

TRUST WIDE DOCUMENT

	Policy		
DOCUMENT TITLE:	Travel and Vehicle Expenses		
DOCUMENT NUMBER:	ELHT/F05 V5.1		
DOCUMENT REPLACES	V5.0		
LEAD EXECUTIVE DIRECTOR DGM	Executive Director of Finance		
AUTHOR(S):	Head of Financial Management		

TARGET AUDIENCE:	All Trust Personnel				
DOCUMENT PURPOSE:	To provide guidance for staff on the regulation and the process of claiming travel expenses and the criteria for being eligible for a Trust lease car				
To be read in conjunction with	 Agenda for Change Terms and Conditions Handbook Lease Car Policy - Policy No F23 V2.2 				

CONSULTATION					
Committee/Group Da					
Consultation	Policy, Terms and Conditions Group Joint Negotiating & Consultative Committee JLNC (Medical Colleagues)	March 2024 – December 2024			
Approval Committee	nittee Finance Strategy Group January 2				
Document Ratification Date	20/01/2025				
NEXT REVIEW DATE:	DATE: September 2027				
Amendment to review date Update to approval/consultation committees No changes to body of policy					

CONTENTS

1	PURPOSE	3				
2	PRINCIPLES	3				
3	SCOPE	3				
4	PROCESS FOR REIMBURSEMENT	4				
5	AGENDA FOR CHANGE STAFF	4				
6	MEDICAL STAFF	9				
7	LEASE CARS	9				
8	MONITORING MECHANISM	10				
API	APPENDIX A - PROCESS MAP					
API	APPENDIX B - FQUALITY IMPACT ASSESSMENT SCREENING FORM 12					

1 Purpose

The purpose of this policy is to:-

- Detail the travel expenses that may be claimed by Trust employees.
- Ensure the Trust discharges its duty of care to its employees and the public.
- Outline the principles for being eligible for a lease car.

2 Principles

Individual staff groups shall not be treated differently regarding reimbursement under this policy, except where national terms and conditions of service apply.

Wherever possible, staff should travel together where they are attending the same place of business e.g. attendance at courses/conferences.

Any incidental expenditure such as car parking costs, public transport costs i.e. train or bus tickets will only be reimbursed on presentation of the actual ticket or a receipt.

Mileage allowances are paid to cover the extra costs of using a vehicle, on your employer's business. They do not reimburse for fuel costs alone nor are they a payment towards the purchase of a vehicle to undertake work. As the reimbursement is made irrespective of the type or age of the vehicle it is intended to reimburse the average car and driver. It cannot be guaranteed that reimbursement will cover all the extra costs incurred by drivers. However, reimbursement will continue to be a meaningful contribution towards the extra costs of using a vehicle for work. This means that, as now, for some people reimbursement could be above the actual extra cost incurred. In some cases it will be equal to the extra cost and in some cases it might be below.

3 Scope

This policy applies to the following staff groups:-

- Non-Medical Staff covered by Agenda for Change Terms and Conditions
- Consultants
- Other Medical & Dental Staff.

However, the application of the policy to medical and dental staff is subject to modifications set out in their respective Terms and Conditions of Service Handbooks.

Relocation and removal expenses are covered in the Removal & Relocation Policy (HR79 V1.1).

This policy applies for the privately owned vehicles, lease and salary sacrifice vehicles – refers to a vehicle throughout the policy.

Further details on lease cars are covered in the Lease Car Policy (F23 V2.2) which is available via the Intranet.

4 Process for Reimbursement

All staff should claim re-imbursement using the online automated expenses system. Line managers cannot accept paper claims. Any claims submitted to ELFS Shared Services on paper will be returned and will not be processed for payment. The automated system should be used for all expenses including those incurred in respect of training.

Employees are required to self-register via the automated system prior to claiming any travel expenses. If an employee plans to use their own vehicle for Trust business, the appropriate documents (1) a valid driving licence, (2) a valid insurance certificate covering business use and (3) a valid MOT certificate (or an MOT exclusion certificate from https://www.check-mot.service.gov.uk/ if applicable), must be attached when you register by uploading the documents into the automated system, your approver (line manager) will check validation and authorise.

All travel claims must be submitted within a three month period for authorisation. Claims outside this window will not be approved. Any claims submitted after this time will not be paid unless there are extenuating circumstances.

5 Agenda for Change Staff

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

- All allowances claimed have had prior approval.
- ELFS Shared Services have instructions to pay all claims received as authorised by the Budget Holder/Authorised Officer - no amendments will be made to the claim.
- 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 work / course venue, home to base mileage will be deducted from the mileage claimed.
- Section 17 of the NHS Terms and Conditions of Service Handbook deals with the reimbursement of costs incurred by employees who use a vehicle in the performance of their duties.

There is a 'standard rate' of reimbursement which reduces once 3,500 miles have been travelled.

Annex 12 of NHS Terms and Conditions of Service Handbook sets out how motoring costs will be reviewed and sets out the elements of costs involved in running a car which have been used to calculate the costs of business mileage. Annex 13 of NHS Terms and Conditions of Service Handbook sets out lease car reimbursement.

The Line Manager and the employee will agree the most suitable means of transport for the routine journeys which employees have to make in the performance of their duties. Standard rates of mileage allowance shall not apply if an employee uses a private motor vehicle in circumstances where travel by public transport would be more appropriate and this was agreed. For such journeys the cost of bus fares and standard rail fares should be reimbursed.

In agreeing the most suitable means of transport the Line Manager and the Employee will take account of the following:-

- The nature of the employee's duties
- The length and complexity of journeys (including the number of changes and likely waiting times)
- The availability of public transport including the hospital shuttle bus
- Personal safety
- The time of day
- Relative journey times (public transport compared with private vehicle)
- Any other relevant factors for example equipment or luggage to be carried.

Standard Mileage Rates

The appropriate mileage allowance shall be paid to employees who use their own / lease vehicles for official journeys other than in the circumstances where the reserve rate is applicable. The appropriate rate will reduce once annual mileage exceeds 3,500 miles (July – June period). These rates are subject to annual review. To view the most current rates applicable to Agenda for Change staff the NHS Employer's website should always be checked- https://www.nhsemployers.org/tchandbook/part-3-terms-and-conditions-of-service/section-17-reimbursement-of-travel-costs.

<u>Passengers</u>

With the exception of lease car users, where other employees or members of the Trust are conveyed in the same vehicle on NHS business and their fares would otherwise be payable by the employer, passenger allowances are paid at the rates set out in the Agenda for Change Terms and Conditions. The name of the passenger must be included on the claim form to ensure the payment is processed.

Eligible Mileage

Employees will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey. Normally, the miles eligible for reimbursement are those travelled from the agreed work base and back. However, when the journey starts at a location other than the agreed work base, for example home the mileage eligible for reimbursement will be set out in the example in Table 1.

For the purpose of establishing the employee's agreed work base, the employee's contract of employment or any subsequent correspondence that varies the contract will determine this. Where an employee's contract of employment stipulates that an employee is expected to work at any East Lancashire Hospitals' site the employee will not be eligible to claim for any excess miles in relation to home to base or base to

home mileage. However claims can be made where work starts or ends at another location and excess mileage is incurred.

Table 1 - Eligible mileage Agenda for Change staff

Journey Outward	Distance	Eligible Miles	
In this example the dis	tance from the employee's hom	e to the agreed base is 15 miles	
Home to base	ome to base 15 miles none		
Home to first call	Less than 15 miles	Eligible mileage starts after 15 have been travelled	
Home to first call More than 15 miles Eligible mileage starts		Eligible mileage starts from home, less 15 miles	
Journey Return			
Last call to base	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	

Reserve Rate of Reimbursement

A reserve rate of reimbursement will apply to employees using their own vehicles for business purposes in the following situations:-

- If an employee unreasonably declines the employer's offer of a lease vehicle.
- In determining reasonableness the employer and employee should seek to reach a joint agreement as to whether a lease vehicle is appropriate and the timeframe by which the new arrangements will apply. All the relevant circumstances of the employee and employer will be considered including an employees' personal need for a particular type of car and the employer's need to provide a cost effective option for business travel.
- If the employee's circumstances subsequently change the original decision will be reviewed. The agreed principles underlying local lease vehicle policies are in Annex 13 of the Agenda for Change terms and conditions.
- When employees are required to return to work (for example whilst on call) or work overtime in any day and incur additional travel to work expenses on that day. This provision will apply if the employee chooses to be paid for the extra hours or takes time off in lieu.
- When a claim for excess mileage is made in situations where there is a compulsory change of base, either permanent or temporary, resulting in extra daily travelling expenses.
- If an employee uses their own vehicle when suitable public transport is available
 and appropriate in the circumstances, subject to a maximum of the public
 transport cost which would have been incurred and the rules on eligible miles
 within the Agenda for Change terms and conditions Section 17.
- All travel between Burnley General Teaching Hospital and Royal Blackburn Teaching Hospital will be paid at reserve rate whilst there is a shuttle bus available to travel between the sites.

Attendance on training courses

Additional travel costs incurred when attending courses, conferences or events at the employer's instigation will be reimbursed at the standard rates when the employer agrees that travel costs should be reimbursed.

Subject to prior agreement, travel costs incurred when staff attend training courses or conferences and events, in circumstances when the attendance is not required by the employer, will be reimbursed at the reserve rate.

"Out of pocket" expenses in respect of business travel

This paragraph applies to employees for whom regular travel in a motor vehicle is an essential part of their duties. During a period when the employee's vehicle is temporarily "off the road" for repairs, "out of pocket" expenses in respect of business travel by other appropriate forms of transport, will be borne by the Trust. Reimbursement of these expenses will be subject to the rule on eligible mileage in Table 1 (above).

Other Allowances

Employees who necessarily incur charges in the performance of their duties, in relation to parking, garage costs, tolls and ferries shall be refunded these expenses on production of receipts, whenever these are available. Charges for overnight garaging or parking, however, shall not be reimbursed unless the employee is entitled to night subsistence.

This does not include reimbursement of parking charges incurred as a result of attendance at the employee's place of work or ELHT occupied premises. Community / agile colleagues must apply for a parking permit if attending ELHT sites and will not be reimbursed for any parking charges incurred at these premises.

The Trust will not reimburse the cost of any motoring or parking penalties incurred by employees in the performance of their duties.

Transporting Equipment

Employees 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 and Safety at Work Act 1974 and related legislation, to ensure that this does not cause a risk to the health and safety of the employee. Employees should not be allowed to carry equipment, which is heavy or bulky, unless a risk assessment has been carried out beforehand. 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:-

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

Pedal Cyclists

Employees who use pedal cycles to make journeys in the performance of their duties will be reimbursed for eligible miles travelled at the rate set out in the agenda for change guidance.

Public Transport

If an employee uses public transport for business purposes, the cost of bus fares and standard rail fares should be reimbursed.

Reimbursement of Travel Costs Following Organisational Change (Excess Mileage)

An employee will be entitled to reimbursement of travelling costs for a period of 4 years when they are required to change base of work as a result of a reorganisation (temporary or permanent) or merger of NHS employers or when employees accept another post as an alternative to redundancy.

In these circumstances the reserve rate of reimbursement will apply to staff using their own vehicles or extra public transport costs can be claimed where public transport is used. To claim excess mileage complete and submit the ELFS Shared Service excess travel mileage form click here for the form.

If the contract of employment stipulates that an employee can be expected to work from any site within East Lancashire Hospitals NHS Trust, excess mileage would not normally be paid.

Tax Implications

Employees with a lease car incur a tax liability when claiming any home to normal workplace mileage including where an employee has moved base as a result of organisational change. It is strongly advised that employees consider this before entering into any lease car agreement. Managers should consider the impact of this when undertaking any organisational change and should make every attempt to minimise the impact when matching staff with alternative posts.

Also, it is important to note that employees who enter a lease agreement via the salary sacrifice scheme incur a tax liability as the arrangement is classed as a benefit in kind and a P11D will be issued at the end of the tax year. It is strongly advised that employees consider this before entering into a salary sacrifice agreement.

Please note that any mileage expenses which are reimbursed are liable for tax.

6 Medical Staff

Expenses for Trust medical staff will be paid in accordance with the relevant terms and conditions of service:-

- Consultants Schedule 21 of the Terms and Conditions Consultants England 2003
- Speciality Doctors, Associate Specialist and Staff Grade Doctors Schedule 20
 of the Terms and Conditions for Speciality Doctors/ Associate Specialists –
 England 2008.
- Other Medical Staff Terms and Conditions of Service NHS Medical and Dental Staff (England) 2002.
- Doctors in Training Terms and Conditions 2016
- Locally Employed Doctors Terms and Conditions 2021
- SAS Doctors Terms and Conditions 2021

If additional assistance is required, please contact Medical Staffing.

7 Lease Cars

The provisions of this section do not apply to Hospital Medical and Dental Staff that are, in this respect, subject to separate provisions which are set out in the relevant Terms and Conditions of Service.

It is the default position that employees use their own vehicles for travel in the performance of their duties. However, the Trust may make alternative provision in the form of a lease car if it is in the interests of the service to do so. For further information see Lease Car Policy F23 V2.2.

The Trust may consider the offer of a lease when it is expected that the business miles travelled in a year will be an average of 3,500 miles.

If the car is to be used privately by the member of staff a charge will be made for the private use and deducted from the member of staff salary.

Staff should ensure they are made aware of the tax implications of having a lease car when signing the agreement along with details of early termination costs and the circumstances, in which they would apply, such as death in service.

The base vehicle (i.e. the employer's assessment of the particular size or type of vehicle appropriate to the post or its financial equivalent) should have an engine capacity no larger than 1800cc. However, this shall not prevent an employee who is willing to pay the excess costs (e.g. of a larger engine capacity or a better equipped car) from choosing a car other than the base vehicle, where the option of contracting for private use is exercised.

The reserve rate will apply if an employee unreasonably declines the employer's offer of a lease car.

In determining reasonableness the Trust and employee should seek to reach a joint agreement as to whether a lease car is appropriate and the timeframe by which the new arrangements will apply. All the relevant circumstances of the employee and Trust will be considered including an employee's personal need for a particular type of car and the Trust's need to provide a cost effective option for business travel.

If the employee's circumstances subsequently change the original decision will be reviewed. It is the line manager's responsibility to manage and discuss the changes with the staff member and the lease car officer. Examples are a change of base, change of post, change of employment or organisational change policies.

Withdrawal of Lease Car

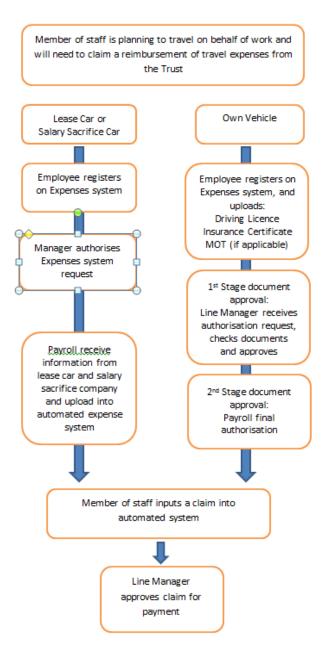
Where, after joint consideration of the current options, including the alternative means of mobility, the employer decides not to continue to offer of the use of a lease car to a lease car user i.e. due to not meeting the criteria stated above the employee shall be entitled to the appropriate rates of reimbursement as per Agenda for Change Terms and Conditions -Section 17

8 Monitoring Mechanism

Measuring and monitoring compliance with the effective implementation of this procedural document is best practice and a key strand of its successful delivery. Hence, the author(s) of this procedural document has/have clearly set out how compliance with its appropriate implementation will be measured or monitored. This also includes the timescale, tool(s)/methodology and frequency as well as the responsible committee/group for monitoring its compliance and gaining assurance.

Aspect of compliance being measured or monitored.	Individual responsible for the monitoring	Tool and method of monitoring	Frequency of monitoring	Responsible Group or Committee for monitoring
Travel expenses being properly claimed.	Line manager	Line manager approval	Each travel claim	Internal Audit
Travel expenses being properly authorised.	Internal audit	Audit review	As determined by internal audit risk assessment	Audit Committee

Appendix A - Process Map



Appendix B - Equality Impact Assessment Screening Form

Department/Function	Finance						
Lead Assessor	Finance Officer						
What is being	Travel and Vehicle Expenses Policy						
assessed?							
Date of assessment		February 202					
What groups have you			s to Health Group		Staff Side Colleagues	\boxtimes	
consulted with? Include	Service Users				Staff Inclusion Network/s		
details of involvement in	Pers	onal Fair Dive	erse Champions		☐ Other (Inc. external orgs) ☐		
the Equality Impact	Please give details: consultation via Policy, Terms and Conditions Group.						
Assessment process.							
1) What is the impact of	n the	following eq	uality groups?				
Positive: Advance Equality of opportunity Foster good relations between different groups Address explicit needs of Equality target groups		Negative: > Unlawful discrimination, harassment and victimisation > Failure to address explicit needs of Equality target groups		li > E	assessment to come out as Neutral Impact.		
Equality Groups		Impact (Positive / Negative / Neutral)	(Positive / identified herefits to the equality group			:t	
Race (All ethnic groups)		Neutral	Policy confirms in se shall not be treated	is in section 2 that 'individual staff groups eated differently regarding reimbursement icy, except where national terms and service apply.'			
Disability (Including physical and mental impairments)		Neutral As above.					
Sex		Neutral	и				
Gender reassignment		Neutral	u .				
Religion or Belief		Neutral	и				
Sexual orientation		Neutral	"				
Age		Neutral	ii				
Marriage and Civil Partnership		Neutral	ee				
Pregnancy and maternity Neutral		Neutral	и				
Other (e.g. caring, human rights) Neutral			No other equality gr	oups id	dentified.		

2)	In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	Not applicable.				
2)				nlan ta		
3)	If your assessment identifies a negative in avoid discrimination and ensure opportunations.		•			
\triangleright	This should include where it has been idea	ntified that further work will be	undertaken to further ex	plore		
	the impact on equality groups					
>	This should be reviewed annually.					
Act	Action Plan Summary					
Ac	tion		Lead	Timescale		