

Travel and Expenses Policy

November 2015

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POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on Internet
2.0	Pennie Furneaux, Policy and Assurance Manager	Fitness to drive Hold current MOT Business Mileage insurance Valid Driving license	SMT	

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01904 555 870 or valeofyork.contactus@nhs.net

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1.0 POLICY

1.1 POLICY STATEMENT

Travel is an integral part of the work of many of CCG staff and it is right that expenses incurred in travelling should be reimbursed.

Sections 17 & 18 of the Agenda for Change NHS Terms & Conditions of Service Handbook provides for the reimbursement of staff for mileage allowances and subsistence cost. To view the Agenda for Change NHS Terms & Conditions of Service Handbook go to the NHS Employers web site at www.nhsemployers.org and look for the terms of conditions handbook.

The purpose of this policy is to provide:

- A structured framework to claiming travel expenses
- Practical guidance to staff and managers on process and procedure
- To ensure that travel expenses are claimed in a consistent, accurate and timely way.
- Guidance on mileage allowance

This policy and procedure is for employees on Agenda for Change terms and conditions and does not cover:

- Non-Executive Board Members (please refer to NHS Appointments Commission sheet no. 01/04)
- Medical Staff

2.0 ENGAGEMENT

In developing this policy the following groups were consulted:

- Joint Trade Union Partnership Forum/ Policy Development Group;
- Senior Management Team; and
- NHS VoY CCG staff via the CCG newsletter and publishing the draft policy on the intranet for feedback/comment.

3.0 IMPACT ANALYSES

Equality

- 3.1 As a result of performing the screening analysis, the policy does not appear to have any adverse effects on people who share Protected Characteristics and no further actions are recommended at this stage. The results of the screening are attached at Appendix 6.

Sustainability

- 3.2 A Sustainability Impact Assessment has been completed for this policy and is attached at Appendix 7.

Bribery Act

- 3.3 The Bribery Act is relevant to this policy. Under the Bribery Act it is a criminal offence to:

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

3.4 These offences can be committed directly or by and through a third person and other related policies and documentation (as detailed on the CCG intranet) when considering whether to offer or accept gifts and hospitality and/or other incentives.

3.5 Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice should refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist.

4.0 SCOPE

4.1 The policy applies to all CCG staff.

5.0 PRINCIPLES

The purpose of this policy and procedure is to outline the rules set out by the Commissioning Support Unit for the reimbursement of travel and expenses that are necessarily incurred by any individual engaged on business approved by the organisation.

5.1 The primary purpose of travel and subsistence allowances is to reimburse the necessary costs of meals, accommodation and travel arising as a result of official duties away from home.

5.2 The rates and conditions are, where appropriate those set out in the relevant Terms and Conditions Handbooks, or otherwise agreed by the organisation.

5.3 This document is mandatory and applies to all staff on Agenda for Change Terms and Conditions and interview candidates.

5.4 Any abuse of this policy will be investigated and may result in disciplinary action being taken.

5.5 Travel and expenses claims are subject to Tax and National Insurance Liabilities as detailed in Appendix 1.

6. TRAVEL EXPENSES

6.1 ELIGIBLE MILES

Staff will be reimbursed for miles travelled in the performance of their duties for the CCG which are in excess of the home to agreed work base return journey. Eligible miles are normally those travelled from the agreed work base (West Offices, Station Rise, York, YO1 6GA) and return. However when the journey starts at a location other than the agreed work base e.g. home, the eligible miles will be as set out in Appendix 2. The CCG recommends that all staff calculate their mileage using <https://www.google.co.uk/maps> in order for consistent mileage calculations.

6.2 MANAGER RESPONSIBILITIES

6.2.1 Line managers will ensure that all new employees have a valid driving licence, valid business car insurance and a valid MOT when authorising employees' car user forms.

6.2.2. Employees have the responsibility to ensure the CCG is provided with any renewal documentation for their driving licence, MOT and car insurance. HR will also perform quarterly

checks to ensure compliance with this. Copies of these documents will be kept in your personal file.

6.2.3 Employees will not be able to submit claims until all the relevant documentation has been provided.

6.2.4. If an individual provides false documentation this will be dealt with under the relevant Disciplinary Policy and the Anti-Fraud and Bribery Policy.

6.3 STAFF RESPONSIBILITIES

6.3.1 Drivers should ensure that they are physically fit to drive and have regular eye tests where appropriate. Drivers should report to their line manager any illness or condition that may affect the safe driving of their vehicle.

6.3.2 Drivers are forbidden to drive any vehicle on CCG business whilst under the influence of alcohol or any controlled substance. The CCG policy on Alcohol and Substance Abuse is available on the intranet.

6.3.3 The insurance cover for any vehicle used should be fully comprehensive, including cover for usage on CCG business.

6.3.4 Drivers must hold a current driving licence which entitles them to drive in the UK. All holders of foreign driving licences should report to the DVLA and hold a provisional UK licence and take a UK test within the specified period of time.

6.3.5 Drivers have a responsibility to advise their insurance company of any change in their licence and penalty points. Drivers should similarly inform their line manager of any driving offences which may lead to the loss of their licence and affect their ability to drive on CCG business.

6.3.6 The MOT certificate should be current and made available for inspection on request.

6.3.7 The CCG recommends that vehicle users are members of an approved breakdown and recovery service, which covers the vehicle being driven whilst at work.

6.3.8 The CCG will not reimburse any fines for parking, speeding or other motoring offences whilst travelling on CCG business.

6.4 CAR ALLOWANCE

All car mileage will be reimbursed at one of two Standard Rates for car drivers registered with the CCG regardless of the vehicle size. The mileage rate is dependant on car usage (see Appendix 2).

6.5 RESERVE RATE

Any member of staff who does not register their vehicle with the Clinical Commissioning Group (CCG) will be reimbursed at the Reserve Rate for any mileage claimed. The reserve rate is also implemented for specific reasons for travel such as – excess mileage due to NHS merger or organisational change, temporary moves or secondment attending training courses or for call out.

6.6 LEASE CARS/SALARY SACRIFICE

The CCG doesn't currently have a lease car scheme however the CCG are currently looking to introduce a salary sacrifice scheme for staff. Further details will be given once available

6.7 MOTORCYCLE ALLOWANCE

Members of staff using a motorcycle for official journeys will be reimbursed a mileage rate as set out in Appendix 3

6.8 PEDAL CYCLES

Members of staff using a pedal cycle for official journeys will be reimbursed a mileage rate as set out in Appendix 3

6.9 PASSENGER RATE

When members of staff travel together on Trust business and separate claims would otherwise be made, the driver may claim a passenger allowance as set out in Appendix 1. The name and designation of all passengers must be shown on the claim form. Passenger allowance is not payable to lease car drivers.

6.10 EXCESS MILEAGE

Where there is a compulsory requirement for an employee to change their base of work on a temporary or permanent basis e.g. a merger of NHS employers, acceptance of another post as an alternative to redundancy, change of work base, the employee may be reimbursed their extra daily travelling expenses for a period of four years from the date of transfer. Mileage will be reimbursed at the reserve rate or through the submission of receipts, the cost of public transport. Excess mileage authorisation form is set out in Appendix 4.

If a member of staff who is claiming excess travel subsequently moves home they must complete a new Excess Travel Authorisation Form in order that the new mileages may be calculated and adjusted accordingly.

6.11 BULKY EQUIPMENT

Where, at the requirement of the employer, an employee carries heavy or bulky equipment in a private car, an allowance at the rate specified in Appendix 3 for journeys on which the equipment is carried. (The equipment must be either of a weight that is unreasonable to be carried or alter the seating capacity of the vehicle).

6.12 CCG PROCESS FOR TRAVEL AND ACCOMMODATION

The CCG has a process in place to obtain rail and air travel and accommodation through Redfern Travel for staff. Any general enquiries and requests for travel and accommodation should be made directly with the Business Support Manager or one of the Team Administrators. All requests need to be emailed stating the dates, required times and reason for travel and accommodation with line manager authorisation. First class travel is not permitted.

6.13 TRAINS

As previously stated, a member of the Admin Team will be able to book train tickets as requested. Times for travel need to be agreed that is cost effective. If the train times have to change due to the needs of the business and incur a cost to the individual, this can be claimed back. If the times change from the agreed times on booking due to personal circumstances, this would be a cost to the individual and cannot be claimed back.

6.14 TAXI

These are not normally payable. However, where the approving line manager is satisfied that the extra expense was justified by the overall economies obtained or by the lack of practicable alternatives then these will be paid. A note of the exceptional circumstances should be included in the additional details box. Receipts must be obtained and attached to the claim.

6.15 CITY CARS (CITY OF YORK COUNCIL)

City Car Club offers a cost-effective, hassle-free and greener alternative to car ownership and traditional vehicle hire in York. City Car Club vehicles are located in designated parking bays across the city and can be reserved by the hour, day or as long as necessary. There are a range of vehicles available, from small city cars and estate cars to 7 seat cars and vans.

The City Car club is not normally payable. However, where the approving line manager is satisfied that the extra expense was justified by the overall economies obtained or by the lack of practicable alternatives then these will be paid. With regards to cancellation, if the car which has been booked is a standard Pay as You Go vehicle then it can be cancelled for free as long as the cancellation occurs 5 hours before the start time of the reservation. If the cancellation occurs within 5 hours of the scheduled start time then the CCG are liable to pay the cost of the time the vehicle is reserved up to a maximum of £30.00. If the late cancellation is due to a last minute meeting cancellation, the CCG will cover this charge however if the cancellation is due to other circumstances then this will be a cost to the individual. Receipts must be obtained and attached to the claim. City Cars costs and Terms and Conditions are attached in Appendix 5.

7.0 SUBSISTENCE

Any member of staff who is required to be away from home for business purposes may claim for additional costs that are incurred, up to the limits set by the CCG. Claims will be reimbursed on the basis of original receipts that must be attached to all claims. Copy receipts are acceptable if agreed by line manager but these payments will be subject to income tax deductions. The organisation will not pay for the cost of any alcoholic beverages.

7.1 Day Meals Subsistence

Lunch costs will be reimbursed up to a maximum amount of £5.00. To qualify claimants must have been absent from work on official CCG business and be more than 5 miles away from their base for more than 5 hours including the lunchtime period 12:00pm to 2:00pm. Itemised receipts must be provided – a credit / debit card receipt on its own is not sufficient

Evening Meal costs will be reimbursed up to a maximum of £15.00. To qualify, claimants must have been absent from work on official CCG business and be more than 5 miles away from their base for more than 10 hours and have been unable to return to base or home before 7.00pm. Itemised receipts must be provided – a credit / debit card receipt on its own is not sufficient.

Note: the cost of alcoholic drinks will not be reimbursed

7.2 Night Subsistence

When an employee stays overnight in a hotel, guesthouse or other commercial accommodation the overnight receipted cost for bed and breakfast will be reimbursed at the following rates:

Outside London £85.00 per night
Inside London £120.00 per night

These are maximum limits and if an individual chooses to upgrade or use more expensive accommodation, when accommodation at these rates. In exceptional circumstances where accommodation is not available within the agreed limit, the employee should seek the most competitive rates and ensure that these are approved by the line manager prior to the expenditure being incurred. Any claims that exceed the agreed limit must be clearly noted to show that prior approval for the expenditure has been given.

Incidental expenses allowance (this allowance is subject to a tax liability) –
Per 24 hour period: £4.20

Late night duties allowance (this allowance is subject to a tax liability) –
Per 24 hour period: £3.25

8.0 OTHER EXPENSES

8.1 EXPENSES OF CANDIDATE FOR APPOINTMENT

Agreement to pay candidates interview expenses must be approved with the appointing officer prior to interview. The appointing officer is responsible for informing candidates of the process and handling the associated internal administration. Candidates must complete a Travel and Expenses Claim Form and Registration Form in order to facilitate payment. Payments will be made by BACS through the payroll system, never by cash. Reimbursement of expenses shall not be made to employees who withdraw their application or refuse an offer of appointment.

8.2 RELOCATION EXPENSES

Please refer to local CCG Relocation Expenses Policy.

8.3 REIMBURSEMENT OF SUNDRY EXPENSES

In exceptional circumstances it may be necessary for a member of staff to purchase sundry items which may be required in order to carry out their duties. The budget manager must give prior approval for all such expenditure and original receipts must accompany the claim for reimbursement. The Clinical Commissioning Group would not expect sundry items to be purchased if they could be obtained through the normal purchasing procedure.

9.0 PROCEDURE

9.1 TRAVEL AND EXPENSES CLAIMS FORM SUBMISSION AND AUTHORISATION If the employee has completed the vehicle section of the HR2 form, the HR9 form will need to be completed on a monthly basis for any business mileage that the candidate needs to claim back. The form can be found on the shared drive in the Admin folder.

The HR9 form will need to be authorised by the budget holder for the department the employee works for. It is the responsibility for individuals to submit their own expenses to Victoria Pay Services. It is necessary for all employees to keep a copy of the completed and signed form in case of errors. The travel claim and Salary Claim Forms can be emailed to Victoria Pay Services at:

sht-tr.CCGworkflownotifications@nhs.net

The Subject Field MUST state: VPD number (eg. 987), assignment number, claim form name (eg. Salary Claim) and the scanned document MUST be a PDF file. See Appendix 5.

If an employee needs to add a vehicle which wasn't added to the vehicle section of the HR2 form, the employee will need to complete the HR3 form. This form allows employees to add/amend/delete vehicle details to enable claims to be processed for that vehicle and to change user type. This form will need to be authorised by the budget holder of their department before a claim can be made.

9.2 METHODS OF PAYMENT

Expenses payments will be made monthly with salary payments. All completed claim forms should be submitted by a particular date each month to ensure that a BACS payment is made to the employee that month. Please see Finance to check the date for the relevant month. Any forms received after that date will mean that the employee is paid in the following month. Payment will be withheld or delayed if the necessary documentation is not completed and appropriate procedures followed. It is the Budget Holder's responsibility to ensure that staff are made aware of the correct procedure to follow for the claiming of expenses.

All claims should be made within 3 months of the expense taking place. Failure to do so may result in the claim being forfeited. The Chief Financial Officer will make a decision based on the facts available and their decision shall be final.

9.3 EXEMPTIONS

There will be no reimbursement of:

- 9.3.1 Parking fines
- 9.3.2 Speeding fines
- 9.3.3 A contribution towards vehicle running costs or additional personal motoring costs, (the mileage allowance is set at a level to include this)
- 9.3.4 The CCG forbids the use of handheld mobile phones whilst driving.

10 TRAINING AND AWARENESS

- 10.2 In This policy will be published on the CCG's website and will be available to staff on the organisation's intranet.
- 10.3 The policy will be brought to the attention of all new employees as part of the induction process. Further advice and guidance is available from the Policy and Assurance Manager.

11.0 MONITORING AND REVIEW

This Policy is subject to frequent review in line with Agenda for Change NHS Terms and Conditions of Service in line with the publication of the AA Guides indicating motoring costs. Amendments to mileage allowances will only take place if rates increase or decrease by 5%.

Date of review	Date of impact
November 2013	January 2014
April / May 2014	July 2014
November 2015	December 2015

In addition the policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

The implementation of this policy will be audited on an annual basis by the CSU Leadership

Team and reported to the CSU Transition Team on a six monthly basis.

12.0 ASSOCIATED POLICIES

- Local Anti-Fraud, Bribery and Corruption Policy
- Disciplinary Policy
- Agenda for Change Handbook

13.0 CONTACT DETAILS

Strategy and Assurance Manager

Helena Nowell

Telephone: 01904 551674

Email: valeofyork.contactus@nhs.net

Address: NHS Vale of York Clinical Commissioning Group, West Offices, Station Rise, York. Y01 6GA

Appendix 1 - Tax and National Insurance Liabilities – From 1st July 2013

For details of HM Revenue and Customs guide to personal Taxable Allowances and Rates
www.hmrc.gov.uk

Mileage reimbursement is a „payment“ from your employer that can be subject to tax and national insurance deductions on the whole amount. However if the payment is clearly for costs incurred in the performance of an employee’s duties then tax relief can be obtained.

If you are reimbursed for travel that is not considered to have been undertaken in the course of an employee’s duties, then there will be no tax relief available and the full amount will be considered as income and subject to tax and national insurance accordingly.

HMRC operate an Approved Mileage Allowance Payment (AMAP) which enables tax free reimbursement. Table 1 below provides information for the tax year 2013/14 as an example for guidance only as these may be revised at any time dependent on government policy.

The total miles travelled, regardless of the rate at which they are reimbursed, will be reported to the Inland Revenue at the end of the financial year in order that taxable benefit can be calculated. The taxable benefit will feature on each employee's P11D if you are not covered under the taxed at source arrangement.

Table 1 –
AMAP rates

Type of vehicle	Tax year
Cars up to 10,000 miles	45p per mile
Cars over 10,000 miles	25p per mile
Motorcycle	24p per mile
Bicycle	20p per mile

Any queries relating to your tax position should be directed to your local tax office

Type of payment	Tax liability	National Insurance liability
Business Miles	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your CSU.	Deducted on profit element of mileage
Reserve Rate	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your CSU.	Deducted on profit element of mileage

Excess travel	<p>If the change of base is permanent there is a liability for tax which will be deducted from pay.</p> <p>There is no liability if the change is temporary for less than 24 months.</p>	As with tax
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Type of payment	Tax liability	National liability	Insurance
Passengers	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your CSU.	No liability	
Pedal Cycles	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your CSU.	No liability	
Course/Study Travel (now Reserve Rate)	The tax free allowance is deducted from the amount paid and tax is due on the balance, this is reported on the P11d or Taxed at Source (TAS) in-line with the individual arrangement for your CSU	No liability	
Home to base travel	There is a liability for tax which will be deducted from pay.	As with tax	
Other travelling expenses eg parking, toll charges	Provided that these are supported by receipts there is no tax liability	As with tax	
Subsistence and other reimbursements	Provided that the expense is receipted and is a reimbursement of amounts actually paid, there is no tax liability	As with tax	
Relocation Expenses	Tax free up to £8,000 provided that expenditure falls within the categories set out in the Inland Revenue Regulations.	As with tax	



Appendix 2 - Eligibility Mileage

Eligible mileage – illustrative example		
In this example the distance from the employee's home to the agreed base is 15 miles		
Journey (outward)	Distance	Eligible miles
Home to base	15 miles	None
Home to first call	Less than 15 miles	Eligible mileage starts after 15 miles have been travelled
Home to first call	More than 15 miles	Eligible mileage starts from home, less 15 miles
Journey (return)		
Last call to base		Eligible mileage ends at base
Last call to home	Less than 15 miles	Eligible mileage ends 15 miles from home
Last call to home	More than 15 miles	Eligible mileage ends 15 miles from home



Appendix 3 – Mileage Rates

Rates will be reviewed twice a year April / May (to match release of AA Guides) and again in November. Should rate calculation amend mileage costs either up or down by 5% this will be amended to affect mileage claims from July onwards (after April/May) or January (following November). These rates are correct at the time of policy approval but are subject to change in line with the agenda of change review.

Type	Standard Rate Up to 3500 miles	Standard rate Over 3500 miles	Reserve Rate All eligibility miles	All Eligibility miles
Car	56p	20p	28p	
Motor Cycle				28p
Pedal				20p
Passenger				5p
Bulky				3p



Appendix 4 - AUTHORISATION TO CLAIM EXCESS MILEAGE

“Where there is a compulsory requirement for an employee to change their base of work on a temporary or permanent basis e.g. a merger of NHS employers, acceptance of another post as an alternative to redundancy, change of work base, the employee may be reimbursed their extra daily travelling expenses for a period of four years from the date of transfer. Mileage will be reimbursed at the reserve rate or through the submission of receipts, the cost of public transport.”
 Travel & Expenses Policy Para 3.11

This form is to be completed by the claimant and authorised by their line manager.

Name	
Home Address	
Old Base	
New Base	
Date of Change	
Protection Period dates	

EXCESS MILEAGE CALCULATION

Daily return mileage from home to present base	
Daily return mileage from home to future base	
Excess miles (difference between present and future return mileage)	

I attend work at present on.....occasions each week and will be attending for work at my new base on.....occasions each week.

I certify that the above information is correct and accurate.

Claimant's signature _____ Date _____

Authorising Manager signature _____ Date _____



Appendix 5 – COMPLETING THE FORM

Form can be found by clicking [here](#).

Travel and Subsistence Guidance Form Processing Criteria

The email address which is now available for submission of time sheets; travel claim and Salary Claim Forms to – Victoria Pay Services - sht-tr.CCGworkflownotifications@nhs.net The Subject Field MUST state: VPDnnn (eg. 987), assignment number, claim form name (eg. Salary Claim etc) and the scanned document MUST be a PDF file.

Postal address is:

Victoria Pay Services
Coleridge House
Northern General Hospital
Herries Road
Sheffield
S5 7AU

Victoria Pay Services will apply the following criteria when checking forms before input. If the complete form doesn't comply it will be returned to you or your manager. If it's returned then the earliest payment for the hours claimed will be the following month.

- Your assignment number must be entered on the form
- All columns should be totalled
- Month and Year should be completed in full
- Must be signed by the employee
- Must be signed by the manager
- No correction fluids should be used. Any amendments should be made by neatly crossing out the error and correcting.
- Any corrections should be INITIALLED by the manager
- Forms should be submitted in line with local cut offs
- Receipt (Authorised by Manager) If this section has been ticked by your manager, then you do not need to send receipts to Victoria Pay Service but you must keep the original receipts themselves in case of any queries.

Your Information

Please ensure that all details are completed before submitting the form to your manager. Failure to do so could result in delays in payment

Month of – enter the month the miles were travelled/expenses incurred in full format e.g. January

Year – enter the year in the format YYYY e.g. 2013

Assignment No – you will find this on your wage slip. Assignment number will always start with your employee number. If you have multiple posts within the organisation, your assignment number for each post will be different.

Department– This should be as it appears on your wage slip.

Job Title – This should be as it appears on your wage slip.

Home Postcode - Enter the post code of your home address

Work Base - Enter the name and postcode of your work base in this box

Dr's and Dentists (non AfC only) - put 'X' if you are within the remit of the Doctors and Dentists Review body and not AfC (travel rates remain unaffected) Indicate whether you are a Regular or Standard car user.

NHS England Salary Sacrifice - Lease Car - Put 'X' if you are a Lease car user.

CAR- Put 'X' if you are a car user. Leave blank if you are lease car user.

LEASE CAR USER- Put 'X' if you are a lease car user.

Lease Car Odometer Reading- If you have ticked Lease Car then you must quote the odometer reading of the lease car at the end of the claim period

Date

Should be entered as DD-MM-YY e.g. 25-01-2010

Details of Journey

Enter the full details of the journey including starting point, destination and any stages in between. It should detail the reason for the journey.

Miles

Normal day to day business miles occurred performing business related activities applicable to your job. Enter the number of business miles. This is a standard rate for all car users. For journeys starting/finishing from home deduct your Home to Base Mileage.

Excess Miles

If your original contracted base has changed and your HR30 Excess Mileage Agreement has been authorised. The difference between your original base and the excess miles you incur to travel to your new base.

Training Miles (Reserve Rate)

Enter the number of miles travelled. This is paid at the reserve rate for all car users. For journeys starting/finishing from home deduct your Home to Base Mileage.

Passengers

Enter details of any passengers that you are transporting for the same purpose of the journey. You should include their name and the number of miles for which they travelled with you.

Bulky Equipment

Enter the number of miles travelled for which bulky equipment transported. For journeys starting/finishing from home deduct your Home to Base Mileage.

Subsistence/Other Expense.



As with journeys you should provide sufficient detail to support the payment of any subsistence or other expense claim. You need to enter the date from and to as well as the £ and pence cost. Parking costs should be claimed in this section. Receipts must accompany claims in this column.

Always consult the Intranet for the most up to date guidance documents

Summary SECTION 17 of Agenda for Change Terms and Conditions

You are required to indicate on this form, the type of user you are. As of 1st July 2013 all car users (except lease car users) will be paid the same rate.

Summarised below is section 17 of the Agenda For Change Terms and Conditions; the full version is available from this website: <http://www.nhsemployers.org/PayAndContracts/AgendaForChange/Pages/Afc-Homepage.aspx>

If you use a Lease Car (not obtained as part of the salary sacrifice scheme) then put 'X' in LEASE CAR USER and complete FOR LEASE CAR USERS - ODOMETER READING box

Business Mileage Rate

The new single rate for all car users regardless of engine size is 67p per mile:

- Reduces to 24p per mile after 3,500 miles;

This rate applies to employees who have a Lease Car through the NHS Lease car salary sacrifice scheme Reserve Mileage Rate.

Similar to old Public Transport Rate, used for:

- Return to work after normal working day
- Excess mileage on change of base
- When public transport is deemed more appropriate
- Some study leave
- Lease Car Mileage - This is variable and refers to those who have a non-salary sacrifice car agreement

Training Mileage

- Business mileage rate when attending courses, conferences, events at employer's instigation
- Reserve mileage rate when attendance is not required by employer

Method of Calculation

- No changes if journeys start and finish at base
- Where journeys start and finish at home no longer use ""triangle method"" - Normal Home to Base miles are deducted from journey actually undertaken

Public Transport Excess Travel receipts

Use this rate when you are using Public Transport instead of your own vehicle as per your HR30 Excess mileage agreement. This column is used for submitting receipt values and not miles.

Appendix 5 - CYC Pool Car Scheme – Terms and Conditions of Use



Costs

City Car Club Journeys are currently charged at £3.80 per hour booked and 23p/mile travelled during the booking

CYC Pool Car Scheme – Terms and Conditions of Use

1. CYC Pool Cars are provided by Enterprise Car Share and the City Car Club and are fully managed and maintained by the relevant organisation.
2. CYC Pool Cars are provided only to enable City of York Council employees to travel for purposes relating to their job role.
3. No personal use of CYC Pool Car vehicles is permitted. Any person who uses any of the vehicles for private use will be subject to disciplinary action.
4. The CYC Pool Car scheme relies on the sharing of the vehicles across the authority. In order to make the CYC Pool Car Scheme cost effective, utilisation rates for each of the vehicles must be kept as high as possible therefore users must:
 - Cancel any booking, made in advance, which is no longer required so that another member of staff can make use of the vehicle.
 - Not book any vehicle for a time period which is significantly longer than the length of time which they actually require the vehicle.
 - End their booking early when they have finished using the vehicle before the scheduled finish time.

Rethinking Travel will monitor Management Information regarding vehicle utilisation rates for all available CYC Pool Cars and reserve the right to investigate and penalise instances where efficiency rates have been impacted by users not following these guidelines.

5. The cost of each pool car journey will be comprised of a charge for the amount of time the vehicle is in use and the total distance covered during the journey. A minimum time charge of 30 minutes will be applied for each journey. Bookings not used but also not cancelled will be subject to the time charge for the whole of their booking.
6. CYC Pool Car vehicles should not be used for journeys totalling more than 80 miles or in circumstances where the vehicle will be away from its designated parking space overnight. Journeys outside of these restrictions should be planned in advance and discussed with the rethinking travel team to determine the best form of travel for your journey.

7. CYC Pool Cars must only be driven by the individual who books the vehicle. Any incidents/accidents occurring during use of the vehicle will be the responsibility of the individual who is registered as booking the vehicle.
8. All members of staff who wish to use an Enterprise Car Share vehicle must supply Rethinking Travel with a digitised, colour scan of their driving licence (including both sides of photo ID card and paper counterpart if applicable) which has been signed and dated as verified by their line manager to the CYC Driving Licence Scan mailbox before their first use of the vehicles.
9. Users should treat the vehicles with respect and leave them in a condition in which they would expect to find them.
10. Any changes to a user's driving licence such as endorsements or change of personal details must be passed to the user's line manager immediately so that the changes can be recorded as required.
11. All vehicle users must complete the pre use vehicle safety checks indicated on the laminated sheet contained within the vehicle before commencing their journey. Any issues or defects must be reported to the service provider immediately before use of the vehicle begins.
12. When parked and left unattended during a booking the vehicle must be fully locked with no valuables or equipment left in plain view.
13. All CYC Pool Car vehicles must be returned to their designated parking bay at the end of the users booking. If the designated bay is unavailable, the driver must contact the relevant Help Line immediately to inform them of the situation and take their recommended advice for leaving the vehicle in another location.
14. All vehicle users should ensure that the fuel level in the vehicle at the end of their booking should be no less than $\frac{1}{4}$ full to avoid inconvenience for subsequent users. Fuel cards are provided in all CYC Pool Car vehicles in order to allow users to refuel at most petrol stations during the course of their journey.
15. If the driver of the vehicle is delayed in returning the CYC Pool Car they are using to its designated parking bay at the end of their booking, they must contact the relevant Help Line as soon as possible to advise of the estimated time of arrival to allow amendments for subsequent use of the vehicle to be made.
16. In the event of an accident or breakdown, the driver of the vehicle must contact the relevant Help Line immediately on the contact number provided on the documents contained within the vehicle. Assistance will then be provided to aid your recovery/facilitate the continuation of your journey. On the staff members return to their office they must inform their line manager of the incident in the usual manner with claims forms being completed as required.
17. All equipment and personal belongings must be removed from the vehicle when it is returned to its designated parking bay.
18. Any speeding fines/parking tickets issued with reference to the vehicle are the responsibility of the driver recorded by the system as using the vehicle when the incident took place and all correspondence relating to the incident will be forwarded to that driver by the scheme provider.



making for everyone



APPENDIX 6: EQUALITY IMPACT ASSESSEMENT FORM

1.	Title of policy/ programme/ service being analysed
	NHS Vale of York Clinical Commissioning Group Travel and Expenses Policy
2.	Please state the aims and objectives of this work.
	The policy is to ensure that staff expenditure on business-related travel is reimbursed in an equitable, accurate and consistent manner.
3.	Who is likely to be affected? (e.g. staff, patients, service users)
	All CCG Staff.
4.	What sources of equality information have you used to inform your piece of work?
	The CCG encourages staff to complete an annual staff survey to share views and issues relating to all aspects of their work.
5.	What steps have been taken ensure that the organisation has paid <u>due regard</u> to the need to eliminate discrimination, advance equal opportunities and foster good relations between people with protected characteristics
	The analysis of equalities is embedded within the CCG's Committee Terms of Reference and is reported on an annual basis, in particular via the WRES (Workforce Racial Equality Standard) reporting arrangements.

6.	Who have you involved in the development of this piece of work?	
	<ul style="list-style-type: none"> • Policy and Assurance Manager • Strategy and Assurance Manager – Vale of York CCG Equality Lead • Vale of York CCG Senior Management Team • CSU HR Department • Joint Trade Union Policy Forum 	
7.	<p>What evidence do you have of any potential adverse or positive impact on groups with protected characteristics? (Refer to Table 2 - What do we mean by Impact)</p> <p>Do you have any gaps in information?</p> <p>Include any supporting evidence e.g. research, data or feedback from engagement activities</p> <p>(Refer to Table 1 - Embedding Equality into the Commissioning Cycle if your piece of work relates to commissioning activity to gather the evidence during all stages of the commissioning cycle)</p>	
	<p>The evidence the CCG use to monitor this policy is the annual staff survey. As the staff numbers have increased, the CCG ensure that we continue to monitor the information from the survey particularly with regards to protected characteristics.</p>	
<p>Disability People who are learning disabled, physically disabled, people with mental illness, sensory loss and long term chronic conditions such as diabetes, HIV)</p>	<p>Consider building access, communication requirements, making reasonable adjustments for individuals etc</p>	
<p>The policy should have a neutral impact on people with disabilities.</p>		
<p>Sex Men and Women</p>	<p>Consider gender preference in key worker, single sex accommodation etc</p>	



The policy should have a neutral impact.	
Race or nationality People of different ethnic backgrounds, including Roma Gypsies and Travellers	Consider cultural traditions, food requirements, communication styles, language needs etc
The policy should have a neutral impact	
Age This applies to all age groups. This can include safeguarding, consent and child welfare	Consider access to services or employment based on need/merit not age, effective communication strategies etc
The policy should have a neutral impact.	
Trans People who have undergone gender reassignment (sex change) and those who identify as trans	Consider privacy of data, harassment, access to unisex toilets & bathing areas etc
The policy should have a neutral impact.	
Sexual orientation This will include lesbian, gay and bi-sexual people as well as heterosexual people.	Consider whether the service acknowledges same sex partners as next of kin, harassment, inclusive language etc
The policy should have a neutral impact.	
Religion or belief Includes religions, beliefs or no religion or	Consider holiday scheduling, appointment timing, dietary considerations, prayer space etc



belief	
The policy should have a neutral impact.	
Marriage and Civil Partnership Refers to legally recognised partnerships (employment policies only)	Consider whether civil partners are included in benefit and leave policies etc
The policy should have a neutral impact.	
Pregnancy and maternity Refers to the pregnancy period and the first year after birth	Consider impact on working arrangements, part-time working, infant caring responsibilities etc
The policy should have a neutral impact.	
Carers This relates to general caring responsibilities for someone of any age.	Consider impact on part-time working, shift-patterns, options for flexi working etc
The policy should have a neutral impact.	
Other disadvantaged groups This relates to groups experiencing health inequalities such as people living in deprived areas, new migrants, people who are homeless, ex-offenders, people with HIV.	Consider ease of access, location of service, historic take-up of service etc
The policy should have a neutral impact.	



8.	Action planning for improvement Please outline what mitigating actions have been considered to eliminate any adverse impact? If no mitigating action can be taken, please give reasons. Please state if there are any opportunities to advance equality of opportunity and/ foster good relationships between different groups of people? An Equality Action Plan template is appended to assist in meeting the requirements of the general duty
	The CCG actively works with the Communications Manager to continue to use staff survey to promote staff equality.

Sign off
Name and signature of person / team who carried out this analysis Helena Nowell, Strategy and Assurance Manager
Date analysis completed Monday 16 th November 2015
Name and signature of responsible Director
Date analysis was approved by responsible Director



APPENDIX 7: SUSTAINABILITY IMPACT ASSESSMENT

Staff preparing a policy, Governing Body (or Sub-Committee) report, service development plan or project are required to complete a Sustainability Impact Assessment (SIA). The purpose of this SIA is to record any positive or negative impacts that this is likely to have on sustainability.

Title of the document	Travel and Expenses Policy
What is the main purpose of the document	This policy outlines the rules for the reimbursement of travel expenses necessarily incurred by the individual on business approved by the organization.
Date completed	November 2015
Completed by	Governance



Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Travel	Will it provide / improve / promote alternatives to car based transport?	1	Mileage allowance paid for pedal cycles.	
	Will it support more efficient use of cars (car sharing, low emission vehicles, environmentally friendly fuels and technologies)?	1	Car pooling scheme included in Annex 5.	
	Will it reduce 'care miles' (telecare, care closer) to home?	0		
	Will it promote active travel (cycling, walking)?	0		
	Will it improve access to opportunities and facilities for all groups?	0		
	Will it specify social, economic and environmental outcomes to be accounted for in procurement and delivery?	0		
Procurement	Will it stimulate innovation among providers of services related to the delivery of the organisations' social, economic and environmental objectives?	0		
	Will it promote ethical purchasing of goods or services?	0		
Procurement	Will it promote greater efficiency of resource use?	N/a		
	Will it obtain maximum value from pharmaceuticals and technologies (medicines management, prescribing, and supply chain)?	N/a		
	Will it support local or regional supply chains?	N/a		
	Will it promote access to local services (care closer to home)?	N/a		



Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	Will it make current activities more efficient or alter service delivery models	N/a		
Facilities Management	Will it reduce the amount of waste produced or increase the amount of waste recycled? Will it reduce water consumption?	N/a		
Workforce	Will it provide employment opportunities for local people?	N/a		
	Will it promote or support equal employment opportunities?	0		
	Will it promote healthy working lives (including health and safety at work, work-life/home-life balance and family friendly policies)?	0		
	Will it offer employment opportunities to disadvantaged groups?	0		
Community Engagement	Will it promote health and sustainable development?	0		
	Have you sought the views of our communities in relation to the impact on sustainable development for this activity?	0		
Buildings	Will it improve the resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?	N/a		
	Will it increase safety and security in new buildings and developments?	N/a		
	Will it reduce greenhouse gas emissions from transport (choice of mode of transport, reducing need to travel)?	N/a		

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
	Will it provide sympathetic and appropriate landscaping around new development?	N/a		
	Will it improve access to the built environment?	N/a		
Adaptation to Climate Change	Will it support the plan for the likely effects of climate change (e.g. identifying vulnerable groups; contingency planning for flood, heat wave and other weather extremes)?	N/a		
Models of Care	Will it minimise 'care miles' making better use of new technologies such as telecare and telehealth, delivering care in settings closer to people's homes?	N/a		
	Will it promote prevention and self-management?	N/a		
	Will it provide evidence-based, personalised care that achieves the best possible outcomes with the resources available?	N/a		
	Will it deliver integrated care, that co-ordinate different elements of care more effectively and remove duplication and redundancy from care pathways?	N/a		





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