Travel Policy

Document Version Control

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Version: 3.0

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Contents

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1. Purpose

1.1 Children's Hearings Scotland (CHS) recognises the importance of providing adequate resources for employees to be able to undertake travel when required to do so in the course of their work.

1.2 As a publicly funded organisation, CHS has an obligation to ensure economic and effective use of funds. It is therefore expected that colleagues will be aware of the need to minimise the costs of travel and the requirement to follow this policy when travelling.

2. Scope

2.1 This policy applies to all CHS employees from day one of employment.

2.2 The Travel Policy relates to all travel that is undertaken by colleagues on behalf of CHS.

3. Aims

3.1 To ensure fairness, equity and consistency in terms of compensation toward travel on behalf of CHS.

3.2 To ensure health and safety considerations in relation to travel.

3.3 To ensure efficient use of resources regarding the sourcing and funding of travel.

3.4 Recognising the need for cost effective and efficient service delivery.

4. General Principles

4.1 Any decision to Travel must be justified by business need and approved by relevant line manager.

4.2 A business journey is one that involves travel from one place of work to another.

4.3 For home-based employees, a set ‘commute’ approach will be used for travel on behalf of CHS. A ‘commute’ distance of 21 miles is be deducted from any mileage claims.

4.4 For office-based employees, journeys between an employee’s home and work base are not business journeys and as such are not eligible for payment.

4.5 If an employee travels for business purposes, they may claim mileage reimbursement for travel to venues which are not the normal work base location.

4.6 Office-based employees should base the claim on the difference between the mileage in respect of the normal home to base location journey and the additional mileage incurred in the business travel.

4.7 However, travelling to your normal work location may be claimed if employee is asked to attend the workplace out with normal hours or if the employee is required to make a longer trip of a second trip due to business requirements. In case of a second trip or longer trip, the difference between that and the normal journey can be claimed.

4.8 Colleagues who need additional support for travel as a part of reasonable adjustments, should contact a member of the CHS People Operations Team who can help identify appropriate support.

4.9 Impact on travel for business shall be considered as a part of pregnancy risk assessment.

5. Allowances

5.1 The car business mileage rates is **55p per mile.**

5.2 The pedal cycle business mileage rate is **20p per mile**.

5.3 Motorcycle mileage rate is **£0.24 per mile**.

5.4 Car passenger supplement rate is **£0.05 per mile**.

5.5 Parking fees incurred on CHS business will be reimbursed on production of a receipt.

5.6 CHS will not reimburse parking fines incurred whilst on CHS business.

These allowances are subject to change in line with the HMRC Travel — mileage and fuel rates and allowances.

6. Choice of Mode of Transport

6.1 As a general principle, employees should ensure that they use the most economical method of travel – taking into consideration travelling time, colleagues travelling together, costs of possible overnight stays etc. In particular, prior to using private vehicles for business travel employees should consider alternative modes of transport.

6.2 If an employee chooses to use their own car, when suitable and appropriate public transport and/or a hire car is available for the journey, then the employee will only be reimbursed for the public transport or hire car cost as relevant unless it's agreed in advance by the line manager that there are operational or safety considerations which necessitate the use of the employee's own car.

6.3 Economy rail travel should be booked. First class rail travel will only be considered in exceptional circumstances and requires approval in advance by the appropriate budget holder.

6.4 Economy air travel should be booked and requires approval in advance by the appropriate budget holder.

6.5 Rail tickets, air tickets and car hire should be booked in advance via the CHS Travel Booking system if the cost exceeds £40.

6.6 Use of taxis should be kept to a minimum. CHS recognises that taxis may be appropriate where:

- a cheaper and/or more convenient means of transport is not available
- employee safety considerations apply
- when the use of a taxi allows more efficient use of employee time generally
- where there is some urgency in travel or in the case of an emergency, or
- when visiting a place totally unknown and where it is not possible to organise another means of transport
- where employee is unable to drive a car and there is no access to public transport

7. Travel to, from and within the Scottish Islands

7.1 CHS recognises the additional costs and limitations related to employees travelling from, to and within the Scottish Islands.

7.2 CHS will cover costs related to employee travelling to and from the Islands to the mainland Scotland. For home-based employees who live on the islands, the starting point of their set 'commute' will be from their point of arrival to the mainland.

7.3 To travel from the Islands to the mainland, the most economic options to travel should be selected in line with section 6. However, ferry services can be more challenging for certain passengers, such as those with certain illnesses and/or disabilities. In such cases a shorter and smoother journey by air can be selected.

7.4 Due to more limited and unreliable availability of public transportation on the Islands, employee may use their personal vehicle or taxi for the journey in line with criteria outlined in section 6.6.

7.5 CHS recognises that travel within Islands is more likely to be disrupted due to severe Weather. Employees should only travel when it is safe to do so and in cases where there are travel disruptions, online alternatives to activities shall be offered. However, where online alternatives are not possible, for example due to poor broadband, options will be considered case by case.

7.6 Finally, CHS recognises that needs of island communities will differ and as such best option for travel will vary. CHS People Operations will support colleagues living on the Islands case by case to identify most suitable options for transport.

7.7 Safety considerations for travel on the Islands will be covered in section 8.

8. Safety and Wellbeing during business travel and overnight stays

8.1 CHS will adopt an integrated strategy towards driver's safety with regard to road risks within a risk management programme that identifies and assesses the risks relating to vehicles, known factors and the surrounding environment.

8.2 All CHS employees should follow the Occupational Road Risk Management guidance. Key elements of the guidance includes completion of risk assessment, self-declaration and completion of essential learning on driving safely. Importantly CHS requires employees to self-declare that:

- They hold a valid UK driver's licence.
- They ensure that their insurance policy indemnifies CHS against all third party claims arising out of the use of the vehicle on official business.

8.3 In relation to risk assessment especially those who are pregnant, travel alone or travel on the Scottish Islands will be considered.

8.4 If an employee needs to travel 100 or more miles to a destination for business, at line manager discretion overnight stay may be covered by CHS. Please refer to the CHS expenses policy for overnight stay details.

9. Claiming Travel Cost

9.1 Employees are required to maintain a record of all official journeys, including when the journey took place, and the particulars of the journey times, mileage and the reason.

9.2 Claims for allowances should be made on eHR self-service. Any relevant documentation should be attached to the claim. You can find the user guide here.

9.3 Claims must be approved by the relevant line manager on the eHR system prior to payment.

10. Misuse of the Scheme

10.1 Misuse of the Scheme may be subject to disciplinary action which may involve withdrawal of the right to claim back travel costs.

11. Review of Policy

11.1 This policy is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment or withdrawal.

11.2 For any changes to the policy, team forum will be consulted.