

## **FINANCIAL PROCEDURE NOTES**

### **TRAVELLING AND ASSOCIATED EXPENSES**

#### **1. PURPOSE OF PROCEDURE**

The aim of this Procedure Note is to:

- clarify the rules relating to travelling expenses, subsistence and other expenses;
- enable prompt reimbursement of staff travelling and other expenses

This procedure note should be used to supplement the Trust's Standing Financial Instructions (SFIs).

#### **2. WHO DOES THE PROCEDURE NOTE APPLY TO:**

Any member of staff who incurs any mileage or expenses while carrying out official Trust duties.

#### **3. MONITORING**

The responsibility for ensuring that Financial Procedure Notes are implemented rests with Directorate Managers. Finance Managers are responsible for ensuring that procedures are being followed. Any failure to comply with these procedures, or any divergencies, should be immediately reported to the Finance Director.

#### **4. INTRODUCTION - General Overview of Process**

The Trust has a responsibility to ensure that, where staff need personal transport in order to perform their duties, the most efficient and economical means of providing transport is used.

Trust Policy is to restrict official business trips to essential journeys only and to make use of alternative travel facilities wherever possible. Where a journey is shared with a member of staff with a lease car, the lease car should be used.

Any member of staff using their own vehicle in the course of carrying out official Trust duties is eligible to claim for reimbursement of their mileage and expenses, within the guidelines set out in Sections 22 to 24 of the Whitley General Council Conditions of Service (see Appendix 3).

All staff using a motor vehicle for official Trust business must ensure that the insurance policy covers its business use for full Third Party insurance including cover against risk of injury to, or death, of passengers and damage to property.

Official mileage will be paid at Standard, Regular User, Public Transport or Lease Car rates. The appropriate rate will be decided by the Budget Manager.

All claims for reimbursement must be made on the officially approved stationery and must be correctly authorised for reimbursement.

## 5. STAGES IN THE PROCESS

### **Initial Claim For Reimbursement**

- 5.1 A schedule of senior officers empowered to designate members of their staff as 'authorised car users' shall be maintained within the Clinical Services Unit (CSU) or Department. Only staff so authorised in writing, by those senior officers shall be paid travelling expenses.
- 5.2 Following commencement, and before permitting the officer to use their own transport and before processing the officer's first claim for reimbursement, the certifying officer shall:
- check that the officer has a valid driving licence;
  - confirm that the officer's insurance certificate covers their vehicle for business use.

### **Passing Claim Forms For Reimbursement**

- 5.3 All claims for the reimbursement of travelling and subsistence expenses shall be made on the official Trust 'Business Mileage and Subsistence Expenses Claim Form' (*see Appendix 2, document a*). Please note that, whilst the form itself looks complicated to complete, there is a 'Key to the Completion' on the reverse.
- 5.4 Claim forms shall be passed for payment on a regular basis (preferably monthly). Ideally, this should be promptly following each month end.
- 5.5 Before making any official journeys, staff must ensure that their vehicle is insured for business use.
- 5.6 When completing the form, the claimant shall ensure that:
- the claim forms is completed fully and legibly;
  - journeys' have not been claimed previously or from another organisation;
  - clear details of each journey are recorded;
  - passenger mileage is entered (where applicable);
  - the form is totalled;
  - receipts are attached in support of any subsistence and/or expenses;
  - mileometer readings are recorded (lease cars only);
  - the form is signed and dated.
- 5.7 Staff are reminded to read the certification box on the claim form before they sign it.
- 5.8 It is a serious disciplinary offence to either claim journeys not undertaken or to 'inflate' mileage claimed, or to make an incorrect declaration in the certification box.
- 5.9 The form should then be promptly passed for certification to the Authorised Manager (normally the same officer responsible for certifying Time Sheets and Salary Cards).

5.10 The certifying officer shall ensure that;

- the correct claim form has been used;
- to the best of their knowledge, individual journey mileage's were carried out and the total claimed appears to be reasonable;
- passenger mileage claimed appears to be appropriate;
- any subsistence and expenses claimed is appropriate and reasonable, and is supported by receipts wherever possible;
- any emergency call-out claims appear to be appropriate and reasonable;
- the form is correctly totalled, and signed and dated by the claimant;
- any unused lines on the claim form are ruled through;
- none of the journeys have been previously passed for payment.

5.11 The certifying officer shall then sign and date the form, and photocopy it for retention with other claims by that officer.

5.12 The form should then be promptly passed by the certifying officer to Payroll Services for processing. **The form should not be returned to the claimant once certified for payment.**

5.13 Payroll Services shall be responsible for:

- ensuring that the form has been signed and dated by the claimant;
- checking that it has been certified for payment and dated by an authorised signatory;
- checking that the form has been adequately completed and correctly totalled;
- calculating the amount of subsistence due (if applicable);
- coding and processing the form for payment;
- monitoring the claimant's total mileage claimed for tax purposes.

### **Mileage Claimable**

5.14 When carrying out official duties, staff may claim the mileage in accordance with the following criteria:

5.15 **When travelling from, and returning to, Base**

Actual mileage incurred whilst on official business.

5.16 **When travelling from, and/or returning to, Home**

Actual mileage incurred, but limited to the distance that would have been travelled if the journey had started and/or finished at your designated base.

### **Designated Base**

5.17 Due to new regulations in April 1998, an employee can now be designated as having more than one official base. This will have implications for staff who are contractually required to work at more than one site.

- 5.18 For example, before April 1998 a doctor could work 4 days at the John Radcliffe and 1 day at the Horton, and as the John Radcliffe was designated as the normal base, mileage from home to the Horton (in line with his/her contract of employment) was classified as business mileage. From April 1998, both sites would be designated as a normal base and, therefore, any mileage travelled would be classed as home to base mileage.

### **Emergency Call-Outs**

- 5.19 Emergency call-outs are only applicable to Medical Staff, who should complete the relevant column on the official Trust 'Business Mileage and Subsistence Expenses Claim Form' (*see Appendix 2, document a*). Travel and subsistence claims for periods of emergency call-outs will be subject to Tax and National Insurance.

### **Subsistence Expenses**

- 5.20 The regulations for claiming the subsistence allowance and expenses are detailed in Section 22 of the Whitley General Council Conditions of Service (*see Appendix 3*).
- 5.21 Approval of your Head of Department must be obtained before incurring subsistence expenses.
- 5.22 The official Trust 'Business Mileage and Subsistence Expenses Claim Form' (*see Appendix 2, document a*) must be used to make any claims for subsistence expenses. See Paragraph 5.6 for a checklist on the completion of the form.
- 5.23 Receipts should be obtained in support of all expenses, and should be attached to the Claim Form.

### **Changing Rates**

- 5.24 The Directorate Manager and Finance Manager shall be responsible for changing an officer between standard and regular user rates based on mileage travelled over a period of at least six months. Where an officer changes jobs, the changes will take place immediately.

### **Lease Cars**

- 5.25 Following appointment, or a change of job or working conditions, if it is likely that the member of staff will be eligible to be paid the regular user allowance, the head of department should arrange for an Economic Viability Assessment to be undertaken by the appropriate Finance Manager to establish whether it is beneficial to the Trust to offer a lease car.
- 5.26 If the assessment shows that it is beneficial, then the member of staff should be encouraged to take up the offer. Payroll Services will issue the member of staff with the Trust's official policy document entitled 'An Explanation Of The Car Leasing Scheme' (*see Appendix 2, document d*.)

- 5.27 To apply for a lease car, the member of staff needs to obtain the authorisation of the Budget Manager on the Assessment Form, which is sent to the Lease Car Officer at Payroll Services with an Application Form.
- 5.28 To claim mileage for official journeys, the Trust's official *blue* 'Business Mileage and Subsistence Expenses Claim Form - Lease Cars' (*see Appendix 2, document b*) should be completed. This form is very similar to the Claim Form for regular and standard users, the main difference being the section for recording mileometre readings on the reverse.
- 5.29 The Claim Form should be completed and authorised, and submitted to Payroll Services monthly in accordance with the procedures in paragraphs 5.3 - 5.23.

### **Interview Expenses**

- 5.30 Anyone who attends an interview at the Trust and is not employed by the Trust and lives outside of Oxfordshire is eligible to claim interview expenses. The regulations relating to interview expenses are covered by Whitley General Council, Section 25.
- 5.31 Payment of these expenses is at the discretion of the interviewing panel/Budget Manager. However, if an eligible interviewee requests payment, this should be honoured.
- 5.32 Following the interview, the claimant should be given an official Trust 'Business Mileage and Subsistence Expenses Claim Form' (*see Appendix 2, document a*). This form also acts as an Interview Expenses Claim Form. The claimant should be advised to record:

- Name and full address;
- Date of interview and the venue;
- Mode and details of travel;

They should also be asked to attach any supporting receipts to the form, and to return the completed form to the Trust's Human Resources Department.

- 5.33 Once the completed claim has been received by the Human Resources Department, they will check that the person actually attended an interview. They then authorise the form for reimbursement on behalf of the Budget Manager.
- 5.34 If the interviewee was successful the completed and authorised form is forwarded to Payroll Services for inclusion in the claimant's initial pay. If unsuccessful, the authorised form is passed to the Trust's Creditors Section for a cheque to be raised and sent to the claimant's home address.
- 5.35 If an interviewee refuses an offer of employment, interview expenses should not be offered.

## **6. FLOWCHARTS OF DOCUMENTATION FLOW AND PROCESSES**

The attached flowchart, Appendix 1, chart 1-1, shows in a simple diagrammatic format, the process for the initial checks carried out on appointment and for passing a Claim Form for reimbursement.

## **7. WHERE CAN THE REIMBURSEMENT PROCESSES GO WRONG?**

Reimbursement of your expenses may be delayed due to the following:

- Form not signed by the claimant or certifying officer;
- Forms not being passed regularly for reimbursement;
- Incorrect or missing information on the Claim Form;
- Receipts are not attached in support of expenses;
- Individual journey mileage's are not realistic;
- Form not totalled.

**FINANCIAL PROCEDURE NOTES**

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**SUMMARY**

**This summary highlights the key areas contained in the full procedure note. It is intended to act as a checklist to enable staff to easily ascertain the procedures to be followed. It is not intended to be comprehensive, and must be used in conjunction with the full procedure note.**

***Introduction and Trust Policy***

Trust Policy is to restrict official business trips to essential journeys only and to make use of alternative travel facilities wherever possible. Lease cars should be used whenever they are available.

Any member of staff using their own vehicle in the course of carrying out official Trust duties is eligible to claim for reimbursement of their mileage and expenses, within Whitley Council guidelines.

***General Principals***

**See Para**

- Staff must ensure that their vehicle's insurance policy covers business use. 4
- All claims for reimbursement must be authorised and made on the official Trust Travelling Expenses Forms.

***Procedures - Travelling & Subsistence Claims***

- On appointment, the certifying officer shall check that the officer has a valid driving licence and that the insurance certificate is appropriate. 5.2
- Claim forms shall be passed for payment on a regular basis (i.e. monthly). 5.4
- The claim form should be fully and legibly completed. 5.6
- The certification box should be read before the form is signed. 5.7
- Staff must ensure that the correct mileage is claimed. 5.8
- The certifying officer shall ensure that form is fully completed and that the details of the claim appear to be reasonable. 5.10
- The certifying officer shall sign, date and photocopy the form. 5.11
- The form should then be promptly passed by the certifying officer to Payroll Services for processing. 5.12
- Payroll shall check that the form is fully completed and signed, calculate any 5.13

subsistence due (if applicable) and process the form for payment.

- Actual mileage claimed must be in accordance with Trust/Whitley Regulations. 5.15-18
- Maximum Home to Base mileage of 10 miles each way for Medical Staff travelling on to another destination on the same day. 5.19
- Correct details of emergency call-outs must be recorded. 5.20
- Any claim for subsistence must be approved by your Head of Department. 5.22
- Receipts must be obtained for all expenses, and attached to the Claim Form. 5.24

***Procedures - Lease Cars***

- If a member of staff is likely to be eligible for a lease car, an Economic Viability Assessment shall be undertaken by the relevant Finance Manager. 5.26
- If beneficial, then the member of staff should be encouraged to take up the offer. 5.27
- An Application Form and Assessment Form should be sent to the relevant Finance Manager. 5.28
- To claim reimbursement, the official blue Lease Cars Form should be completed. 5.29
- The Form should be completed, authorised and processed as in paras 5.3 - 5.23. 5.30

***Procedures - Interview Expenses***

- Anyone who attends an interview at the Trust and is not employed by the Trust and lives outside of Oxfordshire is eligible to claim interview expenses. 5.31
- Payment is at the discretion of the interviewing panel/Budget Manager. 5.32
- Following interview, the claimant should complete an official pink 'Business Mile and Subsistence Expenses Claim Form', and send it to the Human Resources Department. 5.33
- Personnel will confirm attendance and authorise the form for reimbursement. 5.34
- Payment is either made by Payroll or a Creditors Section cheque. 5.35
- If an interviewee refuses employment, interview expenses should not be offered. 5.36

**FLOWCHARTS OF DOCUMENTATION FLOW AND PROCESSES**

Chart 1-1 Initial Checks on Appointment and Passing a Travel Claim For Reimbursement

**SAMPLE COPIES OF ALL PRIME DOCUMENTS**

- a) Business Mileage and Subsistence Expenses Claim Form
- b) Business Mileage and Subsistence Expenses Claim Form - Lease Cars
- c) Lease Car Scheme - Explanation Pack

**TRAVELLING EXPENSES**  
**PASSING A CLAIM FOR REIMBURSEMENT**

Action	Proc. Note Reference	CSU/Dept.	Payroll Services
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On appointment, and before journeys are made, the head of department checks that the member of staff is correctly insured and has a valid driving licence

Insure certificate and driving licence checked

Employee undertakes official journeys in their own car, or wishes to reclaim subsistence or expenses

Expenses incurred during business activities

Claimant completes the official Trust 'Business Mileage and Subsistence Expenses Claim Form'

Complete and sign travel expense claim form

Claim form should be completed fully by the claimant and receipts should be attached in support of all expenses

Form fully completed and supporting receipts attached

Form is signed and dated by the claimant and passed to the authorising officer

Form signed and dated by claimant

Authorising officer checks that the form is fully completed and the entries appear to be reasonable, and supported by receipts where applicable

Authorising officer checks claim form

Form is signed and dated by the authorising officer, and a photocopy filed

Authorising officer signs, dates and photocopies the form

Form is passed promptly to Payroll Services. Ideally, This should happen on a monthly basis. **The authorised form should not be returned to the claimant**

Form passed to Payroll Services

Payroll Services check that the form is fully completed and signed by the claimant and authorising officer

Payroll checks that form fully completed, signed and authorised

Subsistence is calculated, and form is coded and processed for payment. (Total mileage is also monitored for tax purposes)

Subsistence calculated and claim processed for payment

Payment received by the claimant with next available pay

Payment received by claimant

