

**TRUST WIDE DOCUMENT**

<b>DOCUMENT TITLE:</b>	<b>External Courses, Conferences And Study Leave, Subsistence Allowances And Travelling Expenses</b>
<b>DOCUMENT NUMBER:</b>	<b>ELHT/F14 Version 3.1</b>

<b>DOCUMENT PURPOSE:</b>	To provide guidance for staff on the regulation and the process of claiming expenses..
<b>SUPPORTING REFERENCES</b>	Trust Standing Financial Instructions
<b>TARGET AUDIENCE:</b>	All Trust Personnel
<b>DISTRIBUTION:</b>	All Trust policy manuals and intranet
<b>AUTHOR(S):</b>	Finance Department
<b>EXECUTIVE DIRECTOR RESPONSIBLE:</b>	Director of Finance

<b>CONSULTATION VIA</b>	Finance department Audit committee
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<b>AMENDMENTS:</b>	Extended to 4 months

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## **1 EXTERNAL COURSES, CONFERENCES AND STUDY LEAVE - SUBSISTENCE ALLOWANCES AND TRAVELLING EXPENSES**

- 1.1 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.
- 1.2 Requests for reimbursement of expenses incurred must always be supported by valid receipts of proof of expenditure.
- 1.3 Reimbursement of expenses and course fees will be paid to the employee, as per instructions of the Budget Holder/Authorised Officer who will sign the claim approval form.
- 1.4 The payment will be processed via ELFS (East Lancashire Financial Services) and reimbursement will be made to the employee in the member of staff's next salary payment.
- 1.5 In **ALL** instances a Course Approval form must be completed and signed by the member of staff, the member of staffs line manager and the L&OD Department.
- 1.6 The completed form is passed to the L&OD department
- 1.7 A copy of the form will be returned to the applicant and to their line manager.

## **2 EXTERNAL COURSE, CONFERENCES AND STUDY LEAVE PAYMENT BUDGET HOLDER PROCEDURES**

### **2.1 Course Fee**

- 2.1.1 On receipt of an authorised course approval form please organise for the payment of course fee or reimbursement to employee by one of the following methods:
  - 2.1.2 (i) An invoice has been requested to be forwarded to Trust.
- 2.1.3 Where the Course Organiser/member of staff has been requested to send an invoice to the Trust Finance Department, the invoices should be addressed as follows:

East Lancashire Hospitals NHS Trust  
PO Box 3750  
Wootton Bassett  
Swindon  
SN4 4BXE
- 2.1.4 The course approval number should always be quoted on the invoice.
- 2.1.5 The Trust will match the invoice to the course application form received and authorise the invoice electronically.
- 2.1.6 The invoice will be processed and paid by ELFS (East Lancashire Financial

services).

THIS IS THE PREFERRED METHOD OF APPROVAL AND PAYMENT.

- 2.17 (ii) Course fee to be paid by candidate and reclaimed at a later date from the Trust.

If the course fee has not been paid via an Invoice to the Trust, reimbursement for the course fee must be reclaimed via the Trusts Automated Expenses system by the individual ensuring all receipts are scanned and attached.

## **2.2 Travel and Subsistence Allowances.**

- 2.2.1 Travel and subsistence claims must have been initially agreed on the course approval form and should then be reclaimed via the Trusts Automated Expenses system by the individual ensuring all receipts are scanned and attached.

The Authorising Officer within each Directorate is responsible for checking the claim form before authorising the claim for reimbursement. Ensure that:-

- 2.2.2 All allowances claimed have had prior approval.
- 2.2.3 ELFS have instructions to pay all claims received as authorised by the Budget Holder/Authorised Officer - no amendments will be made to the claim.
- 2.2.4 The cost of journeys or parts of journeys between home and headquarters of base is not allowable. When an employee travels direct from home to the course venue, home to base mileage will be deducted from the mileage claimed.