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# HR Travel Policy



# Review Schedule

<b>Document Name/Title</b>	Travel Policy
<b>Document Type</b>	HR Policy
<b>Document Owner</b>	HR/OD
<b>Approving Body</b>	RAC
<b>Date of Approval</b>	25.02.2014
<b>Summary of Changes</b>	Addition of section 3.3 - pedal cycle business mileage rate.
<b>Version No.</b>	2.0
<b>Date of Last Review</b>	25.02.2014

## 1. Introduction

- 1.1 It is the duty of a responsible employer to ensure that adequate provision is made for employees to be able to undertake travel when required to do so in the course of their work.
- 1.2 The principles upon which this Travel Policy is founded are fairness, equity and consistency in the manner of application, health and safety considerations, the efficient use of resources regarding the sourcing and funding of travel, and a recognition of the need for cost effective and efficient service delivery.
- 1.3 The Travel Policy relates to all travel that is undertaken by staff on behalf of CHS. It is the responsibility of all employees undertaking travel to consider the most appropriate and effective method to be employed both in terms of cost and effective use of time.
- 1.4 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. From this approach relevant training needs can be identified as part of a risk control process.

## 2. Relevant Journeys

- 2.1 A business journey is one that involves travel from one place of work to another. Journeys between an employee's home and work are not business journeys and as such are not eligible for payment.
- 2.2 If an employee travels for business purposes, he/she may claim mileage reimbursement for travel to venues which are not the normal place of work (base location). Employees should base the claim on the difference between the mileage in respect of the normal home to work journey and the additional mileage incurred in the business travel.
- 2.3 All employees who are required, in order to fulfil the duties and responsibilities of their post, to undertake work away from their normal place of work (base location), will be eligible to claim the appropriate mileage rate.

## 3. Criteria and Allowances

- 3.1 This policy applies to all employees who undertake business journeys as part of their work for CHS and are deemed suitably qualified in terms of CHS' risk management procedures.
- 3.2 The car business mileage rates is **45p per mile**.
- 3.3 The pedal cycle business mileage rate is **20p per mile**.

## 4. Choice of Mode of Transport

**4.1** 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.

### **4.2** Eligibility

4.2.1 CHS requires that all car users, prior to using any car for business purposes, ensure they hold a full UK Drivers Licence as appropriate.

4.2.2 CHS requires that all car users, using their private car for business purposes, ensure that their insurance policy indemnifies CHS against all third party claims arising out of the use of the vehicle on official business. A copy of the employee's insurance certificate is required to be retained in their personal file, prior to authorising any claims for mileage.

### **4.3** Other Travel Costs

4.3.1 In redeployment situations, all excess mileage will be reimbursed at the agreed mileage rate and in line with the criteria detailed in CHS's Redeployment and Excess Travel Policies.

4.3.2 Parking fees incurred on CHS business will be reimbursed on production of a receipt. CHS will not reimburse parking fines incurred whilst on CHS business.

4.3.3 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 at the public transport rate. In cases where public transport is not a viable option, employees choosing to use their own car may claim the hire car cost. This policy will apply unless it is agreed in advance by the line manager that there are operational or safety considerations which necessitate the use of the employee's own car.

### **4.4** Public Transport

4.4.1 The cost of rail travel will be reimbursed at the standard class rates on production of a receipt/ticket. First class rail travel will only be considered in exceptional circumstances and requires approval in advance by the appropriate budget holder.

4.4.2 Economy air travel should be booked, in advance, whenever possible and the endorsement of the appropriate budget holder should be sought in advance.

4.4.3 Taxis may be used and reimbursement claimed on production of a receipt. However, their use 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
- staff safety considerations apply

- when the use of a taxi allows more efficient use of staff 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

## **5. Administrative Arrangements**

- 5.1** 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. The method of recording the mileage and journey particulars is through e-hr self service.
- 5.2** Claims for allowances should be made on CHS' Travel and Subsistence Claim Form on the appropriate monthly date. Claims in excess of 3 months old will not be considered for reimbursement except in exceptional circumstances.
- 5.3** Claims not validated as accurate will not be considered for reimbursement.
- 5.4** Claims not authorised by the appropriate line manager will not be considered for reimbursement.
- 5.5** Rail tickets, air tickets and car hire should be booked in advance in line with CHS's Admin procedures.

## **6. Review of Policy**

- 6.1** This Travel Policy will be reviewed on a regular basis and in line with the Partnership Framework agenda.