

DOCUMENT CONTROL	
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This policy applies to all staff in the Trust	
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The purpose of this document is to describe the process and criteria for claiming expenses	
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Best Practice	
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CL122	Safeguarding
Policy Associated Documents:	
TAD_HR017_01	E-Expenses Frequently Asked Questions

Other external documentation/resources to which this policy relates:	
	www.nhsemployers.org/tchandbook - NHS Agenda for Change handbook
	CAPITA
CQC Regulations	
This guideline supports the following CQC regulations:	
	N/A

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1. INTRODUCTION

This policy will ensure consistency in the claiming of expenses for all staff across the Trust in line with NHS Terms and Conditions.

2. PURPOSE

This policy seeks to ensure that all staff are aware of arrangements to claim reimbursement from NHS funds for expenditure necessarily incurred during the course of their work

3. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES

Chief Executive

It is the responsibility of the Chief Executive is to ensure a policy is in place for the claiming of business expenses in the Trust.

Managers

It is the responsibility of Managers to ensure that the policy for claiming business expenses is implemented and adhered to within their division.

Managers must also ensure that valid documentation to enable staff to claim business expenses are checked upon commencement.

Managers are responsible for ensuring that employees who are required to carry heavy or bulky equipment in their vehicles have a risk assessment carried out before the work is undertaken.

Employees

Employees claiming business expenses must ensure that they have valid documentation which must be sent to Capita through the contact details on the Expenses link.

Employees must advise their manager of any driving offences which may lead to their loss of licence whilst in the Trust's employment. They should also advise their manager of any interim bans what would prevent them from driving.

Employees are responsible for traffic offences of any type, including parking fines that they acquire during their business or private motoring.

Employees must request a risk assessment if they are asked to carry heavy or bulky equipment in their vehicles as part of their work.

4. REIMBURSEMENT OF TRAVEL COSTS

The Trust supports and promotes the use of public transport for business journeys where this provides a cost effective means for travel. Where public transport is not available or is

operationally inconvenient, employees may use their own vehicle where authorised in advance by their Manager.

Employees who use their own vehicles or pedal cycles to make journeys in the performance of their employment duties are entitled to be reimbursed at the mileage rates current at the time of travel (in line with Agenda for Change Terms and Conditions).

Employees who use their vehicles in the performance of their duties, regardless of whether they claim expenses or not, must ensure:

- They possess a valid driving licence (photo and paper)
- They possess a Ministry of Transport test (MOT) certificate
- They possess motor insurance which covers business travel for you vehicle travel expenses claims are being made against.
- That he/she is fit to drive and drives safely
- That he/she obeys the relevant laws, e.g. speed limits.

Should there be a change to any of the above the employee must notify their Manager immediately. Failure to do so could result in disciplinary action being taken.

When authorising the use of a vehicle, managers must ensure that the driver has a valid driving licence and MOT certificate, if required, and has motor insurance, which covers business travel.

Employee must submit monthly claims for mileage using the e-expenses system. All claims must be made within a 3 month period.

Employees will be reimbursed for the miles travelled in the performance of their duties, which are in excess of the home to agreed work base return journey. Employees cannot claim mileage for journeys that are equivalent to, or less than their ordinary home to agreed work base miles, nor are they able to claim mileage for private travel.

Rates of reimbursement are outlined in Section 17 of the Agenda for Change Terms and Conditions Handbook.

Employees who incur charges in the performance of their duties in relation to parking, garage costs, tolls and ferries shall be refunded these expenses on production or receipts. Receipts must be scanned and attached as an expense on the e-expenses system. Charges for overnight garaging or parking shall not be reimbursed unless the employee is entitled to night subsistence. This does not include reimbursement of parking charges incurred as a result of attendance at the employee's normal place of work.

Where possible car journeys should be shared and 'passenger miles' claimed.

5. REIMBURSEMENT OF TRAVEL COSTS – CHANGE OF BASE

Employees may be required to change their normal work base for the following reasons:

- Organisational change, e.g. a restructure, office move
- The needs of the service indicate the requirement for a temporary change to base.

Organisational Change Resulting in a Change to Base

Where as a result of a change of base an employee has to travel additional miles from home to work, or they incur extra public transport costs, they can excess mileage at the 'reserve rate' as outlined in Section 17 of the Agenda for change Terms and Conditions Handbook. Employees are eligible to claim excess mileage in these circumstances for a period of four years. Claims should be made using the e-expenses system.

Temporary Change to Work Base

Employees who are required to carry out temporary duties at a place other than their regular work base, resulting in additional mileage or additional public transport costs, will be reimbursed their excess travelling expenses at their normal mileage rate for the duration of the temporary change to base. Reimbursement of taxi fares would not apply in these circumstances.

Employees in receipt of excess travel costs, who change their home address, will receive a revised calculation based on their new home address. There will be no increase on the original mileage calculation.

Employees in receipt of excess travel costs who secure a new post within the organisation, will cease to be paid the extra costs from the commencement of the new employment even if this occurs within the one year period.

The above arrangements would not apply where the employee's contract of employment stipulates a requirement to work between more than one base i.e. designated community based roles, community administration roles, etc. In these circumstances additional mileage would not be reimbursed where additional mileage costs are less than 10 miles per day.

If the additional mileage costs exceed 10 miles per day, it will be the **difference between** the distance from home to base of their previous workplace and home to base of the new workplace. As outlined earlier in the policy, where an employee has chosen to transfer, or is successful in recruitment to a different location, no allowances will be payable and any existing entitlement would cease.

6. TRAIN AND AIR FARES

Given the variability in fares and 'deals' available to travellers, the Trust does not have set rules around class or mode of transport. For example, a pre-booked 1st class train ticket at a set time can represent a cost saving over a second class standard 'open' ticket on some journeys. Similarly, there are good deals available through different carriers for air fares. Employees should behave responsibly in making travel arrangements.

Employees must book their rail/air travel arrangements in advance through the Trust approved travel agency. Details of this can be obtained from Finance.

Managers should always satisfy themselves that proposed arrangements and costs are appropriate and reasonable.

Employees should note that the Trust does not carry insurance for employees who travel abroad on business purposes and no reimbursement of personal insurance cover held by individuals will be made.

7. TAXI / TUBE / CAR PARKING

Taxis should only be used where this is the only feasible mode of transport or where there is an argument in terms of efficiency, e.g. meetings in different parts of a city on the same day, traveling with heavy items of luggage/computers, or effectiveness (opportunity to work, make calls in the taxi).

Claims should be reasonable and evidenced through a receipt, clearly linked to an agreed event or meeting. Taxis should not be used for journeys greater than 5 miles. In exceptional circumstances, reimbursement may be made for journeys in excess of this.

The Trust recognises that it is not always possible to provide evidence of a journey/expense. In these exceptional cases a reasonable amount may be reimbursed, provided there is a statement made by the individual regarding the expenditure incurred, which is authorised by their manager.

Receipts should always be provided for car park charges which should be claimed through the e-expenses system. Receipts must be scanned and attached onto each expense claim. If staff do not have access to scanning facilities to upload the receipts, then the receipts must be shown to the Line Manager who authorises the expenses as proof of purchase. The Line Manager will then authorise the claim and keep the receipts on the individuals file.

There is no obligation on the employer to pay travel related expenses, including car parking, for staff attending their normal place of work. As part of a wider package of staff benefits, the Trust may provide the facility for staff to pay for car parking permits should they choose to do so on a monthly basis through salary deduction.

8. SUBSISTANCE ALLOWANCES

Employees are entitled to be reimbursed for any extra costs of meals, accommodation and travel arising as a result of official duties away from home as agreed by the employee's Manager. Business expenses which may arise, such as the cost of a fax or official telephone calls, may be reimbursed with certificated proof of expenditure.

Subsistence allowances are categorised as:

- Night subsistence
- Day subsistence
- Late night subsistence.

Night subsistence is reimbursement for overnight stays, meals allowance (excluding alcoholic drinks) and travel costs. Please see Section 18 of the Agenda for Change Terms and Conditions Handbook for further details. Hotel bookings must be booked in advance using the Trust's preferred supplier, details of which can be obtained from Finance.

Day subsistence is an allowance for a meal (excluding alcoholic drinks). Please see Section 18 of the Agenda for Change Terms and Conditions Handbook for further details.

Late night duties subsistence is an allowance for a meal. This is payable when an employee is required to work late at night, in addition to a day duty.

Courses and conferences must be booked in advance with an invoice sent to Divisional Finance Teams. All courses and conferences must be approved by a Manager before being booked.

All subsistence allowances will be paid in accordance with Section 18 of the Agenda for Change Terms and Conditions Handbook.

9. EQUALITY IMPACT ANALYSIS

As part of its development, this document was analysed to consider / challenge and address any detrimental impact the policy may have on individuals and or groups protected by the Equality Act 2010. This analysis has been undertaken and recorded using the Trust's analysis tool, and appropriate measures will be taken to remove barriers and advance equality of opportunity in the delivery of this policy / procedure

10. FREEDOM OF INFORMATION EXEMPTION ASSESSMENT

Under the Freedom of Information Act (2000) we are obliged to publish our policies on the Trust's website, unless an exemption from disclosure applies. As part of its development, this policy was assessed to establish if it was suitable for publication under this legislation. The assessment aims to establish if disclosure of the policy could cause prejudice or harm to the Trust, or its staff, patients, or partners. This assessment has been undertaken using the Trust's Freedom of Information Exemption Guide, and will be reviewed upon each policy review.

11. INFORMATION GOVERNANCE ASSESSMENT

This Policy has been analysed to ensure it is compliant with relevant information law and standards as in place at the time of approval, and are consistent with the Trust's interpretation and implementation of information governance components such as data protection, confidentiality, consent, information risk, and records management.

Compliance will be reviewed against any changes to legislation / standards or at the next review of this document.

12. SAFEGUARDING

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Safeguarding Families Policy and Local Safeguarding Children/Adult Board processes.

13. MONITORING

The effective application of this policy, including adherence to any standards identified within will be subject to monitoring using an appropriate methodology and design, such as clinical audit.

Monitoring will take place on a biannual basis and will be reportable to the Quality Group via the Clinical Effectiveness and Quality Improvement Team.

14. REVIEW

This policy will be reviewed three-yearly unless there is a need to do so prior to this; e.g. change in national guidance.

15. REFERENCES

NHS Staff Council, 2015. Agenda for change terms and conditions handbook: amendment number 34 information note . London: NHS Employers. Available from: <https://www.nhsemployers.org/about-us/training-area/pay-and-reward-test/agenda-for-change/-/media/Employers/Publications/Pay-circulars/Information-note-1.pdf> [20 February 2019]

Equality Act 2010

Freedom of Information Act 2000