

## THE MORAY COUNCIL

### SCHEME FOR TRAVEL & SUBSISTENCE ALLOWANCES

The following scheme will apply to all employees who, in the performance of their official duties, are required to travel and who may incur additional expenditure in relation to travelling expenses and/or subsistence due to their being away from their normal place of work.

#### **GUIDING PRINCIPLES**

In accordance with Para 18 / 20 of the SJC Conditions and the Single Status Agreement, the authority will reimburse actual expenses reasonably incurred by an officer travelling on the business of the authority, within the maximum limits outlined in the scheme.

The council has arrangements in place that mean 'out of pocket' expenses are minimised and the majority of costs are paid directly.

The Council uses a fully managed travel management service, Click Travel. A centralised team is in place who book travel on behalf of the Council, ensuring the cheapest options are used. The team book train, flight, car hire and hotels.

Travel and accommodation requirements must be organised via the Councils central booking system which identifies, and books, the most cost effective suitable arrangements. Employees should not book their own travel and accommodation. Contact details for booking arrangements can be found at the end of this policy.

Consideration should always be given in the first instance as to whether travel is necessary, for example is it possible to video conference into a meeting?

To ensure that no employee suffers a loss financially as a result of being required by the Authority to travel and/or take meals away from their normal place of work, in exceptional circumstances and where authorisation has been given, additional expenses beyond those outlined shall be payable.

However, the Authority will not authorise reimbursement of any claim which is not based on actual expenditure and which would result in the employee gaining financially as a result of being required by the Authority to travel and/or take meals away from their normal place of work.

#### **TRAVEL**

Where possible, travel should always be by public transport, however, it is recognised that this is not always feasible.

Where travel by car is unavoidable, the following should apply:

- (a) Use a Council Pool Car when travelling within the Moray area (travelling in a group where possible) following the process that can be found [here](#). Where a pool care is unavailable mileage rates can be claimed for a private vehicle authorised by the employee's line manager.

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- (b) For employees who are travelling more than 135 miles on a round trip or outwith Moray, if public transport is unavailable, not feasible or where a car is a more effective option, authorisation should be sought to hire a car via Fleet Services. It is always worth checking if a colleague is making the same journey in order to share a hire car.
- (c) If an employee chooses to use their own vehicle for a journey of more than 135 miles when another means of transport is available and feasible, the employee will be eligible to claim 25% of the approved mileage rate. This alternative mileage rate is not applicable to journeys within Moray.

Mileage can only be claimed from designated base, if in receipt of disturbance allowance any mileage travelled from another location would still need to taxable up to the daily disturbance allowance mileage.

### **Approved Mileage rates for all employees 2011/12 (No tax or NICs deductions)**

<b>Cumulative mileage in any year</b>	<b>per Mile</b>
<b>Cars &amp; Vans (all engine capacities)</b>	
First 10,000	45p
On each additional mile over 10,000 miles	25p
<b>Motor cycles</b>	24p
<b>Bicycles</b>	20p

The above mileage rates are the approved rates within the HM Revenue & Customs scheme. Under this system, a flat rate of 45p/mile applies for the first 10,000 annual business miles and 25p/mile for all annual miles exceeding this, regardless of engine size type of car driven.

### **General Conditions**

- (a) Allowances shall not be payable in respect of normal journeys between the employee's residence and normal place of work or administrative base.
- (b) Employee must keep and produce for inspection, a record of the journeys when making claims; showing particulars of the journey, mileage and the names of any official passengers.
- (c) Payment will not be made for journeys that could have been made by public transport, pool or hired car unless authorised in advance.

### **Insurance Cover**

An officer shall have included in the current policy of insurance for their personal vehicle a clause indemnifying the authority against all third party claims (including those concerning passengers) arising out of the use of the car on official business. The Insurance Certificate may be required to be produced at any time for checking purposes.

## **SUBSISTENCE**

Employees who are required (in the course of their duties) to have a meal **out with their normal location (eg: home, work base, admin centre)** and incur additional expense will be reimbursed as the actual expenditure at the following rate (**vat receipts must be provided, where a claim is made without a VAT receipt the reimbursement will be subject to tax**).

If a meal is provided (eg whilst attending a conference or course) then reimbursement will be not be made.

The amount reimbursed for subsistence will be actual expenditure incurred by the employee up to the following:

<i>Exceeding 4 hours but not exceeding 8 hours</i>	<i>A maximum of £15.00</i>
<i>Exceeding 8 hours but not exceeding 12 hours</i>	<i>Up to a further £10.00</i>
<i>Exceeding 12 hours</i>	<i>Up to a further £10.00</i>

*NB: subsistence will not be paid for employees travelling within the Moray Area as part of their duties or for refreshments at meetings.*

Employees should note that the allowances above are not automatic entitlements arising from absence from their administrative centre during which no actual expenditure has been incurred.

### Online booking information

Public transport and accommodation should be booked by completing the [online booking form](#). Enquiries should be directed to 01343 563312.

When completing the booking form please remember to:

- Complete all sections fully and concisely
- Give return times for train tickets, avoid anytime returns which are more expensive
- Use advanced purchases for train ticket as they are more cost effective

Hire cars should be booked by completing the online booking form .