



**The Clatterbridge  
Cancer Centre**  
NHS Foundation Trust

Clatterbridge Road  
Bebington  
Wirral  
CH63 4JY

Tel: 0151 556 5000  
Web: [www.clatterbridgecc.nhs.uk](http://www.clatterbridgecc.nhs.uk)

Date: 3 February 2020

**Re: Freedom of Information Request**  
**Ref: 11-2020**

Thank you for your email dated 11<sup>th</sup> January 2020 requesting information regarding Carbon Reduction information relating to travel.

The information that you require is as follows:

- (1) What is the current carbon reduction strategy and policy for your Trust relating to transport used by staff? Please supply a copy of your transport policy.**

**Our Trust does not currently have a Carbon Reduction Strategy or a Transport Policy. However, we do have a Travel & Subsistence Policy to advise staff who have to travel during working hours for work purposes. Please find a copy of this policy in Appendix A**

- (2) What proportion of staff in community services travelled by public transport, walking or by bicycle in 2019? (Please provide documentation excel format)**

**This level of information is not held within our systems.**

- (3) What was the spending on mileage for staff travelling by car in 2019 (please include spending on commute and spending on travel within shifts separately if possible) (Please provide documentation excel format)**

**Please find our response spreadsheet attached in Appendix B**

**Please note: We are only able to provide the mileage for staff who travel to fulfil their duties, this would not include any spending on the commute.**

**(4) What was the spending on mileage for staff travelling by public transport in 2019 (please include spending on commute and spending on travel within shifts separately if possible)? Please provide documentation excel format)**

**Please find our response spreadsheet attached in Appendix C**

**Please note: We are only able to provide the mileage for staff who travel to fulfil their duties, this would not include any spending on the commute.**

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## TRUST WIDE DOCUMENT

# TRAVEL AND SUBSISTENCE ALLOWANCES POLICY AND PROCEDURE

**DOCUMENT REF: PTWFTRVL**  
**(Version No: 3.0)**

Name and designation of policy author(s)	Colette Parkinson – HR Business Partner & Lauren Moreton – HR & ESR Systems Advisor
Approved by (committee, group, manager)	Strategic Partnership Forum
Approving signature	Minutes of meeting received
Date approved	8 <sup>th</sup> December 2017
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Target audience	All Staff
Links to other strategies, policies, procedures	Anti-Fraud, Bribery and Corruption Policy, Business Driving Policy Recruitment and Selection Policy Employment Checks Policy Disciplinary Policy & Procedure Grievance Policy & Procedure Leavers Guidelines
Protective Marking Classification	Internal
This document replaces	Version 2.0

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**Consultation:**

	Authorised by	Date Authorised	Comments
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**Circulation/Dissemination:**

Date added into Q-Pulse	13th February 2018
Date notice posted in the Team Brief	13th February 2018
Date document posted on the intranet	13th February 2018

**Version History:**

Date	Version	Author name and designation	Summary of main changes
01.11.09	1.0	Paul Corbett – Assistant Director of Finance	New Policy
15.03.11	2.0	Paul Corbett – Assistant Director of Finance	Clarification of wording in section 6.7.2
21.11.2017	3.0	Colette Parkinson – HR Business Partner & Lauren Moreton – HR & ESR Systems Advisor	New format Clarification of e-expenses approach Updates in line with legislation Change to AfC agreements Changes to local agreement on excess mileage Changes made to section 12 Travel Protection Clarification of Regular and Essential User (section 10) Clarification of the references this policy should be read in conjunction with (Section 3) Clarification to section 16.0

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## 1.0 Introduction

The Trust recognises the impact that travel can have on the environment and therefore acknowledges its role in maximising transport opportunities which both minimise carbon emissions and promote the most cost effective method of transport to employees undertaking official Trust business.

This policy has been developed to provide a clear understanding of the Trust's principles regarding business travel and expenses and sets out the rules and guidance to be followed regarding the authorisation and subsequent reimbursement of travel and associated expenses arising as a result of official duties undertaken on behalf of the Trust.

In line with the Government's 'Green Transport Plan', the policy also details a salary sacrifice cycle scheme offered by the Trust to promote healthier journeys to work and reduce environmental pollution.

## 2.0 Purpose

The purpose of this policy is to provide:

- A structured framework to claiming travel expenses
- Practical guidance to staff and managers on procedure
- Guidance on mileage allowance
- Responsibilities

## 3.0 Scope

This policy applies to all Directors, Non-Executive Directors, Medical Staff, managers and staff, including permanent, seconded and temporary staff and

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those undergoing training and work experience. Where appropriate the policy also applies to other individuals acting on behalf of the Trust, e.g. contractors, agents, consultants and representatives. Therefore, those responsible for engaging and / or supervising individuals in such roles should ensure that the individuals are familiar with the Policy and acknowledge their obligations under them.

The Policy should be read in conjunction with:

- The individuals contract of employment
- Sections 17 & 18 of the Agenda for Change NHS Terms & Conditions of Service Handbook.
- Schedule 21 of Medical & Dental Terms and Conditions of Service for Consultants
- Schedule 11 of Terms & Conditions of Service for NHS Doctors and Dentists in Training (England)
- Schedule 20 of Medical & Dental Terms and Conditions of Service for Specialty Doctors
- General Council Conditions of Service
- NHS Improvement Non-executive Information Sheet

The terms and conditions for travel and subsistence for Non-Executive Board Members is determined by the Trust Development Authority.

## 4.0 Organisational Value and Behaviours

The Trust's Values and Behaviours support the Vision *'to provide the best cancer care to the people we serve'* and our Mission *'To improve health and wellbeing through compassionate, safe and effective cancer care'*.

In order to deliver the Vision and the Mission the Trust has set out the Values & Behaviours that it will demonstrate which are:

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- Putting People First
- Passionate about what we do
- Achieving Excellence
- Looking to our future
- Always improving our care

These values and behaviours need to be at the heart of everything we do and have been incorporated into the development of this policy.

## 5.0 Responsibilities

### 5.1 Chief Executive

- The Chief Executive is ultimately accountable to the Board for the Trust's compliance with statute and regulation.

### 5.2 Director of Workforce and Organisational Development Directorate

- Responsibility to ensure robust processes and systems are in place to ensure compliance with regards to this policy, employment legislation, statutory employment duties and best practice.

### 5.3 Workforce and Organisational Development Directorate

- Provide advice and guidance to managers and staff on correct process in regards to claiming expenses.
- Provide administration for the e-expenses system in a timely manner.
- Ensure that as part of the employment checks, new employees who are required to drive on Trust business present their driving licence, MOT certificate and evidence of insurance including business usage.

### 5.4 Line Managers

- Managers are responsible for reviewing and approving travel arrangements within their areas of responsibility and should

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incorporate the principles contained within this policy into their decision making and business planning.

- Actively encourage sustainable transport options amongst staff wherever this is possible and lead by example in this regard;
- Identify those employees whose role requires them, during the course of their work, to claim travel and associated expenses and to inform those employees of their responsibilities under this policy;
- Check travel and subsistence claims for appropriateness and accuracy and authorise as appropriate;
- Ensure that they are registered as an authorised signatory for the sign off of expenses for their teams and ensure that there is a deputy who is also registered to process claims in their absence.
- Ensure that travel and subsistence claims, once authorised, are submitted for payment without delay, in accordance with the payroll processing timetable.
- Check employees documents in line with the Trusts Business Driving Policy.

## 5.5 Employee Responsibilities

- Apply this policy when making travel arrangements;
- Ensure that they are registered with the e-expenses solution prior to undertaking any expense related activity;
- Submit mileage and subsistence claims in a timely and accurate manner;
- Incur only expenditure that is consistent with the Trust's needs and exercise care in determining appropriate expenditure;

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- Where possible, book travel by public transport in advance and take advantage of any available special deals, to maximise cost savings;
- Employees driving for work in their own vehicle must also ensure that the vehicle complies with the law, is in safe and roadworthy condition and is suitable for its purpose. Must hold a valid driving licence and have the appropriate insurance that covers business use. Have third party insurance (including business cover, cover against risk or injury to, or death of official passengers and damage to property) as a minimum for the vehicle in respect of which mileage is claimed.
- Declare penalty points and/or changes to your licence which would affect your ability to drive for work.
- Failure to comply with this policy and its requirements may lead to further action under the Trusts Disciplinary Policy & Procedure.

## 6.0 Laws & Regulations

- HMRC regulations
- The Health and Safety at Work Act 1974
- The Road Traffic Act 1988
- Road Vehicles (Construction and Use) Regulations
- Corporate Manslaughter and Corporate Homicide Act 2007

## 7.0 Definitions

The terms used in this policy document are defined as follows:

- Regular & Essential User – see paragraph 10.1
- Standard User – see paragraph 10.2
- Public Transport Mileage Rate – see paragraph 10.3
- Passengers – see paragraph 10.6
- Other Allowances e.g. pedal cycles – see paragraph 10.5

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## 8.0 Laws Equality, Diversity and Human Rights Statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance as a service provider. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures and processes. This policy should be implemented with due regard to this commitment.

## 9.0 Local Counter Fraud

The Trust is committed to maintaining a culture of integrity, openness and honesty. It is therefore also committed to the elimination of any fraud within the Trust and to the rigorous investigation of any such cases.

The Trust's Anti-Fraud, Bribery & Corruption Policy, which is available on the intranet, outlines the definition of fraud and provides guidance for employees who have suspicions of fraud. An example of fraud within the expenses process is the falsification of expenses claims. In all instances where there is a suspicion of false documentation the Trusts Local Counter Fraud Specialist will investigate it.

## 10.0 Allowances

The new rates for allowances were introduced in 1 July 2013. The standard rate of reimbursement will be reviewed each year by the NHS Staff Council after the new AA guides to Motoring Costs are published normally in April or May. Any changes to the standard rate of reimbursement, the reserve rate and the rate for motor cycle users resulting from this review will apply to all miles travelled from the following 1 July.

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A second review will be conducted by the NHS Staff Council in November each year to ensure the standard rate continues to reimburse staff in line with motoring costs.

The nationally agreed allowances are categorised as follows -

- Standard rate
- Reserve rate
- Motor cycle
- Pedal cycle
- Passenger allowance
- Carrying heavy or bulky equipment

### **10.1 Regular & Essential User**

Regular & Essential user allowances shall be paid to consultants who meet the criteria set out in schedule 21 of Medical & Dental Terms and Conditions of Service for Consultants. Payment of the lump sum allowance will be made in equal monthly instalments over a period from 1 April in any year to 31 March in the succeeding year.

### **10.2 Standard rate**

The standard rate for mileage allowances will be paid to staff who use their own vehicles for official journeys i.e. meetings, training courses or conferences at the Trust's instigation and who travel less than 3,500 eligible miles per year.

### **10.3 Reserve Rate**

Standard or Regular User rates of mileage allowance shall **not apply** if an employee uses a private motor vehicle in circumstances where travel by public transport would be appropriate e.g. for such journeys the reserve rate shall be paid unless this is higher than the standard. This will be at the discretion of the individual and line manager, depending on the circumstances.

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#### **10.4 Motor Cycle**

The term 'motor cycles' includes motor scooters, motor-bicycles and all other motor cycle combinations. The rate for mileage allowances will be paid to staff who use their own motor cycle for official journeys i.e. meetings, visits, clinics or training courses and conferences at the employer's instigation for all eligible miles travelled.

#### **10.5 Pedal Cycles**

Staff who use pedal cycles to make journeys in the performance of their duties will be reimbursed for eligible miles travelled at the rate in force.

#### **10.6 Passenger Allowance**

With the exception of lease or hire car users and taxi journeys, where other staff or members of an NHS organisation are conveyed in the same vehicle on NHS business and their fares would otherwise be payable by the employer, passenger allowance will apply and be payable to the vehicle driver. The name of the passenger(s) should be noted when submitting expense claims.

#### **10.7 Transporting Equipment**

Staff who use their vehicles in the performance of their duties may be required to take equipment with them.

Employers have a duty of care under the Health & Safety at Work Act 1974 and related legislation, to ensure this does not cause a risk to the health and safety of staff members. Staff should not be allowed to carry heavy equipment unless a risk assessment has been carried out beforehand by their line manager. When, after the necessary assessment has demonstrated it is safe to carry equipment, an allowance shall be paid for all eligible miles for which the equipment is carried, provided that either:

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- The equipment exceeds a weight that could reasonably be carried by hand
- The equipment cannot be carried in the boot of the vehicle and is so bulky as to reduce the seating capacity of the vehicle

## 11.0 Home to Base Mileage

Employees who are based at a designated headquarters shall be paid the regular user, standard rate or reserve rate as appropriate, limited to the distance which would have been travelled if the journey had started and finished at the designated headquarters, or the distance actually travelled if less.

Employees who are based at home for mileage purposes shall be paid the regular user, standard rate or reserve rate as appropriate for all journeys by the most direct route from their home to all places necessarily visited on duty and back to their home.

Employees that travel to multiple places each day, the expense claim must detail the start and end point of the day and each of visits made in between. A record of each visit must be kept by the employee e.g. diary for review by their manager and for audit purposes.

Chair and non-executive directors are entitled to receive payment of “home to office” expenses in line with NHS Improvement guidance and by the Trust Development Authority.

## 12.0 Travel Protection

An employee’s base location is outlined in their contractual statement of terms and conditions of employment. An employee can have more than one work base

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location, up to a maximum of two, if they work at least 40% of the time in each base location.

Employees who are required to change their work base location as a result of organisational change (e.g. closure of a work premises, relocation of a work base for organisational reasons, acceptance of an alternative post to avoid redundancy) may be entitled to travel protection and reimbursed for their extra daily travelling expenses for up to a maximum of 2 years from the date of the compulsory change of base location, unless they change roles or move nearer to their new base of work.

**Eligibility Criteria:**

- Employee must have been employed by the Trust prior to the 1<sup>st</sup> September 2015.
- The change must result in extra daily travelling expenses. This will be determined by excess mileage or extra public transport costs in respect of their previous base location.

Travel protection shall not apply to employees who change their work base at their own instigation (e.g. application for a post located elsewhere, including secondments).

Travel protection will be calculated using the ‘Reserve Rate’ per excess mile as per Agenda for Change terms and conditions. If the change of base results in any extra public transport costs, these extra costs will be reimbursed. Travel protection payments may be subject to tax and national insurance in line with HMRC deductions. Individuals’ current travelling expenses will be deducted as appropriate as travel protection is paid on the basis of extra travelling expenses incurred. Examples of travel protection calculations can be found in **Appendix 2**.

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The Trust reserves the right to consider reasonableness of individual claims and will require evidence to support a claim for travel protection. Claims will be subject to audit at any time. Protection will be calculated on the most practical, economical and cost effective options available for travel, which includes monthly passes and/ or tunnel tag schemes and will be based on the predominant mode of travel. The individual will submit a Travel Protection Claim Form (**Appendix 3**) and managers are responsible for reviewing and approving excess travel claims within their area of responsibility ensuring that the most practical, economical and cost effective option has been selected.

Travel protection will be calculated as an annual payment and 1/12<sup>th</sup> of the protection will be paid via payroll to employees each month. The protection will be paid a month in advance i.e. will start the month before the date of transfer, to allow for any passes to be purchased for the following month.

Travel protection will account for actual contractual working days per annum. Where an individual works a different number of days each week, an average will be calculated in terms of a typical month. Travel protection will exclude annual leave and bank/ public holiday allowances by which 35 days (a total of 7 weeks) will be deducted from the travel protection entitlement. Travel protection will not be paid during periods employees are not travelling to and from their work base such as during maternity/paternity/adoption leave or during long term sickness absences etc.

If employees change their home address during the period in which they are entitled to travel protection or if the mode of transport or route taken permanently changes they must notify their line manager so that the protection can be re-calculated (see **Appendix 4**). The protection amount can be reduced following a

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re-calculation but the maximum amount will be capped to the initial entitlement calculated at the date of transfer and commencement of travel protection.

Employees who are required by their employer to carry out temporary duties at a place other than their permanent place of employment, which doesn't result in an amendment to their contractual statement of terms and conditions will be reimbursed any excess travelling expenses in line with the Trust's expenses process detailed in **Appendix 1**.

## 13.0 Other Transport

### 13.1 Rail Travel

Under normal circumstances, the Trust will refund standard class return on all rail travel.

As with all purchases, budget holders should always look to obtain best value for money before deciding which ticket to purchase, whenever possible advantage should always be taken of best prices available and special offers and railcards.

The process for booking train and air tickets is as follows:-

- Where possible at least seven calendar days' notice should be provided when ordering train or air tickets.
- Train and air tickets can be purchased by an individual and reclaimed via the e-expenses system.
- Alternatively, tickets can be obtained by placing an order via their Manager at one of the Trusts nominated travel companies. If this method is used, a purchase order must be raised at all times and sent to the travel company. The Trust will then pay for the ticket directly. The purchase order should include details of the employees travelling, the dates and times of the journey and where the employee can be contacted to arrange collection of the tickets.

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### 13.2 Air Travel

Travel by air is not permitted unless it can be demonstrated that this is cheaper than the appropriate train travel costs or alternatives are not suitable or that, taking into account the respective journey times and overall cost of the trip, better value for money can be obtained by flying.

The process for obtaining air travel tickets is the same as obtaining rail travel tickets in section 13.1

It is the responsibility of the individual to have up to date travel documents and relevant travel insurance.

### 13.3 Taxis

Taxis may only be used where it can be demonstrated that taxi use is more economical, taking into account the overall cost of the trip, than the normal car mileage claim.

### 13.4 Hire Cars

The use of hire cars is not permitted unless it can be demonstrated that this is cheaper than the distance travelled on business mileage in the hire car paid at the reserve rate.

It is the responsibility of the individual hiring the car to have the correct level of insurance for business use.

## 14.0 Submitting a Claim

The Trust uses an electronic expenses system in which all employee expense claims need to be submitted for authorisation and payment.

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To be set up with an expenses account employees need to complete the “Expenses Registration” form available on the Trust intranet under the Workforce Hub and have it authorised by their departmental budget holder. Please refer to the process map in appendix 1.

All claims for expenses should be submitted as soon as possible after they have occurred but at the very latest must be submitted within three months of the claim period (e.g. claims for June must be submitted by the end of September). This is to ensure accurate reporting of expenditure. If for any reason this period is exceeded the expense claim will only be authorised in very exceptional circumstances, which will be assessed and approved by the Director of Finance. The claim must be then authorised by the manager as normal and sent to payroll for payment via the e-expenses system.

All receipts need to be attached to the electronic expense claim so that the authorising manager can check the details of the claim before authorising for payment. Processing of claims will be in accordance with the normal payroll processing timetable.

Details of the expenses process is detailed further in **appendix 1**.

## 15.0 Staff Subsistence Allowances

Subsistence allowance is to reimburse staff for the necessary extra costs of meals, accommodation and travel arising as a result of official duties away from home. Allowance rates are set out in the relevant national NHS terms and conditions handbooks as stated in section 3.0.

All accommodation costs should be discussed with the department’s budget holder prior to booking and every attempt should be made to keep costs to a

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minimum. All claims for expenses must be accompanied by receipts. Where the maximum limit is exceeded for genuine business reasons [e.g. the choice of the hotel was not within the employees control such as staying at a conference hotel or cheaper hotels were fully booked] additional assistance may be granted at the discretion of the Manager. Otherwise where an employee stays overnight in accommodation costing more than the maximum limit, the employee will pay the excess cost themselves.

The Trust will reimburse staff the actual receipted cost of all meals in each complete 24 hour period up to the maximum limit set out in the relevant national NHS terms and conditions handbooks as stated in section 3.0. Part periods of less than 24 hours will be reimbursed at Day Subsistence rates. Where accommodation and meals are provided without charge to the employee, i.e. on a residential training course, no allowances will be payable.

**The Trust will not reimburse the purchase of alcoholic drinks at any time.**

## 16.0 Tax Relief on Travel Expenses

Travel expenses are paid in accordance with the relevant national NHS terms and conditions handbooks as stated in section 3.0. Tax relief is granted on HM Revenue & Customs allowances. However, where a higher rate is paid the difference between the two rates is liable to tax.

## 17.0 Training

No essential training has been identified for any staff group in order to comply with this policy

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## 18.0 Audit

This policy will be audited annually to ensure compliance with internally processes by the Finance Department. A report from this audit will be taken to the Integrated Governance Committee.

## 19.0 References

- Agenda for Change Terms and Conditions of Service Handbook
- Medical & Dental Terms and Conditions of Service for Consultants
- Medical & Dental Terms and Conditions of Service for Specialty Doctors
- Terms & Conditions of Service for NHS Doctors and Dentists in Training (England)
- General Council Conditions of Service
- NHS Improvement Non-executive Information Sheet
- HM Revenue & Customs

## 20.0 Appendices

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## Appendix 1 – e-Expenses Claim Process

To register for an expenses account employees must complete the “Expenses Registration” form available on the intranet under the Workforce Hub, this form must then be authorised by their manager (note: the manager must be a budget holder)



The manager should submit the authorised form to the resourcing and information team located in the Workforce and Organisational Development Directorate (ccf-tr.CCCWorkforce@nhs.net). The form will then be processed and an account created for the employee who will receive an automatic email with details on how to access the e-expenses system.



An employee can then submit their expenses claims ensuring they submit accurate details in a timely manner and upload any receipts in relation to the claim so the manager can fully check the claim.



Manager to check the claim and any attached receipts and either reject the claim if further clarification is needed by the employee or accept the claim and submit for payment.



Re-imburement of expenses will be paid in the next available payroll run once approved. Please refer to the Trusts payroll cut off dates.

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## Appendix 2 - Examples of Travel Protection Calculations

Example	Number of Working days per week	Home to old base (one way)	Home to new base (one way)	Current Travel	New Travel (Travel Protection Calculation per annum)	Travel Protection payment per month
1	5	6 miles	10 miles	12 miles per day round trip plus car parking fee	<p>20 miles per day round trip</p> <p>Difference = 8 miles per day round trip</p> <p>Total miles per week = 40 miles</p> <p>X 45 weeks = 1,800 additional miles per annum @ reserve rate £0.28* = <b>£504.00</b></p>	<p>£504.00/ 12 =</p> <p><b>£42.00</b> Travel Protection to be paid each month**</p>
2	3	6 miles	10 miles	12 miles per round trip plus car parking fee	<p>20 miles per day round trip</p> <p>Difference = 8 miles per day round trip</p> <p>Total miles per week = 24 miles</p> <p>X 45 weeks = 1,080 additional miles per annum @ reserve rate £0.28* = <b>£302.40</b></p>	<p>£302.40/ 12=</p> <p><b>£25.20</b> Travel Protection to be paid each month**</p>

3	5	6 miles	10 miles via Mersey Tunnel	12 miles per round trip plus car parking fee	20 miles per round trip via Mersey Tunnel Difference = 8 miles per day per round trip Total miles per week= 40 miles x 45 weeks = 1,800 additional miles per annum @ reserve rate £0.28* = <b>£504.00</b> Plus Tunnel Tag fee = £2.60 per day per week= £13.00 x 45 weeks = <b>£585.00</b> <b>Overall Total £504.00 + £585.00 = £1089.00</b>	£1089.00/12= <b>£90.755</b> Travel Protection to be paid each month**
4	5	3 miles	8 miles via Mersey Tunnel	6 miles per day round trip plus car parking fee	Preferred option to utilise public transport= £67.70 Monthly Rail Ticket /4=£16.93 x 45 = <b>£761.63</b> per annum ----- Old base = 6 miles per day Total miles per week =30 miles x 45 weeks = 1350 miles per annum @ reserve rate £0.28* = <b>£378.00</b> Monthly car park fee = £8 x 12 = <b>£96.00</b> Previous Total Cost = £378+ £96.00 =	£287.63/12= <b>£23.97</b> Travel Protection to be paid each month **



THE CLATTERBRIDGE CANCER CENTRE NHS FOUNDATION TRUST

					<p><b><u>£474.00</u></b></p> <p>-----</p> <p>New base = £761.63 for rail ticket cost</p> <p>-----</p> <p>Difference = £761.63 - £474.00 = <b><u>£287.63</u></b></p>	
5	5	/	/	£54.10 monthly rail ticket	<p>£67.70 monthly rail ticket</p> <p>New Ticket Cost = £67.70 x 12 = £812.40</p> <p>Old Ticket Cost = £54.10 x 12 = £649.20</p> <p>Difference = £812.40 - £649.20 = <b><u>£163.20</u></b></p>	<p>£163.20/12=</p> <p><b><u>£13.60</u></b> Travel</p> <p>Protection to be paid each month**</p>
6	5	/	/	£62.80 monthly bus ticket	<p>£79.80 monthly bus and rail ticket</p> <p>New Ticket Cost = £79.80 x 12 = £957.60</p> <p>Old Ticket Cost = £62.80 x 12 = £753.60</p> <p>Difference = £957.60 - £753.60 = <b><u>£204</u></b></p>	<p>£204/12 =</p> <p><b><u>£17.00</u></b> Travel</p> <p>Protection to be paid each month**</p>

\*subject to change in line with Agenda for Change rates

\*\* subject to tax, NI contributions

### Appendix 3 – Travel Protection Claim Form

SECTION 1 – EMPLOYEE DETAILS	
Forename:	
Surname:	
Assignment Number:	
Job Title:	
Department:	
Home Address:	
Post Code:	

SECTION 2 – PLACE OF WORK			
Old Place of Work Address (include postcode):			
New Place of Work Address (include postcode):			
Number of days worked in an average week:		Date of Transfer/ Change:	D D M M Y Y Y Y

**Section 3 – CURRENT TRAVEL DETAILS**

**Please provide details of your journey from home to your old place of work**

<b>Private Car:</b>	Number of miles home to work:		Number of miles work to home:	
	Toll charges home to work:		Toll charges work to home:	
<b>Private Motor Cycle:</b>	Number of miles home to work:		Number of miles work to home:	
	Toll charges home to work:		Toll charges work to home:	
<b>Pedal Cycle:</b>	Number of miles home to work:		Number of miles work to home:	
<b>Walk:</b>	Number of miles home to work:		Number of miles work to home:	
<b>Public Transport - Bus:</b>	Fare price home to work:		Fare price work to home:	
	Monthly Fare Cost:		Zone Areas (see appendix 5):	
<b>Public Transport – Train:</b>	Fare price home to work:		Fare price work to home:	
	Monthly Fare Cost:		Zone Areas (see appendix 5):	
<b>Public Transport – Ferry:</b>	Fare price home to work:		Fare price work to home:	
	Monthly Fare Cost:		Zone Areas (see appendix 5):	
<b>Provide any further details of journey to support your claim:</b>				

**Section 4 – NEW TRAVEL DETAILS**

**Please provide details of your journey from home to your new place of work**

<b>Private Car:</b>	Number of miles home to work:		Number of miles work to home:	
	Toll charges home to work:		Toll charges work to home:	
<b>Private Motor Cycle:</b>	Number of miles home to work:		Number of miles work to home:	

	Toll charges home to work:		Toll charges work to home:	
<b>Pedal Cycle:</b>	Number of miles home to work:		Number of miles work to home:	
<b>Walk:</b>	Number of miles home to work:		Number of miles work to home:	
<b>Public Transport - Bus:</b>	Fare price home to work:		Fare price work to home:	
	Monthly Fare Cost:		Zone Areas (see appendix 4):	
<b>Public Transport - Train:</b>	Fare price home to work:		Fare price work to home:	
	Monthly Fare Cost:		Zone Areas (see appendix 4):	
<b>Public Transport - Ferry:</b>	Fare price home to work:		Fare price work to home:	
	Monthly Fare Cost:		Zone Areas (see appendix 4):	
<b>Provide any further details of journey to support your claim:</b>				

SECTION 5 – AUTHORISATION				
I confirm the information I have provided above is accurate and represents the actual journey I take each day.				
<b>Signature:</b>		<b>Date:</b>	D D M M Y Y Y Y	
<b>After completion please send to your line manager for approval.</b>				

SECTION 6 – MANAGER AUTHORISATION				
I confirm the information above is correct to the best of my knowledge				
<b>Print Name:</b>		<b>Job Title:</b>		
<b>Signature:</b>		<b>Date:</b>	D D M M Y Y Y Y	
<b>After completion please send to <a href="mailto:workforce@clatterbridgecc.nhs.uk">workforce@clatterbridgecc.nhs.uk</a> or hand in to the Resourcing and Information Team in the JKD Building who will process the protection claim.</b>				

**Appendix 4 – Change to Travel Protection Form**

<b>SECTION 1 – EMPLOYEE DETAILS</b>	
<b>Forename:</b>	
<b>Surname:</b>	
<b>Assignment Number:</b>	
<b>Job Title:</b>	
<b>Department:</b>	
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Date of Change:</b>	

<b>SECTION 2 – CHANGE DETAILS:</b>				
<b>Change Reason:</b>	<b>New Home Address:</b>		<b>New Method of Travel:</b>	
	<b>Working Days:</b>		<b>Other (provide details below):</b>	
<b>New Home Address:</b>				
<b>New Post Code:</b>				
<b>New number of days worked in an average week:</b>				

**Section 3 – NEW TRAVEL DETAILS**

Please provide details of your new journey from home to your place of work

<b>Private Car:</b>	Number of miles home to work:		Number of miles work to home:	
	Toll charges home to work:		Toll charges work to home:	
<b>Private Motor Cycle:</b>	Number of miles home to work:		Number of miles work to home:	
	Toll charges home to work:		Toll charges work to home:	
<b>Pedal Cycle:</b>	Number of miles home to work:		Number of miles work to home:	
<b>Walk:</b>	Number of miles home to work:		Number of miles work to home:	
<b>Public Transport - Bus:</b>	Fare price home to work:		Fare price work to home:	
	Monthly Fare Cost:		Zone Areas (see appendix 4):	
<b>Public Transport – Train:</b>	Fare price home to work:		Fare price work to home:	
	Monthly Fare Cost:		Zone Areas (see appendix 4):	
<b>Public Transport – Ferry:</b>	Fare price home to work:		Fare price work to home:	
	Monthly Fare Cost:		Zone Areas (see appendix 4):	
<b>Provide any further details of journey to support your claim:</b>				

**SECTION 4 – AUTHORISATION**

I confirm the information I have provided above is accurate and represents the actual journey I take each day.

<b>Signature:</b>		<b>Date:</b>	<b>D D M M Y Y Y Y</b>						

After completion please send to your line manager for approval.

**SECTION 5 – MANAGER AUTHORISATION**

I confirm the information above is correct to the best of my knowledge

<b>Print Name:</b>		<b>Job Title:</b>																	
<b>Signature:</b>		<b>Date:</b>	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y												

After completion please send to [workforce@clatterbridgecc.nhs.uk](mailto:workforce@clatterbridgecc.nhs.uk) or hand in to the Resourcing and Information Team in the JKD Building who will process the protection claim.

## Appendix 5

<https://www.merseyrail.org/tickets-passes/area-zone-calculator.aspx>

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Author: Lauren Moreton	Authorised by: Strategic Partnership Forum		Copy No:



## Appendix B

Expense Item	COUNT of Expense Item	SUM of Total	SUM of VAT	SUM of NET
Business Mileage		7517	£112,543.72	£112,543.72
Home to Base Mileage		318	£2,042.43	£2,042.43

## Appendix C

<b>Expense Item</b>	<b>COUNT of Expense Item</b>	<b>SUM of Total</b>	<b>SUM of VAT</b>	<b>SUM of NET</b>
Train Ticket	766	£28,388.46	£0.00	£28,388.46
Bus/Tram Fares	257	£3,335.64	£0.00	£3,335.64
Taxi	084	£1,921.88	£0.00	£1,921.88
Flight	006	£1,054.18	£0.00	£1,054.18
Tube/Underground/Metro	024	£185.82	£0.00	£185.82
Ferry Fares	001	£3.60	£0.00	£3.60