' expenses which are reasonably, wholly, exclusively and necessarily incurred in the performance of duties for the Trust.

3.2 In the circumstance, where expenses are incurred by a Trust employee, whilst the employee is conducting activities which are of benefit to another organisation and not the Trust, then individuals must secure reimbursement for those expenses from the outside organisation in advance of undertaking any activities. If the sponsoring organisation is prepared for the employee to travel at an enhanced standard of fare i.e. first class rail travel, then the Trust would require assurance in advance that they are willing to meet this cost.

3.3 Travel and accommodation expenses for approved Study Leave, Conferences, etc, should be claimed using the appropriate policy.

4. Travel

4.1 Travel should be by the most cost effective and environmentally friendly effective means, having regard for:

- Time and duration of journeys (and connecting travel)
- Requirement for flexibility of itinerary
- Our commitment to reduce carbon emissions
- Booking as early as possible to attract discounts

4.2 Booking in advance and through the Travel Team, Supplies Department is required. If an employee can find a cheaper option online the employee must notify the Supplies Department, but no booking must be made by the employee.

4.3 Journeys booked by the Travel Team will be paid directly by the Trust. Where required, a requisition must be completed showing the name of the employee(s), date of journey, place visited and the reason for the journey. A copy of the requisition must be retained by the requesting directorate.

4.4 The employee is expected to book travel arrangements as quickly as possible once formal approval has been given. Any cancellation costs incurred may be recharged to the employee's Directorate/Department.

4.5 Use of Own Vehicles

4.5.1 The Trust is committed to a significant and sustained reduction in its carbon emissions. Use of private cars for long distance journeys will normally be the highest carbon option and is discouraged. In addition, individuals must consider health and safety implications before undertaking long journeys. Nevertheless, it is recognised that the use of private cars will often be the most cost effective option for short journeys, particularly if more than one person is travelling.

4.5.2 Claims should provide full details of the journey including starting point, places visited en route, the point at which the journey ended and total business mileage. Users of private cars, bicycles or motorcycles on Trust business must ensure that they have insurance for business use, that they hold a valid, clean driving licence and must ensure they accept full responsibility for their actions when driving, including due care of the vehicle and the health and safety of themselves and their passengers. Any cost associated with this will be met by the employee. Mileage incurred whilst on Trust business will be reimbursed at the rates detailed in the appropriate section of the relevant NHS Terms and Conditions of Service Handbook.

4.5.3 The cost of toll bridges and tunnels will be reimbursed if they form part of a business journey. Parking costs incurred in the course of travelling away from home and the normal place of work may be claimed. The cost of parking at your normal place of work may not be claimed. If travel by air has been agreed, then individuals should make appropriate arrangement to get to the airport in the most cost effective way for example, public transport.

4.5.4 Parking, speeding fines and any similar charges are not reimbursable. Consideration will be given as to whether an employee receiving a parking or speeding penalty constitutes a conduct issue. If so, the matter will be dealt with in accordance with the Trust's Disciplinary Policy/Procedure.

5. Home to Work

Journeys between home and normal place of work are regarded as private journeys and the cost of such journeys cannot be reclaimed except when required to work outside of 'normal' working hours. Journeys away from the Trust on business are regarded as business journeys. Your normal place of work is the start and finish location for travel claims except where it is more economical for the claim to start at your home address. For Consultant staff there may be specific exceptions, thus please refer to the relevant section of the Consultant Terms and Conditions.

6. Air Travel

Air travel within the UK is discouraged except where this is either less costly overall, taking account of other travel and accommodation costs, or it is demonstrably much more convenient. If more than one airline serves a route, the employee should choose the lowest cost flight. The supplies team can authorise UK and Eire air travel subject to it meeting the aforementioned conditions. Overseas air travel must be requested in writing and agreed in advance by a member of the Executive Team, and standard fares will be the expected norm.

7. Rail Travel

The Travel Team will take advantage of all types of 'discounted' tickets, including any discounts that may be obtained through the use of railcards. Individuals should notify the travel team to make them aware that they possess such a discount when contacting them to arrange their travel. It should be noted that two single tickets are often cheaper than a return ticket. Journeys at the Trust's expense should normally be standard class. Costs or savings made as a result of holding a discount railcard will not be reimbursed.

8. Taxis

The cost of taxis will be reimbursed if this is the cheapest or most appropriate means of reaching your destination. For example, this may be when public transport: is unavailable, either very early in the morning or late in the evening; and/or would add significantly to the journey time

9. Hire Cars

- 9.1 Hire cars should be requested through the Travel Team who have an established agreement with hire car companies. Hire cars must only be used if this is the most cost effective means of travel. This would normally occur where staff travel together to the same destination.
- 9.2 The individual driving a hire car on Trust business must prove that they hold a valid, clean driving licence and must ensure they accept full responsibility for their actions when driving, including due care of the vehicle and the health and safety of themselves and their passengers.
- 9.3 Hire cars are covered by the Trust's Insurance policy, however, any cost as a result of reckless/careless conduct whilst driving will not be met by the Trust. The individual driving the vehicle must also ensure they have the appropriate level of personal insurance cover.

10. Cycling

In order to help reduce the Trust's 'Carbon Footprint', eco friendly methods of travel are actively encouraged. Cycling where ever reasonable practicable is a useful way to achieve this. Any mileage covered using the employee's own bicycle will be paid in accordance with the standard rates detailed in the appropriate NHS Terms and Conditions.

11. Accommodation

- 11.1 All accommodation must be booked through the Travel Team, who can be contacted via the Supplies Department (current extension number available on the Trust Intranet telephone directory)
- 11.2 Items of a personal nature, such as, alcoholic mini bar items, pay per view TV, etc, will not be reimbursed. Where these are included in the bill, the costs must be deducted prior to submission of the bill for reimbursement.

12. Subsistence

Any costs incurred for meals, etc., whilst on Trust business will be reimbursed at the rates detailed in the appropriate section of the relevant NHS Terms and Conditions of Service Handbook.

13. Overseas Trips

Where accommodation and meal costs are claimed for visits abroad, authorisers will need to satisfy themselves of the reasonableness of claims. When working outside the UK, incidental expenses may be claimed with receipts to the appropriate level contained in the appropriate section of the relevant NHS Terms and Conditions of Service Handbook. Details of the Trust's insurance arrangements are available from the Legal Services Department.

14. Spouse/Partner Travel & Hospitality

The Trust will not reimburse expenses incurred by a spouse or partner accompanying an individual on business travel. The employee must reimburse the Trust for any tickets purchased through the Travel Team and any other costs paid by the Trust for a spouse or partner travelling with you.

15. Subscriptions

The Trust does not permit payment, either by reimbursement or direct from the service, of employee's personal subscriptions to professional organisations and clubs.

16. Telephone Calls

Any costs incurred for telephone calls relating to Trust business whilst on Trust business will be reimbursed at the rates contained in the Trust's Telephone Expenses and Trust Mobile Policy. Personal calls made during time away on Trust business will not be reimbursed.

17. Study Leave

17.1 The Trust has discretion to grant payment or part payment of:

- course and conference fees
- travelling expenses (where the use of public transport is not applicable, then car mileage at public transport rate may be considered, this excludes Trust lease cars)
- subsistence allowances (paid at the current rate, excludes alcoholic drinks)
- examination fees

17.2 Please see the Trust's Study Leave Continuing Professional Development Policy on the Intranet for further information.

18. Relocation

The Trust has discretion to grant payment or part payment of relocation expenses. This will be subject to agreement and in line with the Relocation Expenses Policy.

19. Interview Expenses

The Trust has discretion to grant payment or part payment of interview expenses. Please see the Trust's Interview Expenses Claim Form for further information.

20. Expense Claims and Payment

20.1 How to Claim

- 20.1.1 The method of payment of expenses is through the standard expenses claim form (Please see Appendix 1), which must be completed, signed and submitted with any relevant receipts for goods and services within six weeks of the date the costs were incurred. Payment for any expenses is made by BACS into your nominated bank account and is made on a monthly basis in arrears when your usual salary payment is made. Expenses will not be paid by petty cash or by cheque. All expenses must have been authorised and receipts must have been received by Payroll Services by the appropriate deadline. Claims not authorised by that time should be included in the next payroll run.
- 20.1.2 Claims submitted after this time period will not be processed and will not be reimbursed.
- 20.1.3 Receipts must be attached to the expenses claim form. Original receipts are required rather than credit card vouchers.
- 20.1.4 Expense claim forms can be accessed by Stationery Order from the supplies department. Each Directorate/Department must hold a stock of Expense Claim Forms.

Claimants must ensure that:

- Expenditure is approved in advance by the relevant budget holder
- All expenses claimed are necessarily and wholly incurred on Trust business, consistent with this policy, represent value for money, are appropriate and proportionate
- Claims are fully completed, giving details of journeys and purpose of visits
- Original receipts are produced on all occasions except where it would be impossible to obtain receipts, for example, parking meter payments
- Claims are completed within the appropriate time-frame.

20.2 Approval of Claims

- 20.2.1 Authorisers must review claims and ensure that each claim is appropriate and correct before certifying for payment. This will include checking:
- The journeys and/or expenses were properly and necessarily incurred on behalf of the Trust
 - Mileage claims are an accurate representation of distance travelled and the reason for each journey is completed correctly.
 - The claim has been correctly completed and complies with this policy i.e. that the individual has not travelled first class or booked their travel without firstly going through the Travel Team (there is no objection by the Trust to staff using First Class Travel where either they or a third party is willing to pay the difference in cost of the

Standard to First Class fare, this must be paid following the Trust's appropriate financial process).

- As far as the authoriser is aware, there has not been any previous payment against the claim from whatever source.
- Each claim has the employee's assignment number on it
- The Employee has signed the claim form
- The Correct financial code and cost centre are stated (where appropriate)

- 20.2.2 Under no circumstances should a form be returned to the employee after certification, this is to avoid any attempts to submit fraudulent claims. Furthermore, appropriate arrangements must be made to ensure forms are handled and processed securely both before and after batching to be sent to payroll for processing; particularly forms should be only be accessible by certain members of staff and held in sealed envelopes.
- 20.2.3 Claim forms should be collated and attached to a Batch-Header which should be signed by the relevant authorised officer (See Corporate Governance – Scheme of Delegation Guidelines) to certify that all authorised signatures on the claims are correct.
- 20.2.4 An officer authorised to sign a Batch Header should normally be at Level 2 or above in the scheme of delegation. The Batch-Header signatory should normally be different to the authorised signatory on the claim form(s), where it is not expedient or reasonable practicable to do this the same officer can do so,
- 20.2.5 The above steps should be completed promptly after each calendar month end to ensure all claims are received by payroll no later than the 7th day of the following month. This will ensure that payments are made, one month in arrears. Any batch's received after the 7th day will not be paid until the following month i.e. two months in arrears.
- 20.2.6 Certified Batch-Header forms must be retained by relevant manager for record purposes for three months after the date of signing.
- 20.2.7 The Finance Department will maintain a schedule of authorised signatories. The Line Manager will ensure that any employment changes affecting an authorised signatory's status are notified to Finance.
- 20.2.8 Payroll performs audits of the claim forms received. If a Batch-Header form has not been certified correctly or a claim form is received by payroll without an accompanying Batch-Header, payroll will return them to the line manager for action.
- 20.2.9 Where payroll find an error/query on a claim form that affects the total amount due they will only process payment for the correct/non-

queried information. The original form will be returned to the line manager to investigate and if necessary, recertify and return for payment.

20.2.10 Where the authorised signature on a claim form or Batch-Header is either incorrect, or does not match the sample signature Payroll will report the matter immediately to the Head of Financial Management of the Trust so that he/she can investigate. Any claims subject to investigation must not be paid unless approval is given by the Head of Financial Management or a nominated deputy.

20.2.11 Where a fraud case is suspected the Fraud Policy and Response Plan will be invoked.

21. Tax

21.1 The Trust will comply with all relevant tax law and Her Majesty's Revenue and Customs guidance. UK Income Tax will be deducted from any expense payment which is considered to be taxable benefit, bearing in mind the special dispensations the Trust holds from the HMRC.

21.2 In accordance with HMRC requirements, the Trust will deduct basic or higher rate of income tax depending upon the individual from any reimbursement received in respect of travel expenses.

22. Audit & Monitoring

The policy will be monitored and reviewed by the Director of Human Resources. Monitoring will include audits of Information held in each directorate to ensure that:

- Journeys and or/expenses are properly and necessarily incurred on behalf of the Trust and are cost effective.
- Claims are fully completed giving appropriate evidence i.e. receipts and within the relevant timeframe.
- The expenditure has been approved by the relevant budget holder.

23. Further Advice and Guidance

Please contact a Human Resources Officer in the Human Resources Department.

24. Procedure Review

The Director of Human Resources is responsible for the review and amendment of this procedure.

The Newcastle Upon Tyne Hospitals NHS Foundation Trust

EXPENSES CLAIM FORM

Please see Guidance Notes on reverse

Assignment No		317/ <small>< Your eight digit payroll number</small>		Claim for the Month of						Vehicle Details				
Title				User Classification		Regular Standard Lease Car		Make						
Name				<small>delete as appropriate</small>		Essential (Consultants only) Public Transport		Model						
Home Address				Job Title				Registration						
				Base				Engine Size		CC				
		Post Code :		Home to Base Mileage		Return Distance :								
Date	Reason <small>Official Business, Return to Work, Emergency Call Out, Training, Excess Travel</small>	Journey Details		Vehicle Usage					Other Expenses					
				Actual Journey	Home to Base <small>Medical only</small>	Total Claimed	Public Transport Rate	Passengers		Transport <small>Rail, Bus, Taxi, Tolls, Parking</small>		Subsistence, Fees, Misc		
		From	To	Miles	Miles	Miles	Miles	Name(s)	Miles	Type	£	Time From	Time To	£
		Total		(must be completed)										

Claimant's Signature : I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the expenses detailed on this claim form. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and NHS Counter Fraud and Security Management Service, for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.	Certifying Officer's Signature : I confirm that the details of expenses claimed are accurate. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and NHS Counter Fraud and Security Management Service, for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.	Print Name :
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Emergency Call Out Journeys (Senior Medical Staff only) Claimant's Signature : I certify that advice on the handling of the emergency was given before starting my emergency call-out journeys and that I accept full responsibility for those aspects appropriate to my duties from that time. Journeys which I consider do not qualify for tax relief are shown separately.	FOR PAYROLL SERVICES USE ONLY Business miles PTR miles Officer initials	Tax miles Passenger miles Month/week paid
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COMPLETION AND SUBMISSION OF EXPENSES CLAIM FORMS

Expenses claimed under the relevant section of the Medical & Dental or Agenda for Change Terms and Conditions of Service

Claims should be submitted on a calendar monthly basis and must be received in Payroll Services by the 7th day of the month to ensure payment in that month's pay run.

GUIDANCE FOR CLAIMANT

Completing the form

- The form can be completed either electronically or manually
- Complete the form in BLOCK capitals
- Full personal details and private car details must be entered
- Assignment No is your eight digit Payroll number and can be found on your payslip
- Journeys should be entered in chronological order.
- Tickets and/or receipts must be provided when claiming Other Expenses
- The form must be ruled off after that last entry and any spaces between claim items ruled through

The 'lesser of' rule

Where the business journey starts and/or finishes at home, total mileage claimed should be the lesser of :
either the distance between home and place of visit, **or** the distance between base and place visited.
Enter the actual miles under 'Actual Journey' and the lesser journey mileage under 'Total Claimed'.
Claims relating to study leave or attendance on training courses must also apply the "lesser of" rule

Home to Base Miles

To be completed by Senior Medical Staff only. Applicable when claiming for Emergency Call Out or when claiming, in line with current terms and conditions, special arrangements for home to hospital mileage
Applies only to Consultant, SHMO, SHDO, SCMO, Specialty Doctor and Associate Specialist grades

Subsistence Allowances

From and To times must be recorded when claiming Subsistence expenses

Lease Car Users

Claimants should record and claim mileage in line with Trust procedures and Lease Car contracts
Claimants are not entitled to claim Home to Base miles, Excess Travel or Passenger Allowance

Road Traffic Offences and Fines

No reimbursement will be made in respect of any penalty imposed under the Road Traffic Acts or any expense arising from a traffic accident or offence.
No reimbursement will be made for parking fines

Insurance

The Trust must be fully indemnified in the event of an accident involving a vehicle being used on official business
Private vehicles to be used on official business must be insured for 'Business Use' before being used
Cover should include third-party insurance, including cover against risk of injury or death of official passengers and damage to property

Driving Licence

An officer using a vehicle for official business must hold a valid driving licence, and must notify his/her manager of any changes due to convictions, endorsements or medical conditions, that disqualify him/her from driving

Vehicle Maintenance

Any vehicle being used for official business must be maintained in a roadworthy condition.

Signing the form

In signing the form claimants are certifying that :

- The travelling expenses claimed were actually and necessarily incurred whilst engaged on the duty stated and the subsistence allowances claimed are in respect of periods actually and necessarily away from home or base and in accordance with the terms and Conditions of Service.
- No other claim has been or will be made on any authority in respect of the period and or journeys claimed.
- The vehicle indicated was that used on all journeys in respect of which mileage allowance is claimed

Emergency Call Out Journeys (Senior Medical Staff Only)

When an emergency call-out is claimed the claimant must sign the declaration to certify that advice on the handling of the emergency was given before starting the stated journeys and that the claimant accepts full responsibility for those aspects appropriate to his/her duties from that time Journeys which the claimant considers do not qualify for tax relief should be shown separately

Failure to complete the form fully and correctly may result in the claim being returned

GUIDANCE FOR CERTIFYING OFFICER

If necessary, rule off after the final entry and rule through any spaces.

In signing the form officers are certifying that the claim is correct and valid; ie the employee has made the journeys and incurred the expenses claimed, and the mileage and expenses claimed are correct.

Forms should be forwarded to an Authorising Officer for batching and submission to Payroll.

Forms must not be returned to the claimant following certification.

PRINTING THIS FORM

To print this form Page Setup in Excel may need to be reconfigured as follows:

On the menu bar select File > Page Setup

On the Page tab: set Scaling to 80%

On the Margins tab: set Top, Left, Right, header and Footer to '0' and Bottom to '0.5'; 'Centre' both ways

Click the Options button and ensure your printer is set up to print on A4

Where possible you should print one double sided sheet.

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
IMPACT ASSESSMENT – SCREENING FORM A

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	Travel and Expenses Policy	Policy Author:	
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of the following: (* denotes protected characteristics under the Equality Act 2010)		
	• Race *	No	Applies equally to all staff
	• Ethnic origins (including gypsies and travellers)	No	Applies equally to all staff
	• Nationality	No	Applies equally to all staff
	• Gender *	No	Applies equally to all staff
	• Culture	No	Applies equally to all staff
	• Religion or belief *	No	Applies equally to all staff
	• Sexual orientation including lesbian, gay and bisexual people *	No	Applies equally to all staff
	• Age *	No	Applies equally to all staff
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems *	No	Any reasonable adjustments that impact on mode of travel would be addressed by immediate manager in line with agreed adjustments
	• Gender reassignment *	No	Applies equally to all staff
	• Marriage and civil partnership *	No	Applies equally to all staff
2.	Is there any evidence that some groups are affected differently?	No	Applies equally to all staff
3.	If you have identified potential discrimination which can include associative discrimination i.e. direct discrimination against someone because they associate with another person who possesses a protected characteristic, are any exceptions valid, legal and/or justifiable?	n/a	
4(a).	Is the impact of the policy/guidance likely to be negative? (If “yes”, please answer sections 4(b) to 4(d)).	No	
4(b).	If so can the impact be avoided?	n/a	
4(c).	What alternatives are there to achieving the policy/guidance without the impact?	n/a	
4(d)	Can we reduce the impact by taking different action?	n/a	

Comments:	Action Plan due (or Not Applicable):
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Name and Designation of Person responsible for completion of this form: Karen Giles Head of Education and Development..... Date:.....5 October 2011.....

Names & Designations of those involved in the impact assessment screening process:.....The Employment Policies and Procedures Consultation Group.

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 (If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)

For advice on answering the above questions please contact Frances Blackburn, Head of Nursing, Freeman/Walkergate, or, Christine Holland, Senior HR Manager. On completion this form must be forwarded electronically to Steven Stoker, Clinical Effectiveness Manager, (Ext. 24963) steven.stoker@nuth.nhs.uk together with the procedural document. If you have identified a potential discriminatory impact of this procedural document, please ensure that you arrange for a full consultation, with relevant stakeholders, to complete a Full Impact Assessment (Form B) and to develop an Action Plan to avoid/reduce this impact; both Form B and the Action Plan should also be sent electronically to Steven Stoker within six weeks of the completion of this form.