

St. Joseph's Catholic School & Sixth Form Centre

Ysgol Gatholig San Joseff

Travel & Subsistence Payments Policy



Travel & Subsistence Payments Policy agreed by Governors:

Signed by Chair:

Date: 22/11/2023



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Os hoffech dderbyn gohebiaeth mewn perthynas â'ch cyflogaeth yn Gymraeg, cysylltwch â'ch Swyddog AD dynodedig.

Travel and Subsistence Payments Policy

Polisi Teithio a Chynhaliaeth

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1. Policy Statement

It is the aim of the Authority to utilise the most cost effective and environmentally friendly method of transport for all journeys at all times. The discretionary elements contained within relevant national/local agreements will be interpreted by the Authority in the best interest of the Council and its employees, within the financial resources of the Authority.

To ensure that all business journeys are absolutely necessary, whether inside or outside the County Borough area and that the most cost effective method of travel is used by all employees. The checklist in Appendix 1 must be completed by employees before the line manager authorises the use of the employees own vehicle.

The council is committed to reducing the impact on the environment from its business travel. In order to make reductions in the council's impact on the environment there is a need to reduce miles travelled and also identifying methods of transport with lower carbon emissions per mile.

As part of our overall health and safety policy, the council is also committed to ensuring that employees are safe in the workplace which extends to the vehicles being used for council business. Managing the risks that our employees face and create when driving or riding for work is essential. Further guidance is available on NPT Connect by clicking [here](#).

The scheme of approved expenses will be applicable from 1st June 2023 and will be reviewed annually.

2. Meals and Overnight Accommodation

2.1 Eligibility

Eligible employees, which **exclude** those employed by schools with fully delegated personnel powers, are entitled to claim a **reimbursement of approved additional expenses** in accordance with the following guidelines.

Expenditure incurred on meals is only payable in each of the scenarios below in respect of any official duty/course of training. An official duty does not include the employees' normal work, overtime or additional hours. An example of an official duty is attending court on behalf of the Council.

2.2 Within the Neath Port Talbot/Swansea/Bridgend CBC Area

- Expenditure incurred on meals in respect of any official duty/ course of training within the area designated above **will not** be reimbursed.

2.3 Outside the Neath/Swansea/Bridgend CBC Area.

- Approved expense payments are only payable where an employee incurs an additional cost in purchasing a meal. The amount payable will be the additional cost over and above normal arrangements, up to the maximum level set out in Section 3 below.
- All claims in respect of overnight accommodation must be accompanied by a receipt. The cost of bed and breakfast must be approved by the employee's Head of Service in advance.
- Where main meals (i.e. breakfast, lunch or dinner) are taken on trains/buses, the reasonable cost of the meals may be reimbursed in full on the production of receipt(s).

2.4 Neath Port Talbot CBC employees with FIXED CENTRES:-

OUTSIDE of the Neath Port Talbot/Swansea/Bridgend CBC Area

- Expenditure incurred on meals in respect of any official duty/ course of training **within** a radius of 16 miles of the fixed centre will **not** be reimbursed.
- Expenditure incurred on meals in respect of any official duty/ course of training outside a radius of 16 miles of the fixed centre - payments are only payable where an employee incurs an additional cost in purchasing a meal. The amount payable will be the additional cost over and above normal arrangements, up to the maximum level set out in Section 3 below.

3. Subsistence Payment

Subject to eligibility (see Section 2.1), employees necessarily incurring **additional expense** whilst on **official duty / a course of training** in respect of meals and/or accommodation will be reimbursed the approved additional actual cost expenses up to the maximum level set out below. The approved expenses for additional expenditure incurred on meals and accommodation will normally be no more than the amounts set out below.

Breakfast (You must be away from the fixed centre or home, whichever is relevant, for more than four hours before 11.00 am)	Up to £7.87
Lunch (You must be away from the fixed centre or home, whichever is relevant, for more than four hours including the period of 12 noon to 2.00p.m)	Up to £8.39
Tea (You must be away from the fixed centre or home, whichever is relevant, for more than four hours, including the period 3.00 pm to 6.00 pm)	Up to £3.49
Evening Meal (You must be away from the fixed centre or home, whichever is relevant, for more than four hours, ending after 8.00 pm)	Up to £15.54
Bed & Breakfast (Outside London)	Up to £95
Bed & Breakfast (Within London)	Up to £130
Allowance for 'out of pocket' expenses	Up to £5.16 per night

(you must be away from home overnight)

- Reimbursement of alcoholic drinks is not permitted.
- If the absence falls between tea and evening meal only one of the approved expenses will be reimbursed, whichever is the most appropriate.
- In exceptional circumstances, expenses in excess of the prescribed maximum will be reimbursed subject to the approval of the employee's Head of Service.

4. Travel Expenses

- 4.1 All employees are eligible to be paid a motor vehicle allowance for using their private motor vehicle for authorised business journeys, **provided their vehicles are roadworthy and they have the appropriate business insurance cover**. Detailed information in relation to employee's obligations when using their personal vehicle for business journeys is contained in the [Driving at Work Policy](#).
- 4.2 Please note that employees chosen method of transport cannot be detrimental to service delivery. Therefore, if an employee chooses to use their bicycle as method of transport for example, they should ensure that this is the most time effective way of reaching their destination.
- 4.3 The shortest journey routes will be paid for all business journeys.
- 4.4 Payments in respect of authorised business journeys will be paid, as follows:

Tax – Rates per business mile		
Type of vehicle	First 10,000 miles	Over 10,000 miles
Cars and vans (including hybrid/electric vehicles)	45p	25p
Motorcycle	24p	24p
Bicycles	20p	20p

- 4.5 For most employees, ordinary commuting is the journey they make most days between their home and their permanent workplace. HMRC call this substantially ordinary commuting (SOR) and employees are responsible for the cost of these journeys (with the exception of those designated as Community Based Workers by their Accountable Manager and meet all of the criteria – see below).

5. Community Based Workers

For employees whose work requires them to use their private vehicle for business travel, who's role requires them to spend a significant amount of their working time within the community or across other County wide settings away from the fixed work location and who travel extensively throughout the County Borough area, Accountable Managers can determine that they are **Community Based Workers** for the purpose of claiming travel expenses. These employees deduct the first and last five miles from their home/county boundary from their total daily travel claim.

In order to be classed a Community Based Worker, **ALL** of the following criteria **MUST** apply:-

- Employee **must** spend a significant amount of their working time (over 60 percent) away from their contracted or chosen place of work (fixed centre or home if chosen)
- Employee **must** be working in various locations across the County Borough during their working day. Examples include travelling:
 - Between service users or individuals homes and or care provider establishments.
 - Between various Council buildings, sites or locations
 - To other businesses within Neath Port Talbot
 - Between Neath Port Talbot Schools or Education establishments
- The employee **is not** required to attend their fixed centre at the start of their working day. If they are then they are not eligible to be identified as a Community Worker.

Guidance on Claims

The following provides further guidance if your role is designated as a Community Based Worker for Travel purposes:

- Employee's should plan their working day appropriately with journeys to be made by using the most direct route available
- The first work journey of the day will start 5 miles from home or 5 miles inside the county boundary if you live out of county.
- The final work journey of the day will end 5 miles from home or 5 miles inside the county boundary if you live out of county.
- So all business mileage in county other than the first and last 5 miles can be claimed.
- Any private mileage which may be involved as part of a journey must be deducted from the amount claimed.

6. Hybrid Working

As our world of work has changed significantly in recent times many employees will find they wish to continue with flexible working arrangements including hybrid working where employees are able to work from home or the workplace or a hybrid of both depending on their role (please see Hybrid Working Framework for more information). In these circumstances it is important and expected that all employees (in conjunction with their line manager) manage their travel efficiently and limit it, and any claims, as much as possible, so as to work in the spirit of hybrid working and the increasing flexibility that this brings to the individual. If an employee chooses to travel to other locations (other than their fixed workplace or home address) as part of agile working, HMRC will consider this as personal convenience and no claims can be made.

7. Business Journeys Outside the Neath Port Talbot/Swansea/Bridgend CBC Area

- 7.1 Firstly, all employees must enquire in advance as to the availability of a Council fleet vehicle or a hire vehicle, as appropriate, for pre-planned journeys. If a vehicle is available then it must be utilised. If the use of a fleet or hire vehicle is refused by an employee and a private vehicle is used for the journey, then no payment will be made. However where no such vehicle is available and authorisation is granted by your manager in advance of undertaking the journey then reimbursement will be in line with the allowances set out in paragraph 4.
- 7.2 Secondly, the opportunity to share a vehicle with a colleague who is travelling on the same journey must always be explored. The reason for not sharing a vehicle in obvious cases of duplication will be questioned by the employee's certifying officer.
- 7.3 Where a journey starts and finishes at home without a visit being made to the fixed centre, the normal travel to work mileage must be deducted from the total mileage. **Only the excess mileage can be claimed.**
- 7.4 For employees whose fixed centre is outside of Neath Port Talbot/Swansea/Bridgend area, business journeys which have a destination **outside of a 16 mile radius of the fixed centre**, the above applies.

8. Business Journeys Within the Neath Port Talbot/Swansea/Bridgend CBC Area

- 8.1 Employees need to check the availability of a Council fleet vehicle in the first instance as detailed in paragraph 8.

- 8.2 Where use of a private motor vehicle is authorised, the appropriate mileage rate as detailed in paragraph 5 will be paid.
- 8.3 For journeys that start at the home and require an official business visit en-route to the fixed centre, or vice versa on the return journey home, the actual mileage less the home to fixed centre/fixed centre to home mileage must be claimed, i.e. the excess mileage travelled.
- 8.4 For employees whose fixed centre is outside of Neath Port Talbot/Swansea/Bridgend area, business journeys which have a destination **within of a 16 mile radius of the fixed centre**, the above applies.

9. Work Outside Normal Working Hours (i.e. 'Return to Work' and Attendance on Days Not Normally Worked).

- 9.1 Where an employee is required to attend work outside his/her normal working hours the following car allowance payment arrangements will be applicable:
- 9.2 **Additional hours worked** where an extra journey is made by an employee from home to his/her fixed centre or to another location:
- (i) If overtime is payable for the additional hours worked - only any excess mileage incurred, over and above the normal "home to work" return journey, may be claimed;
 - (ii) If no overtime is payable for the additional hours worked - the normal "home to work" journey, and return, will be eligible for payment, together with any business mileage travelled, as appropriate.
- 9.3 **Additional hours worked including "callouts" when on standby** - the actual mileage travelled will be eligible for payment in respect of journeys from home to an employee's fixed centre, or to another location, and return, irrespective of whether a payment is made for working such additional hours.

10. Parking Fees

Where parking fees are incurred for business journeys away from the vicinity of the fixed centre re-imbusement will be made upon production of a valid receipt. This does not include parking fees incurred for commuting journeys at the fixed centre. However employees who have purchased a Neath Port Talbot Parking Permit are not liable for parking fees required at any of the Monday to Friday designated employee car parks within the Neath Port Talbot area.

11. Toll Fees

Where toll fees are incurred during business journeys (i.e. not commuting travel to/from the fixed centre) re-imbusement will be made upon production of a valid receipt.

12. Motor Vehicle Allowance Claims – Procedure

- 12.1 **All claims** submitted for reimbursement of mileage allowance for journeys travelled must be supported by a VAT receipt for fuel purchased.
- 12.2 **Online Claims** - employees that have access to the Council network should complete travel and expenses claims on-line using Employee Self Service via iTrent Guidance is Provided in Appendix 2.
- 12.3 **Manual Claims** - employees without regular access to the Council network should continue to complete paper claim forms,

There are separate claim forms for destinations:-

- (a) **inside** the Neath Port Talbot/Swansea/Bridgend CBC area; or for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **WITHIN** a 16 mile radius of the fixed centre.

and;
- (b) **outside** the Neath Port Talbot/Swansea/Bridgend CBC area or for journeys of Neath Port Talbot CBC employees with **FIXED CENTRES OUTSIDE** of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination **OUTSIDE** a 16 mile radius of the fixed centre.

All car allowance claims must be submitted on a monthly basis, by no later than the 8th of the following month. A prompt submission of the car allowance claim will ensure that any queries arising from a certifying officer can be dealt with immediately.

If an employee is overpaid for mileage and subsistence, they must inform their line manager immediately so this can be rectified. The Council's [Overpayment/ Underpayment Policy](#) will be applied.

13. Training Courses, Seminars and College/Day Release Courses

All travel and subsistence claims in relation to attendance at training courses, seminars and college/day release courses must be made using the online Employee Self Service system via iTrent.

14. Other Modes of Transport

All employees should endeavour to utilise the most effective method of transport at all times, especially in respect of journeys outside the Neath Port Talbot/Swansea/Bridgend CBC area or for journeys of Neath Port Talbot CBC employees with FIXED CENTRES OUTSIDE of the Neath Port Talbot/Swansea/Bridgend CBC area where journeys have a destination OUTSIDE a 16 mile radius of the fixed centre.

15. Rail Travel

Rail travel can be the most effective method of transport on occasions. Where a train is to be used the following procedure will apply:

- Approval to travel by train must be authorised by the employee's Head of Service in advance of the journey.
- The employee must contact the nominated officer in their own directorate to obtain a travel warrant, or book tickets in advance if more cost effective.

Appendix One

Checklist for Business Journeys

This checklist has been developed to ensure that all business journeys are absolutely necessary, whether inside or outside the County Borough area and that the most cost effective and environmentally friendly method of travel is used by all employees. This checklist must be completed by the employee before the line manager authorises the use of the employees own vehicle.

Employee Name and Pay No: _____

Details of Journey:

1. Is the journey absolutely necessary? YES NO
2. Have you considered using other means of carrying out the meeting eg MS Teams YES NO
3. Is a fleet vehicle available eg pool car YES NO
4. Will a hire vehicle be more cost effective? YES NO
5. Would a train be more cost effective? YES NO
6. Have you explored car sharing with a colleague? YES NO

Signed (Employee): _____ Date: _____

Approved (Line Manager): _____ Date: _____