

Staff Travel and Subsistence Policy

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Staff Travel and Subsistence Policy

1. Sustainable Travel Plan

Please consider the College Sustainable Travel Plan (available from the College Intranet Site) when considering your travel choices.

The College is committed to promoting greener, cleaner travel choices and actively encourages staff to take public transport, walk, cycle or car share where appropriate and provides flexible working practices and transport assistance in emergencies.

Travel information is available on the Intranet Site or from the Finance Department.

1.1. Car sharing

Should you wish to explore the option of car sharing for day to day travel to work, please contact Moira Barton, Human Resources Manager.

2. Travelling Expenses

2.1. Non-mileage

Travel expenses should be agreed in advance of an event by completing and submitting the appropriate form to the finance office, this will be signed by Director of Resources (budget holder for travel).

Travel arrangements must be booked via the Finance Department. Please give as much notice as possible (minimum of 1 week) to enable the most appropriate and cost effective arrangements to be made.

Taxi transfers from airports or train stations will be considered, taking into account distance and time of travel.

2.2. Mileage Allowance

The College will reimburse mileage expenses necessarily incurred by staff in the performance of their official duties, after authorisation.

Mileage allowance should be claimed retrospectively by submitting the appropriate form by the last day of the month to the Human Resources Department. All claims will be paid via the payroll in the following month.

Should you wish to claim mileage allowance, you will be required to ensure that your car insurance covers business use. You must provide Human Resources with a copy of your insurance documentation prior to any mileage expenses being authorised.

The current rate for mileage is 40p per mile (current Inland Revenue allowance for casual user) or standard rail fare – whichever is the cheapest and/or most practicable.

Mileage will be paid 25p per mile over 10,000 miles in any one year.

The college wishes to actively promote the use of car sharing and will therefore increase the rate of mileage allowance paid by 5p per mile per passenger.

All claims must be based upon the shortest direct route, if practical; not the route travelled.

If attending a meeting outside College (during College hours) and travelling directly from home, you may claim only for the distance travelled in excess of the normal mileage to and from work.

Any member of staff making a claim for car parking fees in connection with the use of their car for official business must provide receipts.

3. Accommodation

Where an event necessitates an overnight stay, this should be booked in advance via the Finance Department. The College will normally reimburse costs up to a maximum of:

Up to £115 per night in London

Up to £70 per night elsewhere

£20 per night when staying with friends or relatives

4. Subsistence Allowances

Where an event necessitates for staff to pay for their own meal to be taken away from home or College, and thereby incur additional expenses, the College will reimburse such authorised expenses, up to a maximum allowance of:

Breakfast - £6.

Period away from home must commence before 7.00 am and be in excess of 4 hours.

Lunch - £7.50

Period away from home must include lunchtime 12 noon to 2.00 pm and be in excess of 4 hours.

Evening Meal £12

Period away from home must be between 3.00 pm and 6.00 pm and be in excess of 4 hours.

Alcohol - The allowance will only be paid for the purchase of alcohol if taken with a meal, and up to 2 units of alcohol per day.

Overnight stays

If a member of staff is required to be away from home or College overnight or for more than 24 hours, an additional "out of pocket" allowance may be claimed to cover expenses such as telephone calls home and any laundry, as appropriate. Receipts must be provided where possible.

Per night	£4.30
Per week	£20.00

No more than £20 will be paid per week.

Please note that allowances will be reviewed in line with policy review dates

5. Additional Travelling Expenditure

If at any time an employee's principal place of work is altered, then they may be reimbursed for additional travelling expenditure for a reasonable length of time subject to local negotiation.

6. Payment

All travel expenses claims (other than mileage) over £25 should be submitted to the Finance Department on return and will be paid via BACs within one month

For claims less than £25, please complete a petty cash form and submit to the Finance Department for cash re-imbusement.

Invoices and or VAT receipts must be produced for all costs incurred

Claims should be made within three months of the date of the event. Claims made outside of three months will be referred for express approval by the Finance Director.

7. Trips and Visits

Subsistence and travel claims for staff associated with trips and visits will be paid at the standard rates described above.

8. Exam Clashes/provision of accommodation on behalf of the college

Staff providing accommodation for students with exam clashes, or other visitors to the college, will be reimbursed at a cost of £25 per person per night.

9. Status of the Policy

Where a member of staff's conditions of service make different provisions to this policy, then the conditions of service provisions will apply.

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