



Travel and Subsistence Policy and Employee Guidance

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Associated Documentation:

Agenda for Change - Section 17 and 18

Standing Orders including Scheme of Powers Delegated and Reserved to the Board and

Standing Financial Instructions

Local Anti-Fraud, Bribery and Corruption Policy

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1. Staff Summary

This policy and accompanying employee guidance document sets out the principles and practices, which the Trust will employ regarding travel and subsistence payments for staff.

The Trust aims to support employees by ensuring they are appropriately, and fairly compensated, for expenses incurred in carrying out work on behalf of the Trust, whilst at the same time ensuring travel and subsistence arrangements are sustainable in the changing economic landscape.

2. Introduction

- 2.1 The Trust recognises that it will be necessary for employees to incur cost in some instances whilst carrying out their role.
- 2.2 This policy aims to ensure that travel and subsistence allowances are authorised and paid in accordance with NHS terms and conditions of service, Managing Public Money and the Civil Service Management Code.
- 2.3 The Trust is committed to ensuring it has travel and subsistence arrangements that are clear and transparent and ensuring that staff are fairly reimbursed for any travel and subsistence expenses incurred as part of their duties.

3 Principles

- 3.1 The Trust will pay travel and subsistence allowances in line with NHS terms and conditions of service with the exception of mileage rates, which are defined by local agreement. Any exceptions outside of the agreed allowances must be signed off by an Associate Director.
- 3.2 All travel claims will be made using an electronic e-expenses system as implemented by the Trust. All claims will be approved in accordance with the Trust scheme of delegation.
- 3.3 All claims for travel and subsistence must be accompanied by an employee declaration stating their claim is accurate, legitimate and incurred in the course of their duties. Managers must only approve claims, which they believe to be legitimate and reasonable for the employee in carrying out their duties.
- 3.4 To support the environment and Green agenda, prior to undertaking journeys, employees should consider, whether their journeys are necessary i.e. can the duties be performed satisfactorily virtually or by telephone, rather than in person. Undertaking the duties via a virtual meeting should always be considered first.
- 3.5 Employees will be reimbursed for miles travelled in the performance of their duties, which are in excess of the agreed home to work base return journey i.e. the home to base mileage must be removed from the claim as if the journey was undertaken as travelling from the base and not from home.
- 3.6 When attending events including attending/delivering training, employees will be eligible

for overnight accommodation if the distance from their home address to the training venue is in excess of 1 hour as determined by AA route planner or HERE Maps, if using the EASY Expenses system. Where accommodation is requested, this will be booked on behalf of the employee by the Trust. If meals are included in the accommodation booking, then employees will not be permitted to claim any other subsistence in relation to meals. Accommodation will not normally be provided for 1-day events. Accommodation will not normally be provided prior to the course start date; however, exceptions may be made where courses have an early commencement time and travel time would be in excess of 1 hour.

- 3.7 If employees are required to attend training, then the principle of a day for a day will be applied. Arrangements for travel time are as detailed in the employee guidance that should be read in conjunction with this policy.
- 3.8 To ensure consistency, business mileage and time should be calculated by using the AA route planner or HERE Maps route for any claims made in relation to this policy. Journeys will be calculated on the quickest route as calculated by the relevant journey planner.
- 3.9 If accommodation or use of public transport is required, this will be booked on behalf of the employee by the Trust, unless there is an urgent requirement, to ensure the Trust is able to take advantage of the most economical fares. Requests should be made in accordance with departmental arrangements at least 2 weeks prior to travel.
- 3.10 Where not part of standard duties, all claims for travel and subsistence must be approved by an employee's line manager prior to them being incurred. All travel claims for payment must be authorised by a manager who has authorised signatory approval for approving expenses; claims must not be authorised by colleagues or by those without authorised signatory. Any other expenses i.e. claim for meals, will only be paid on the production of appropriate receipts. Any claims for overseas travel must be authorised in advance by a Director. Non-adherence to these arrangements will be in breach of the Trust's Standing Financial Instructions and may be subject to disciplinary action.
- 3.11 We have a zero-tolerance approach to fraud and commit to investigate any claims suspected of being fraudulent, or excessive, in accordance with the Trust's Local Counter Fraud, Bribery and Corruption Policy. We reserve the right to withhold and withdraw the payment of expenses if you are suspected or it is proven that you have failed to comply with any of our policies and following investigation, disciplinary action may be taken.

4 Duties And Responsibilities

4.1 Director of People & OD

The Director of People & OD is responsible for this policy.

4.2 Directors are responsible for:

- 4.2.1 Ensuring that they and their teams are familiar with this policy and the requirement for individuals to have appropriate levels of authorised signatory to approve any travel and subsistence claims;

4.2.2 Authorising any overseas travel and flights within their area of responsibility

4.3 Line Managers are responsible for:

- 4.3.1 Ensuring that they are familiar with this policy and their staff understand it prior to any expenses being incurred
- 4.3.2 Ensuring they, and their team members, have appropriate delegated financial authority to approve expenditure. Where managers do not already hold this as part of routine budget delegations, then the budget holder must formally delegate authority as needed to allow line management approval of appropriate staff expenses.
- 4.3.3 Any member of staff may potentially have reason to claim for travel and subsistence during the course of their employment. It is their line manager's responsibility to check the validity of any claim before they authorise the claim.
- 4.3.4 In accordance with the Driving at Work Policy, Managers who approve mileage travel claims for staff must annually check the relevant driver and vehicle documents, specifically:
 - Valid driving licence,
 - Certificate of Motor Insurance policy document (with class 1 business cover)
 - MOT Test Certificate
 - Road Fund Tax,

The document check should be undertaken before they approve a claim. The process should be repeated annually as part of the appraisal process with records being held with the appraisal documentation.

- 4.3.5 In reviewing claims from staff it is the responsibility of line managers to ensure that items within the claim represent expenses that have been legitimately incurred or allowances, which may be legitimately claimed in accordance with this policy, including the requirement to examine receipts and other supplementary documentation provided by the claimant.

4.4 Human Resources

HR Department is responsible for ensuring this policy is periodically reviewed, including making amendments to reflect changes in rates issued nationally.

4.5 Responsibilities for Employees

- 4.5.1 Employees are responsible for ensuring that they have read and are familiar with this policy;
- 4.5.2 All employees have a responsibility for ensuring that their travel and expense claims are accurate and comply with this policy. In submitting claims, they are confirming that the information in it is correct. Falsely claiming travel and other expenses to which they are not entitled is fraudulent, and will result in criminal and/or disciplinary action being taken.

- 4.5.3 To be eligible to claim mileage expenses, employees are responsible for holding an appropriate and valid driving licence for their class of vehicle. Employees are also responsible for ensuring their vehicles are roadworthy, have a valid insurance and MOT certificates. In addition, where employees undertake business journeys on behalf of the Trust, they are responsible for ensuring the vehicle insurance is covered for business journeys; if an employee is involved in an accident whilst undertaking business journeys and they do not hold the relevant business insurance, the policy may be invalidated.
- 4.5.4 They must be fit to drive and ensure that their vehicle is safe to drive
- 4.5.5 Employees must only claim for allowable expenses and allowances actually incurred and only up to the maximum allowed by Agenda for Change terms and conditions, and supplemented by the Trust's own locally agreed terms and conditions.
- 4.5.6 Staff must be able to provide accurate, comprehensive details and reasons for journey/expenses. In line with HRMC guidance, the Trust will retain records of claims including copies of receipts for 3 years, from the end of the tax year the claim relates to. Information relating to the retention of records can be found <https://www.gov.uk/pay-for-employers/keeping-records>
- 4.5.7 Claimants must ensure that all claims are submitted to the authorising manager as soon as possible after expenditure has been incurred. All claims should be made within 3 months or 90 days. The only exceptions are where staff are on long-term sick leave.
- 4.5.8 Employees must immediately report damage and faults to their line manager in relation to Trust vehicles.
- 4.5.9 Employees should prioritise alternatives to travel for non-clinical meetings wherever possible e.g. teleconferencing i.e. videoconferencing via MS Teams/Zoom etc. However, where travel to non-clinical meetings is unavoidable, staff should make arrangements using the most cost-effective mode e.g. use of a Trust pool car, lift-sharing etc.

5 Process for Review and Revision

- 5.1 This policy will be reviewed in five years' time unless legislative or other changes necessitate an earlier review.

6 Associated Documentation

- 6.1 This policy operates in conjunction with the following documents:

- Lease Car Policy
- NHS Terms and Conditions of Service Handbook (section 17 and 18)
- Trust Travel and Subsistence – Employee Guidance
- Trust Standing Orders and Standing Financial Instructions
- Trust Scheme of Financial Delegation

7 Monitoring Compliance with this Policy

- 7.1 All expense claims are authorised by line managers and samples are subject to periodic internal audit checks.

8 Implementation Plan

- 8.1 This policy will be communicated via the following mechanisms:-

- Staff Update
- Locality meetings
- Trust intranet.



Appendix A – Employee Guidance

Travel and Subsistence: Employee Guidance

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1. What does the Travel and Subsistence Policy cover?

The policy covers the arrangements for any travel and subsistence you can claim for expenses you incur as a result of carrying out work on behalf of the Trust including business travel and training.

2. When will I be eligible to claim expenses?

You are eligible to claim in circumstances where you have incurred expense carrying out work on behalf or at the request of the Trust, for example attendance at training courses or meetings away from your contractual base. The activity must be approved by your line manager as relevant to your job role and then any expenses authorised upon production of receipts.

3. How do I claim expenses?

You can claim expenses by completing the relevant expenses section on either GRS or the EASY expenses system. If you use GRS for your rostering, please claim expenses through this system, all other staff must use the EASY expenses system via ESR. A link can be found on Pulse. Expenses are paid a month in arrears provided the claim is submitted by the 5th of the following month. For example, expenses incurred in September would be paid into your October salary.

4. What are the relevant sections of NHS terms and conditions in relation to travel and subsistence?

You should refer to Sections 17 and 18 of the NHS terms and conditions of service handbook.

5. What mileage rates does the Trust pay?

Mileage rates are defined by local agreement and are currently as follows: -

Vehicle type	Mileage rate	Passenger supplement
Private	45p per mile*	5p per mile
Lease	As per HMRC guidelines	Not applicable

* HMRC rate which can be reviewed if this rate changes

6. Which route planner does the Trust use to calculate mileage?

For staff on GRS, the Trust uses AA route planner or HERE mapping if using the EASY expenses system, therefore you should use this when calculating your mileage claims. Journeys will be calculated on the quickest route as calculated by the relevant journey planner.

7. How do I work out my excess mileage when calculating what I can claim?

Excess mileage is worked out by deducting the return journey of your home to base mileage on any mileage claim, the following is an example of how this should be calculated: -

Home to base mileage – 25 miles

Total miles travelled for work purposes including home to base – 100 miles

So the calculation should be as follows:-

(Home to base return) $25 \times 2 = 50$

(Total miles travelled minus home to base return) $100 - 50 = 50$

Total miles you can claim = 50

8. How should I book tickets for travel on public transport?

Bookings for public transport should be made through the Redfern travel booking system, please refer to your office administration team. Bookings should be made at least 2 weeks in advance of the journey.

9. I need overnight accommodation; how do I book it?

Bookings for overnight accommodation should be made through the Redfern travel booking system and are subject to eligibility criteria outlined below.

10. What are the eligibility criteria for overnight accommodation?

For the purposes of training, they are as defined in section 3.6 of the Travel and Subsistence Policy, the distance from your home address to the venue must be more than 1 hour (as defined by AA route planner or HERE maps) and the event must be more than 1 day in duration. Accommodation prior to the event may be available, please see the Travel and Subsistence Policy.

For the purposes of business travel i.e., meetings / conferences the above criteria also apply.

11. Can I claim travel time?

Under local agreement where you must travel for more time to a training venue than you would normally spend travelling from your home address to your usual base the excess travel time will be payable at plain time.

Travel time will not be payable where accommodation has been offered and turned down unless good reason can be shown i.e., carer responsibilities etc.

Hours that would have been worked on normal shifts will be reconciled to the training hours:

Example 1

Where a member of staff should have worked 4 x 12 hour shifts in a week and has been stood down to attend a training course their hours will be reconciled against any excess travel time claims.

4 x 12 =	48.....	Normal rota shifts
5 x 7.5 =	37.5	Training course
	10.5	Hours to be reconciled

Staff will only be able to claim any travel time in excess of 10.5 hours.

Example 2

Where a member of staff should be on 4 x 8 hours in a week and has been stood down to attend a training course their hours will be reconciled against any excess mileage claims.

4 x 8 =	32.....	Normal rota shifts
5 x 7.5 =	37.5.....	Training course
	5.5.....	Hours worked in excess.

This may be claimed as overtime unless it relates to relief staff in which case hours will be reconciled through the Scheduling Team.

Travel time will not be payable if you are asked to work from an alternative base station for your full shift, you must travel to the alternative location in your own time.

12. Who should I contact if I have any queries in relation to travel and subsistence?

In the first instance you should contact your line manager, and if they are unable to resolve your query, they will direct you to the appropriate individual or department.