

Loreburn Group

# Travel & Subsistence Policy



**Creating Great Places to Live**

<b>Policy</b>	Travel & Subsistence Policy									
<b>Version Reference</b>	Version 2									
<b>Approved by</b>	MC	X		LET		X		MT		
<b>Date of Approval</b>	January 2021									
<b>Review Period</b>	Every 3 Years <b>or</b> as legislation or substantive changes occur									
<b>Review Due</b>	January 2024									
<b>Policy Champion</b>	Head of People & Culture									
<b>Who this policy affects</b>	Staff	X	Customers		Contractors		Members of the Public			
<b>Where this policy affects</b>	General needs		Sheltered		Supported		Offices/staff base			X

# TRAVEL AND SUBSISTENCE POLICY

## 1. Purpose of this Policy

This section applies to employees.

Loreburn recognises that expenses may be incurred by staff in the course of their work. This Policy exists to ensure staff have a clear understanding of what expenses they are entitled to claim. It also ensures value for money is obtained by Loreburn and therefore our customers, and expenses paid to employees are not in breach of contract.

## 2. Legislative Policy

This policy ensures that HM Revenue & Customs regulations are adhered to.

## 3. Associated Policies

This policy ensures the Entitlements, Payments and Benefits Policy is adhered to.

## 4. Aims of this Policy

Failure to adhere to the Travel & Expenses Policy will be viewed very seriously. Breach of this Policy will result in disciplinary action, which could lead to dismissal.

## 5. Travel and Subsistence

### 5.1 Driving Expenses - General Principles

Loreburn currently operates two notional bases 1) Gifhorn House, Dumfries and 2) Hanover Street, Stranraer. All staff will be advised of their notional base for the purposes of mileage claims and Loreburn reserves the right to change the notional base as required.

All employees will be expected to travel to and from their notional place of work in their own time and at their own expense. Only travel expenses incurred once the notional base is reached may be reclaimed unless the distance you are travelling from home is less and is required for business purposes.

Staff must contribute to the overall efficiency of Loreburn, VfM and the organisation's wider sustainability aims by minimising travel and expenses wherever possible.

Payments for travel expenses will be in line with Loreburn allowances. Details of the current rates are shown below.

All expenses claims must be authorised for validity by the department manager and, with the exception of mileage, must be supported by receipts.

All employees will be designated as either Essential Car Users or Non-Essential Car Users depending on their post and the extent to which travel is required.

### 5.2 Essential Car Users

Employees will receive written notification from People & Culture if they are to be classed as an Essential Car User. To be eligible, an employee must drive or be expected to drive in excess of 8,500 business miles per financial year. At time of printing, the financial year is classed as April to March.

It is a condition of employment that Essential Car Users have a valid driving licence and a suitable vehicle available during their working hours for business use. A lump sum will be paid to all designated Essential Car Users in equal monthly instalments and mileage rates in line with Loreburn allowances.

Where more than one employee is travelling to the same destination, employees must share transport to avoid unnecessary costs, provided it is safe to do so.

Essential Car user allowance can be changed or withdrawn at any time. Where an Essential Car User's vehicle is not available for business use for a period exceeding two weeks, the facts must be reported to the Finance Department immediately. The lump sum will not be payable in respect of such a period.

Essential Car Users may consider alternative transport where it is shown to be more cost-effective and similarly time efficient. The use of alternative transport must be authorised by the department manager.

### **5.3 Non-Essential Car Users**

Non-Essential Car Users may be required to travel occasionally as part of their duties and it may be useful to have a valid driving licence and access to a vehicle. Mileage rates will be paid in line with Loreburn's allowances.

Non-essential car users should consider alternative methods of transport prior to travelling in their own vehicle. The most cost-effective and time efficient method of travel should be selected. For example a train fare may be more cost and time effective. See section below on 'Alternative methods of transport'.

Any use of an employee's own car on business use is subject to employees:

- holding a full UK driving licence and allowing the People & Culture Team to obtain a copy of this for the employee's personnel file
- ensuring that the car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use

### **5.4 Eligible Mileage**

Mileage claims will generally be measured by the distance from the start point to the end point.

For the purposes of calculating business miles these will be calculated as if you travelled from your notional base, unless the distance you are travelling from home is less. Employees can use AA [Route planner](#) as a quick and easy way to calculate their mileage. All claims must be made using Cascade.

#### **Examples of when business miles would be payable**

If you live in Dalbeattie and have a notional base of Dumfries and need to travel to Newton Stewart your eligible claim would be from Dalbeattie to Newton Stewart – because in this case the mileage is less traveling directly from home than from your notional base.

If you Live in Dalbeattie and have a notional base of Dumfries. You need to travel to Beeswing and are heading in the direction of the notional basis, you would claim the shorter of miles – so Dalbeattie to Beeswing is (8.4miles) Dumfries to Beeswing (7.6 miles) - so you can claim Dumfries to Beeswing.

If you live in Lockerbie with a notional base of Dumfries and have to travel to Annan you claim the lesser of the miles so this would be Lockerbie to Annan.

#### **Examples of when business miles would not be payable**

Employees may not claim business mileage if they live outwith the geographical area for which Loreburn operates or the geographical area in which you are employed to cover.

For example if you live in Glasgow and have a notional base of Dumfries – you must meet the cost of your travel from Glasgow to your notional base, any business travel incurred once the notional base is reached would be paid by Loreburn –e.g. if you had to then travel from

Dumfries to Stranraer. Similarly if you live in Castle Douglas and have a notional base of “Stranraer” your business miles will only be payable once you reach Stranraer. Further examples of how mileage will operate is included within the accompanying Guidance document.

Essential Car User Mileage Rates.

Taxable Lump Sum Payment:	£922 per annum payable in 12 equal monthly instalments
Mileage for first 8,500 miles:	35.1p per mile
Mileage over 8,500 miles:	12.6p per mile

### 5.5 Non-Essential Car User Mileage Rates

This rate also applies to committee members

	First 10,000 miles (per mile)	Over 10,000 miles (per mile)
Car or Van	45p	25p
Passenger payments (car or van)	5p	5p
Motor cycles	24p	24p
Bicycles	20p	20p

### 5.6 Alternative Methods of Transport

Alternative methods of transport should be considered where they are shown to be more cost-effective and/or time efficient.

The company pool car can be used as per the booking policy with preference being given to those travelling the longest distance and where there is no suitable public transport.

Rail and bus travel will be reimbursed at standard rate on production of a receipt.

Taxi use should be kept to a minimum. Taxis may be appropriate in certain circumstances eg. when visiting an unknown destination or for personal safety reasons.

Vehicles may be hired from Loreburn’s approved supplier (contact details from the Finance Department).

### 5.7 Charges & Fines

Reasonable parking charges incurred on Loreburn business will be reimbursed on the production of receipts.

Parking or speeding fines incurred on Loreburn’s business will not be reimbursed.

### 5.8 Subsistence – General Principles

Employees may incur expenses when they are unable to follow their normal meal break routine whilst absent from their normal workplace on Loreburn business. In such

circumstances the employee may recover meal expenses on the production of receipts as detailed below.

Subsistence will be paid only where meals are not supplied as part of an event attended.

Breakfast is only reclaimable if you have left home prior to 6.00 am in the morning and not as part of your normal daily travel to the office or if you are staying in a hotel and this is the only option to enable you to receive breakfast as not already included in the room rate.

## **5.9 Overnight Accommodation**

Where employees are required to stay away from home overnight for business purposes accommodation should normally be booked in advance and invoiced directly to Loreburn or booked via a Company Credit Card. Where this is not possible, accommodation and other reasonable expenses will be reimbursed on the production of receipts.

Overnight accommodation is normally permitted where at least one of the following applies:

- The journeys required would take more than five hours in one day
- Travel is involved before 6.00 am or after 8.00 pm
- The purpose extends beyond one day when repeat travel is excessive
- Ordinarily it is expected that the cost of hotel should not exceed the amount stated below.

## **5.10 Subsistence Maximum Rates**

Breakfast Allowance	£ 5.00
Lunch Allowance	£ 7.50
Dinner Allowance	£12.00

Receipts are required to make a claim up to the maximum above. No alcohol costs will be reimbursed.

## **5.11 Overnight Accommodation Maximum Rates**

Hotels or similar where required as laid down in the policy, that are not included as part of a booking package, should not cost more than £110 per night including breakfast. In most instances we would expect the amount to be less than this but we recognise this may not be possible in city accommodation. A VfM approach should always be taken.

## **5.12 Ad-Hoc Purchase of Miscellaneous Items**

Employees may be required to purchase items to assist them in the course of their duties away from the normal workplace. Where possible, authorisation should be sought in advance. However in emergency situations or where it is not possible to gain authorisation, reasonable expenses will be reimbursed on the production of receipts.

### **5.13 Personal Safety, Theft & Vandalism**

Employees using their own vehicle are required to ensure that the vehicle is comprehensively insured for business use and that the vehicle is in roadworthy condition, fully taxed and with a current MOT.

Road safety codes must be observed and employees should exercise due care and attention while driving or travelling by alternative methods of transport.

All necessary precautions should be taken to ensure the risk of loss or damage to themselves, personal belonging or valuables is minimised while travelling on business. Loreburn will not be responsible for theft from or vandalism to an employee's car while the vehicle is being used for business purposes.

### **5.14 Making Expense Claims**

Claims must be submitted via Loreburn's official system, Cascade, and authorised by the line manager. By authorising the claim, the manager confirms that the expenses claimed are valid business expenses. All claims, with the exception of car mileage, must be supported by receipts.

In submitting each claim, the employee reaffirms their understanding of the Policy and by submitting their expense is a declaration to this effect, confirming that the claim is an accurate reflection of expenses incurred on business and in line with this Policy. Abuse of the policy including fraudulent claims may result in serious disciplinary action including dismissal.

Claims should, where possible, be made for the month in which they are incurred and the relevant deadlines should be adhered to, normally the second week of each month. In any event claims should not go further back than the previous 3-month period, For example, any claims made in July, should cover expenses occurred no earlier than April.

## **6 Complaints**

Loreburn has a commitment to valuing complaints and ensures the organisation benefits from feedback to identify areas for change or improvement.

Loreburn has a Complaints Policy which ensures there are robust and effective procedures in place for complaints to be properly managed and acted upon.

Anyone dissatisfied with the outcome of their complaint having exhausted Loreburn's complaints procedure has the right to refer the matter to the Scottish Public Services Ombudsman.

## **7 Equality, Diversity & Inclusion**

Loreburn aims to ensure that equality, fairness, dignity and respect are central to the way we work and how we treat our customers. We support diversity and uphold equal opportunities in all areas of our work as an employer and service provider.

Loreburn will not discriminate against tenants, staff, visitors, suppliers or others based on their age, sex, sexual orientation, race, disability, religion or belief, marital status, pregnancy and maternity or gender reassignment (collectively referred to as 'protected characteristics' in the Equality Act 2010).

## 8 Risk Management

Loreburn has a Risk Management Strategy, Policy and Procedure. These documents set out how the organisation will manage risk as an integral part of its governance and management systems, ensuring risks are identified, evaluated and controlled effectively.

Identifiable risks arising from this policy will be monitored and managed by the internal processes set out herein and by regular review of this and all other associated policies and procedures, ensuring risks are mitigated and Loreburn complies with all legislative requirements and regulatory and best practice guidance.

## 9 Responsibilities Chart

The below chart illustrates the responsibilities of all staff pertaining to this policy:

Responsibilities	Man. Comm.	CEO	LET	Managers	Assistant Managers	All Employees
Approve Policy	X					
Lead by example in application of Policy	X	X	X	X	X	X
Take proactive steps to resolve issues						X
take ownership of concerns and seek to resolve at an early stage						X

### 1. Policy Review

The Policy Champion is the Head of People & Culture

The Policy Champion is responsible for completing the Health and Safety Assessment and Equality, Diversity and Inclusion Assessment Checklist.

This policy will be reviewed by the Policy Champion every 3 years or sooner as required due to legislative or regulatory change.

#### Policy Assessment Checklist

#### Health & Safety Assessment

**Does this policy have the potential to affect:**

Lone Working

No

Safety and/or wellbeing of customers

No



Safety and/or wellbeing of customers  
**Have the above items been considered in the preparation of this policy?**      No  
YES

**Comments:**

### Equality, Diversity & Inclusion Assessment

**Does this policy have the potential to affect:**

Staff's rights to equal opportunities      No  
Tenants' / Customer's rights to equal opportunities      No  
Tenants' / Customer's ability to access to homes and/or services      No  
**Have the above items been considered in the preparation of this policy?**      Yes

**Comments:**

### Agile Working Assessment

**Agile working requirements have been considered and addressed in the preparation of this policy:**      Yes