



**Aneurin Bevan University Health Board**

# **Mobility and Expenses Policy**

*N.B. Staff should be discouraged from printing this document. This is to avoid the risk of out of date printed versions of the document. The Intranet should be referred to for the current version of the document.*

## **Contents**

<b>1.0</b>	Introduction
<b>2.0</b>	Principles of the Policy
<b>3.0</b>	Starting Employment
<b>4.0</b>	Mileage Allowance
<b>5.0</b>	Passengers
<b>6.0</b>	Hire Cars
<b>7.0</b>	Lease Car User
<b>8.0</b>	Review of Driver Categories
<b>9.0</b>	Pool Cars
<b>10.0</b>	Motor Vehicle Insurance and Road Worthiness
<b>11.0</b>	Insurance
<b>12.0</b>	Road Worthiness
<b>13.0</b>	Driving Licences
<b>14.0</b>	Additional Drivers
<b>15.0</b>	Motoring Fines and Offences
<b>16.0</b>	Attendance at Training Courses
<b>17.0</b>	Travel to and from Work
<b>18.0</b>	Mileage Claims
<b>19.0</b>	Other Allowances
<b>20.0</b>	Subsistence
<b>21.0</b>	Taxation & Record Keeping
<b>22.0</b>	Contracts of Employment
<b>23.0</b>	Secondments
<b>24.0</b>	Probity
<b>25.0</b>	Voluntary Drivers
<b>26.0</b>	Rail & Air Travel
<b>27.0</b>	Pedal Cycles
<b>28.0</b>	Further Guidance

- Appendix 1** Reimbursement Rates for staff covered by Agenda for Change
- Appendix 2** Reimbursement Rates for Medical & Dental Staff
- Appendix 3** Health Board contribution towards Lease Car Costs
- Appendix 4** Driving Licence & Insurance Checks
- Appendix 5** Protocol for the Payment of Expenses that Fall Outside of 90 Days
- Appendix 6** Guidance on Claiming Travel Expenses

## **1.0 Introduction**

- 1.1 This policy sets out the rules and guidance to be followed in respect of travel undertaken in the course of employment with Aneurin Bevan University Health Board.
- 1.2 The policy applies to all Health Board staff. However, some sections are not applicable to Medical & Dental Staff and these are identified at the beginning of the relevant section.
- 1.3 All staff covered by the NHS Terms and Conditions of Service will receive reimbursement of travel expenses in accordance with section 17 and Annex L of the NHS Terms and Conditions Handbook.
- 1.4 Medical & Dental Staff will receive reimbursement of travel expenses in accordance with NHS Hospital, Medical & Dental Staff & Doctors in Public Health Medicine & the Community Health Service (England & Wales) Terms and Conditions.
- 1.5 Terms and conditions for all groups of staff are supplemented by this policy. Should any conflict arise regarding the policy, the Terms and Conditions take precedence.

## **2.0 Principles**

- 2.1 An employee who is required as part of their employment to undertake business travel should be financially reimbursed for mileage costs incurred as part of that employment responsibility.
- 2.2 All such employees will be reimbursed in line with their National Terms and Conditions of service.
- 2.3 All staff who are eligible and who are offered a Health Board Lease vehicle must have the necessary information made available to them, so as to be able to make an informed choice whether to take on a lease vehicle. The decision to offer a financial contribution to an employee is a senior management decision.
- 2.4 All employees are requested to plan their journeys to minimise where ever possible the journeys they make and to utilise the most eco friendly, cost effective and safest route or means of transport available.

- 2.5 The expenses system will always calculate the shortest route between post codes. If a route is not deemed to be safe then this should be risk assessed by the manager and an alternative route may be used with the agreement of the manager.
- 2.6 The Health Board is committed to working towards a 'greener' mobility policy in future, working in partnership with Trade Unions and other agencies to identify opportunities for achieving this.

### **3.0 Starting Employment**

Before an employee commences employment they must be advised in their Job Person Specification of the requirement to have a full British driving licence, or be independently mobile where travel is a substantive, essential or important element of the post holder's duties.

### **4.0 Mileage Allowances**

- 4.1 Employees who use their own vehicles to make journeys in the performance of their duties will be reimbursed their motoring costs at the appropriate rate shown in accordance with their terms and conditions of service.
- 4.2 For all employees covered by the NHS Terms and Conditions of Service, reimbursement rates are set in line with HMRC Approved Mileage Allowance Payments (AMAP).

Reimbursement rates for staff covered by NHS Terms and Conditions of Service can be found in **Appendix 1**.

- 4.3 All Medical & Dental staff will receive reimbursement rates in accordance with their terms and conditions of service and these rates can be found in **Appendix 2**.

### **5.0 Passengers**

With the exception of lease, pool or hire vehicle users, employees who use their own vehicle can claim for the transportation of passengers who are either NHS employees or patients, carers or students. Drivers are reminded that they should hold insurance that provides cover for passengers. They may also claim

reimbursement for carrying heavy or bulky goods that would take up a passenger seat.

### **Appendix 1 (Staff covered by NHS Terms & Conditions of Service)**

### **Appendix 2 (Medical & Dental staff)**

## **6.0 Hire Cars (not applicable to Medical & Dental staff)**

6.1 Unless there are exceptional circumstances, own vehicle users who are required on a rare occasion to undertake a long journey of more than 100 miles in a day as part of their role should consult with Fleet Services to find out if the use of a hire car would be a cheaper option. Payment for the journey will be based on the cheapest option.

## **7.0 Lease Car User (not applicable to Medical & Dental staff)**

7.1 Lease cars should only be available to those employees who are required to be mobile, where it is in the interests of the service and where it is consistent with the proper use of public monies.

The possibility of using a lease vehicle should be considered whenever it is expected that the annual business mileage travelled in a year will exceed 3,500 miles.

7.2 The Health Board can consider making a financial contribution towards the cost of a lease car which is equivalent to the cost of leasing 6,000 business miles per annum based on a standard Health Board vehicle, (**See Appendix 3**). The employee is then charged for the full cost of their chosen private miles use within their lease agreement. The employee must make their request for a lease car in writing to their Line Manager.

7.3 The decision to approve the offer of the Health Board financial contribution is always at the discretion of the Line Manager.

7.4 An employee will be given a minimum of six months' notice of any change to be made by the Health Board in relation to the continuation or not, prior to the termination of their lease car contract. If this is not possible then arrangements to extend the lease to cover that period of notice should be given.

- 7.5 An employee has the right to use their own vehicle rather than accept the lease car option. If the manager is unable to provide an alternative provision to the lease car, such as a pool car, then, the employee will have the right to continue to use their own car, reimbursed at the standard mileage rate for staff on NHS terms and conditions of service (appendix 1) or on the standard or regular user rate for medical & dental staff (appendix 2). If the manager is able to offer a pool car or business only car and the employee chooses to continue to use their own car then their mileage will be paid at the reserve rate (staff on NHS terms & conditions of service) or at the public transport rate (medical & dental staff).
- 7.6 Lease car users are able to claim Health Board mileage reimbursement in accordance with the HMRC advisory fuel rates for company cars. These rates are reviewed four times per year on 1 March, 1 June, 1 September and 1 December and are published on the HMRC website at:  
[http://www.hmrc.gov.uk/cars/advisory\\_fuel\\_current.htm](http://www.hmrc.gov.uk/cars/advisory_fuel_current.htm)
- Employers should make themselves aware of any changes by referring to this webpage. It is the primary source of information.
- 7.7 Under the current Health Board lease scheme, the Health Board will identify a base vehicle, which offers the minimum type vehicle that enables the employee to undertake their duties. An employee can choose a different or larger vehicle than the base car but will be required to pay any additional excess costs of this.
- 7.8 If in exceptional circumstances it can be demonstrated that the base vehicle does not meet the requirements of the job, a more appropriate base vehicle will be substituted and the contribution from the Health Board will be adjusted accordingly. Only the General Manager for the service has the authority to approve such a vehicle.
- 7.9 An employee, who is a member of the Health Board's lease car scheme, who voluntarily changes their job from a post that attracted a contribution from the Health Board to one that does not, will lose that contribution at the end of three months or the end of the lease whichever is sooner. An employee, who, because of organisational change, is moved into a job not attracting a lease contribution, will continue to receive their

- agreed Health Board contribution until the end of their existing lease.
- 7.10 The Health Board will continue to make contributions toward the cost of a lease vehicle during periods of paid sick leave. This will discontinue for periods of unpaid sick leave. In these circumstances individuals may meet all the costs associated with the lease or return the vehicle to the Health Board if the period of unpaid sick leave exceeds 4 weeks.
- 7.11 When maternity leave is granted, the Health Board contribution towards the lease vehicle will continue for the month when the Maternity leave commences and for a further three months thereafter. The contribution will continue at 50% for a further three months or until the end of the maternity leave whichever is less. The Health Board contribution will cease if the car is out of use for six months or longer. The Health Board contribution will be limited to the paid period of maternity leave for employees who do not intend to return to work.
- 7.12 The Health Board contribution will continue to be made where paid leave has been granted.
- 7.13 For unpaid leave longer than one calendar month the Health Board will discontinue contributing to the lease of the vehicle until the employee returns to work. The employee should make arrangements prior to commencement of the leave for the lease car charge to be forwarded to the Health Board on a monthly basis. The employee should give at least one month's notice of their intention to return the vehicle and whether or not they wish to resume with the vehicle on return to work.
- 7.14 Where, after joint consideration of the current options, including the alternative means of mobility, the employer decides not to continue to offer the use of a lease car to a lease car user, the employee shall be entitled to the appropriate reimbursement rate in their terms and conditions of service.
- **Appendix 1 (Staff governed by NHS Terms & Conditions of Service)**
  - **Appendix 2 (Medical & Dental staff)**



- 7.15 The Health Board will seek to fund any modification, or change of vehicle required to enable disabled employees who are required to be mobile to continue in their employment.
- 7.16 If the employee is suspended from their employment, then they may continue to use the lease car for their private use. If they are subsequently terminated, by resignation or dismissal, then the employee must pay the Health Board any lease car termination agreement.
- 7.17 If an employee terminates their lease vehicle before the expiry of the leasing agreement, a termination charge will be made unless the vehicle can be reallocated. No termination charge will be applied if the vehicle is returned:
- After 4-weeks of unpaid sick leave;
  - In the case of redundancy
  - Upon retirement
  - Because of a health condition where the employee is unable to drive
  - For employees who die in service
- 7.18 Before such charges are applied, the Health Board will endeavour to reallocate a lease vehicle to another employee. Only in circumstances where this proves unsuccessful, will a lease charge be levied against the employee.
- 7.19 Where an individual requests an extension to the contracted period, the current years allowance should be applied, as opposed to applying the allowance that was in place at the beginning of the contract.

## **8.0. Review of Driver Categories**

- 8.1 All mileage claims must be checked for accuracy by the employee and their line managers before the claim is authorised for payment by the appropriate manager.
- 8.2 Line managers must also regularly monitor the mileage undertaken by employee month by month to ensure that it is consistent with their drive category via the Managers reporting facility on the on-line system.

- 8.3 An annual review of mileage must be undertaken by the line manager and the employee, each financial year, using the on-line reporting facility plus any other information that may be available from Lease Cars or the Expenses Department. Account must be taken of the employee's pattern of activity, any temporary changes in base or duties.
- 8.4 At the annual review meeting, an appraisal of the employee's Health Board driver category must be undertaken. The following must be taken into consideration:
- the regularity of the journeys made by the employee during the full 12-months of the year under review
  - the work based reasons for why there has been a change in the employee's mileage claims
  - the employee's expected mileage in line with their anticipated work load over the following year period.
- 8.5 For medical & dental staff, where a regular user's Health Board mileage is reclassified as a standard user then the regular user allowance will cease and the employee will be paid at the standard user rates.
- 8.6 A lease car should be offered provided that a lease car would be the most economic and efficient option for the service. The decision to offer a further lease car at the end of the previous lease agreement must be based on a reassessment of current and expected mileage.
- 8.7 Where a change is made by the employee's own volition then the lease car contribution made by the Health Board will be discontinued

## **9.0 Pool Cars (not applicable to Medical & Dental staff)**

- 9.1 A pool car enables a number of staff to be mobile. There are no fixed criteria for making this decision but managers should consider the following:
- The work commitments of the service
  - The numbers of staff needing to travel
  - Use of shared vehicle by part time staff

- The frequency, urgency and nature of the service, distances to be travelled and the associated cost effectiveness of the solution
- The weekly travel requirements of the service
- The need to transport large items or equipment
- The physical requirements of the job holders

9.2 Managers should to be aware that they are responsible for all costs associated with this option. Only the General Manager for the service can approve a department pool car option.

## **10.0 Motor Vehicle Insurance and Road Worthiness**

Managers are reminded of their responsibilities under the Corporate Manslaughter and Corporate Homicide Act 2007 to ensure the safety and well being of those employees who are required drive during the course of their duties.

## **11.0 Insurance**

### **11.1 It is an offence to drive a vehicle without valid insurance.**

11.2 All ABUHB employees who undertake driving while on health board business must ensure that valid and appropriate insurance is in place.

11.3 Drivers must ensure that this insurance provides:

- Fully comprehensive cover
- Includes Business use
- Includes loss/theft or damage to ABUHB equipment
- Includes carriage of passengers in the course of business duties (if appropriate)
- Includes carriage of patients (if appropriate)
- Includes provision of a courtesy car in the event of accidental damage or have access to another vehicle to ensure that the service is not disrupted

11.4 Employees who are provided with a lease car through the ABUHB lease vehicle scheme may either:

- Arrange their own insurance

or

- Participate in the ABUHB insurance policy

11.5 Where own insurance is chosen the policy must include all of the requirements listed above.

11.6 The ABUHB insurance policy will provide all of the necessary cover required for employees to undertake ABUHB duties plus Social, Domestic and Pleasure use by the staff member applying for the lease car and any other authorised drivers (see ABUHB Lease vehicle policy).

11.7 Pool vehicles will be insured on the ABUHB policy for business use only by ABUHB employees.

11.8 Drivers opting to arrange their own insurance for lease vehicles or using their own vehicles and insurance MUST provide evidence of a suitable current insurance policy on commencing employment or driving duties and annually thereafter. (**Appendix 4**)

11.9 Fleet Services will audit compliance with these requirements annually through random sampling of records. Employees may be required to produce evidence of insurance at any time on request by Fleet Services.

11.10 Employees undertaking driving on business duties without valid insurance will be subject to disciplinary action.

## **12.0 Road Worthiness**

- The driver is responsible for ensuring that the vehicle is roadworthy and to follow vehicle service handbook recommendations.
- Lease / crown car drivers are responsible for reporting any issues regarding the roadworthiness of their vehicle and liaising with the relevant companies to ensure they are repaired.

## **13.0 Driving licence**

13.1 All employees undertaking driving while on ABUHB business MUST hold a full driving licence that is:

- Valid for use in the UK
- Valid for the category of vehicle being driven

- 13.2 Employees MUST provide the current driving licence (paper/photocard with paper copy/photocard – the licence format will depend on the date the licence was applied for or renewed) and insurance details on commencement of employment/driving duties and annually thereafter. These will be documented, ~~and~~ signed by manager and driver and saved in the personal file.
- 13.3 Employees must inform their manager/Transport Services of any changes to their driving licence, including:
- Endorsements
  - Suspension
  - Changes to categories of vehicles permitted to drive
  - Changes in medical condition
  - Change of address
  - Change of name
- 13.4 Employees MUST inform their manager or Transport Services immediately if they are convicted of any of the following:
- A driving offence connected with alcohol or drugs
  - A driving offence linked to dangerous or reckless driving
  - Any other offence relating to speeding which also includes undertaking the speeding awareness course instead of receiving points on their licence or driving without due care and attention
- 13.5 Any driver disqualified from driving MUST immediately cease driving duties and inform their manager/Fleet Services.
- 13.6 In the event of any of the above ABUHB may:
- Require the driver to undertake further driver training
  - Impose an additional insurance excess (lease vehicle drivers) or insurance premium loading
  - Take disciplinary action
  - Suspend driving duties
- 13.7 Failure to inform the manager or Fleet Services of any changes to a driving licence or driving convictions will result in disciplinary action.

13.8 Falsification of any documents or false declarations will result in disciplinary action.

13.9 Fleet Services will audit compliance with these requirements annually through random sampling of records. Employees may be required to produce their driving licence (photocard and paper copy) at any time on request by Transport Services.

#### **14.0 Additional drivers**

Where a staff member is provided with a lease vehicle all additional drivers must comply with the requirements for driving licences as above, including notification of offences (convictions and pending proceedings). ABUHB may at its own discretion withdraw authority for any additional driver at any time.

#### **15.0 Motoring Fines and Offences**

The Health Board will not meet the cost of any motoring fine or related costs. Lease car users who do not pay these directly to the relevant body will incur an administration charge and the total amount will be deducted from the individual salary. It is essential that employees notify their manager if there is any change in circumstance which prevents them from legally owning or driving a car.

#### **16.0 Attendance at Training Courses**

16.1 Employees attending approved training courses, conferences or events will receive the following:

- Lease car users will receive the normal lease car rate
- Staff covered by the NHS terms and conditions of employment will receive the standard rate (appendix 1)
- Medical & dental staff will receive the standard or regular user rate as appropriate (appendix 2)

16.2 Where employees attend training courses, conferences or events in circumstances where attendance is not required by the employer, then mileage will be paid at the reserve rate for staff covered by NHS terms and conditions of employment (appendix 1). Medical & Dental staff will be paid the public transport rate (appendix 2).

## **17.0 Travel To and From Work (not applicable to Medical & Dental staff)**

- 17.1 The Health Board will not pay travel expenses to and from work, except in the following circumstances:
- 17.2 Attendance at place of employment outside normal working hours

This paragraph applies in circumstances where employees are required to return to or to attend their place of employment outside their normal hours of duty. This will be in circumstances where they would be entitled to overtime or time off in lieu. In these circumstances any expenses which are in excess of the expenses they incur as a result of their normal attendance at work and which are necessarily incurred in travelling to and from home shall be reimbursed. This will be on the basis of the reserve rate or public transport mileage rate (**Appendix 1 and 2**). Claims for expenses should not be met when no additional expenditure is incurred e.g. when the employees concerned have a season ticket, or where the time lapse between two consecutive periods is sufficiently short for it to be considered reasonable for the employee to remain at or near their place of employment.

### **17.3 Temporary or permanent transfer of base**

Employees who are required by the Health Board to change their base of work may be reimbursed their extra daily travelling expenses from the date of transfer. Please refer to the Organisational Change Policy. The excess shall be calculated on the basis of the bus fares or standard rail travel or if the employee travels by private motor vehicle on the basis of the reserve rate or public transport rate.

- 17.4 Some employees may be required to travel direct from home to a place of work, which is not their base, or vice versa. When the journey being reimbursed starts at a location other than the agreed work base; for example home, the mileage eligible for reimbursement will be as set out in the example in appendix 6.

## **18.0 Mileage Claims**

- 18.1 All claims for travel and subsistence must be completed using the electronic on line expenses system. All receipts must be attached

to their claim as appropriate and will be authorised by the appropriate authorising line manager/supervisor.

18.2 Claims must be made within the 90 days of the expenses/subsistence undertaken, on a regular basis. Should the claim be over 90 days, then an evidenced reason will have to be entered on the expenses electronic system. **Please see Appendix 5.**

18.3 On no account will any payments be made without the expense claim being authorised by an appropriate manager.

18.4 An employee can only claim for journeys necessarily travelled for business purposes. The submitting of fraudulent claims will subject to the Health Board's disciplinary policy and or investigated by the Health Board Local Counter Fraud department.

## **19.0 Other allowances**

Subject to the production of receipts or other evidence, employees using their private motor vehicles on an official journey shall be refunded reasonable garage and parking expenses and charges for tolls and ferries necessarily incurred, except that charges for overnight garaging or parking shall not be reimbursed unless the employee is entitled to night subsistence for overnight absence. *For any claim that requires a receipt the manager will need to see this prior to authorisation. For audit purposes, receipts must be retained by the employee for 2 years plus the current financial year.*

## **20.0 Subsistence**

An employee is entitled to claim subsistence allowances where they necessarily spend more whilst away from their base than they would normally have spent whilst at their base. Receipts are required in all cases except for the incidental expenses allowance.

20.1 When an employee stays overnight in hotels, guest houses or commercial accommodation with the agreement of their manager, and the maximum limit is exceeded for genuine business reasons, (e.g. the choice of hotel was not within the employee's control or cheaper hotels were fully booked) additional assistance may be granted at the discretion of the employer.



## **21.0 Taxation and Record Keeping**

- 21.1 The Health Board will provide the employee and the Inland Revenue with all the necessary information with regard to mobility. Since Self-Assessment was introduced in April 1996 everyone needs to keep tax records in order to complete a tax return if required. This means keeping things like pay slips, P45 (Part 1A), and P60. It also means writing down any expenses payments received as part of your employment, as well as any amounts you paid out. Employees must keep a record of business mileage if they use a car for work.
- 21.2 The Health Board will provide details of expenses and payments and other information you may require to complete your tax return, these details are known by the Inland Revenue as P11D details. It is essential that employees keep this form, along with their P60, in case the Inland Revenue ask them for details in the future.

## **22.0 Contracts of Employment**

- 22.1 Employees on a short-term contract may access the lease car scheme but the lease contracts will be less than the standard 3-year contract.
- 22.2 Employees with more than one contract of employment with the Health Board will have the same travelling expenses conditions applied to all contracts. For example if they have a lease car they will have all their mileage paid at lease car rates for all contracts. They must make their relevant managers aware of their current situation with regard to mobility. Their total mileage will be used to access their travel status
- 22.3 Employees must also make their relevant managers aware if they have more than one contract of employment outside ABUHB with other NHS organisations.
- 22.4 Employees who leave the employment of the Health Board will be reimbursed all travel expenses up to the final date of their employment. If they are a lease car driver they are required to give at least one month written notice of their intention to leave the Health Board.

## **23.0 Secondments**

The reimbursement of travel expenses must be agreed with the employee and the host organisation prior to the employee taking up a secondment. If the individual has a lease car and will continue to use this whilst on secondment then arrangements for reimbursement for the Health Board contribution should be agreed with the host organisation. If the individual is taking up a secondment which will not attract a Health Board contribution then they will lose that contribution at the end of three months or the end of the lease whichever is sooner. Managers should refer to the Health Board Secondment Policy for full details.

## **24.0 Probity**

Employees are reminded that they should use, where ever practical the lowest cost option to the Health Board for all Journeys, e.g. the sharing of vehicles, hire vehicles, public transport. This is especially important where high mileage journeys are made.

## **25.0 Volunteers**

Please refer to the Health Board's Volunteer Policy

## **26.0 Rail and Air Travel**

Employees are entitled to claim for second or economy class travel only. Any exceptions must be authorised by the Finance Director. Employees can travel first class providing they fund the difference or where they can evidence that they have made a saving on the second class rate.

## **27.0 Pedal Cycles**

Reimbursement for employees using pedal cycles for official journeys will be reimbursed in line with the appropriate terms and conditions of service. Employees seeking to purchase a bicycle to get them to work or use in line with their day to day work activities should contact Fleet Services who may be able to give them guidance on the Cycle to Work Scheme.

## **28.0 Further Guidance**

If you require additional information or clarification please contact your line manager in the first instance. Members of HR, Payroll Services and Fleet Administration are also available to provide clarification.

## **Appendix 1**

Rates of reimbursement for staff covered by NHS Terms and Conditions of Service.

Refer to the link to NHS Terms & Conditions of Service for the up to date [mileage rates](#) . This link will take you to the NHS Terms & Conditions of Service Handbook.

## Appendix 2

### Rates of Reimbursement for staff covered by Medical & Dental Terms and Conditions of Service

#### 1. Standard Rates

##### a. Cars

Engine Capacity (cc)	Up to 1000	1001 to 1500	1501 to 200	Over 2000
Up to 3500 miles	37.4p	47.3p	58.3p	58.3p
3500 – 9000 miles	23.0p	28.2p	33.5p	41.0p
9000 – 15000 miles	17.8p	20.1p	22.7p	25.5p
Thereafter	17.8p	20.1p	22.6p	25.5 p

##### b. Other Motor Vehicles

Engine Capacity	Up to 125cc	Over 125cc
Up to 5000 miles	17.8p	27.8p
Thereafter	6.7p	9.9p

#### 2. Regular User Allowance

##### Cars

Engine Capacity (cc)	Up to 1000	1001 to 1500	1501 to 2000	Over 2000
Lump Sum	£508.00	£626.00	£760.00	£760.00
Up to 9000 miles	29.7p	36.9p	44.0p	44.0p
9001 – 15000 miles	17.8p	20.1p	22.6p	22.6p
Thereafter	17.8 p	20.1p	22.6p	22.6p

**3. Public Transport Rate**

24p per mile

**4. Passenger Allowance**

Each Passenger 5p per mile

**5. Pedal Cycles**

For local agreement, subject to a minimum of 10p per mile

### Appendix 3

#### Example of Health Board contribution towards Lease Car Costs (since 1 April 2006)

For all staff

<b>Mileage</b>	<b>Contribution (£)</b>
Up to 6,000 miles	£1,403
6,001 miles to 7,000 miles	£1,439
7,001 miles to 8,000 miles	£1,475
8,000 miles to 9,000 miles	£1,493
9,000 miles to 10,000 miles	£1,511
Over 10,000 miles	£1,546

## Appendix 4

### Statutory Legal Requirement for the Checking of Driving Licence & Personal Vehicle Insurance

Name	
Assignment Number	
Driver Licence Number	
Insurance Certificate Number	
Insurance Details	
<b>NB – Insurance must include the relevant business use</b>	
Additional Information	
<b>Failure to notify your Manager of any changes in driver circumstances may result in disciplinary action</b>	
Maintaining an active driving licence and correct vehicle insurance must be strictly adhered: Failure to do so will result in recovery of costs under the ABUHB procedures, disciplinary action and/or fraud investigation and possible dismissal	
I acknowledge & accept the information above in compliance with the Road Traffic Acts & Legal requirements of travel claims	
Signed by employee	
Date	
I have carried out the necessary checks & items above to ensure legal compliance with driving requirements for the above employee to carry out their duties	
Signed by Manager	
Print Name	
Date	
Re-checking must not exceed 12 months of the above date. This document will be stored in the employees personal file	
A copy will be provided for staff on request	



## **Appendix 5**

### **Protocol for the Payment of Expenses that Fall Outside of the 90 Days**

#### **Introduction**

The ABUHB Mobility and Expenses Policy states that claims will only be processed if submitted by the claimant within 90 days. This is the normal, fair and reasonable position for most expenses claims within the Health Board. However there are rare occasions, or situations, where claims for expenses for journeys and activities may fall outside of this time frame. This protocol outlines the roles process and responsibilities required by all parties to ensure that a fair resolution to such a claim is undertaken for both manual and on line systems.

#### **Employee Responsibilities**

It is the responsibility of the employee to:-

- Complete accurately the relevant details of their expenses on the online system
- Attach all receipts where possible or submit to authorising manager if no scanning facilities available, where applicable
- Ensure that their application falls and is submitted for processing within the 90 days period for payment, or
- Where their application falls outside of the 90 days period provide an on line note

#### **Line Manager Responsibilities**

It is the responsibility of the immediate Line Manager to:-

- Monitor the claims that are submitted to them
- Check that the on line record has been completed correctly, has been confirmed is in date
- Ensure that receipts, where applicable, reflect appropriately the expense incurred

- Challenge claims that are not completed correctly, are not appropriate, or which are out of time and where there is no reason to support those elements within the application
- Approve the on line record and submit so that Payroll Services will process.
- Where the employee's claim falls outside of the 90 days they should consider whether or not they support ~~or not~~ the application
- If they do not support the application they should challenge the employee regarding this issue
- If they support the application they should inform the Divisional Director or General Manager or Head of Service of the details of the application
- The Divisional Director, General Manager or Head of Service should consider:-
  - Why the expenses application was submitted
  - Why the manager supported the application
  - Why they fell outside of the 90 days
- Where both managers agree to support the application then the Divisional Director, General Manager or Head of Service (the relevant authorised signatory for that budget) should authorise the payment on line record to Payroll Services for processing and payment

### **Payroll Services Expenses Department Responsibilities**

It is the responsibility of the Payroll Services Expenses department to:-

- Review the accuracy of the on line record submitted from the department
- Ensure that all expenses claims are supported, signed or—and authorised by the appropriate budget line manager

- Ensure that claims, for expenses that fall out of the 90 days period for the claim, are accompanied by a brief outline, or note explaining the reason for the delay.
- To pay all on line records where there is a clear account of journeys made and where the employee and the manager have provided notes regarding the delay
- To pay all applications which are counter approved by the Divisional Director or General Manager or Head of Service where they have overall responsibility for their budget.

Where the employee has concerns about their expenses being turned down then they should raise their concerns through their line manager in line with the ABUHB Grievance Policy.

### **Examples of Occasions that Might Delay Claims for Expenses**

Occasions where there might be exceptional delay in the arrival of the claim to the payroll department may include:-

- Where there has been a delay due to substantive circumstances outside of the employee's control
- Substantive absence due to ill health, extended leave or other personal circumstances impacting on attendance
- Exceptional or substantive work place issues
- A delay by the employee's line manager in signing and forwarding the application to payroll

**This list is not exhaustive but indicates the exceptional nature of those circumstances that might attract a review of payment.**

## Appendix 6

### GUIDANCE ON CLAIMING TRAVEL EXPENSES

#### 1. Introduction

This guidance has been developed to assist staff who seek to reclaim any element of travel costs using the on-line the e-expenses system.

#### 2. Mileage Entitlements

**Mileage Standard** – Official journeys which start at your base undertaken whilst on Health Board business e.g. Meetings, Hospital & Community visits, staff covering different bases etc.

**Mileage (Mandatory/ Statutory Training)** – Claimable for all miles incurred travelling to & from any Mandatory/ Statutory or essential to role training courses/ study days, less home to base mileage.

**Mileage (course mileage)** – Reserve Rate – Claimable for all miles incurred travelling to & from Training Courses, Study Days, Education Days etc, less home to base mileage. (This only applies to staff attending a course and not course facilitators) N.B. In the case of Lease Car User, on the next screen this must then be entered Lease Car Course Miles.

**Mileage (Shortest Distance)** – (Only applicable to Medical and Dental employees) Official journeys undertaken whilst on Health Board business, commence from or ending at home instead of base.

**Excess Mileage** – Temporary/ Permanent change of base and Secondment mileage. The additional miles incurred from home to new base and return daily, as calculated by the Payroll/Expenses team.

#### 3. On-line Claims System (Electronic Expenses)

The Health Board has an on-line travel claims system. The electronic system makes the process of submission, authorisation and payment of claims quicker and more accurate.

## Calculating the Journey Distance

Accuracy of travel claims is achieved through the use of an automated calculation within the system.

The system is set to calculate the mileage based on the shortest possible journey between two post code areas. It uses the centre point of each post code area to calculate the mileage; this is accurate down to the nearest 100m of the centre point of the addresses that make up the full postcode. Journeys are calculated using Motorways, dual carriageways and type A and B roads, not unclassified roads.

## Rounding

When calculating mileage the system will **round up or down** using standard rounding to the **nearest** whole figure. The NHS pay system cannot accept fractions of a mile and rounding in this way provides a consistent approach. An example of how this works is below.

The system calculates the mileage figures with the below method:

Postcode A to Postcode B = no of miles

Postcode B to Postcode C = no of miles

The no of miles are then added together and finally rounded.

## Shortest Route

The expenses system calculates the shortest possible journey, which includes motorways, A and B roads. There are many websites that provide driving directions and mileages and the results from these do differ. However all on-line systems have to calculate the mileage and the system is no different, it will look for the shortest route between the post codes provided and use that result within the claim.

## Additional Miles

Taking the shortest route reflects the lowest possible journey length to the individual and thus cost to the Health Board but there are proper and reasonable circumstances where staff may not be able to or legitimately choose not to take the shortest route. Generally these would fall into four main categories:

- Where the shortest route is impassable due to a road closure or accident for instance.
- Where the shortest route is agreed to be an unsafe route, due to adverse weather conditions or poor quality roads.
- Where the duration of the journey may be important or a factor, the expenses system will use A and B roads to calculate the shortest journey. The quickest route may not always be the shortest.
- Some post code areas can be quite large and therefore the actual distance travelled may be longer.

No system can automatically compensate for these factors and all their variables therefore there is a facility for staff to claim additional miles to reflect where they have had to legitimately travel further than the system calculates. If the Line Manager approves the additional miles because they are justified then the system pays them; this is no different to the paper based system the Health Board is phasing out.

### **Safest Route**

Where the route used by the electronic system is deemed to be unsafe, particularly during adverse weather conditions, the authorising Manager may agree with their Line Manager an alternative route and claims authorised on such a basis will be paid.

### **Applicable Distances**

With the exception of certain medical staff, the Health Board does not reimburse staff for travel between home and the normal place of work. Any claim for travel between home and the normal place of work must be clearly indicated on the e-expenses claim. For all staff when a business journey does not start or end at the normal base, the following guidance applies:

The eligibility for claiming reimbursement will also change for miles travelled in the performance of an individual's duties which will in future be those 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 being reimbursed starts at a location other than the agreed work base, for example home, the mileage eligible for reimbursement will be as set out in the example in the table below.

<b>Eligible mileage – illustrative example</b>		
In this example the distance from the employee’s home to the agreed base is 15 miles		
<b>Journey (outward)</b>	<b>Distance</b>	<b>Eligible miles</b>
Home to base	15 miles	None
Home to first call	Less than 15 miles	Eligible mileage starts after 15 miles have been travelled
Home to first call	More than 15 miles	Eligible mileage starts from home, less 15 miles

<b>Journey (return)</b>		
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

## Receipts

Managers should **always** view receipts prior to authorisation of the claim. Where possible, receipts should be submitted with the expense claim by utilising the attachment option.

**N.B.** Receipts that are not submitted via the scanned/ digital receipt option should be kept for 2 financial years plus the current year by the authorising manager for audit purposes.


## 4. Frequently Asked Questions

Q	How do I log in to Electronic Expenses from a Health Board computer?
A	<i>Use the ABUHB Applications icon (yellow star) located on your desktop and on opening this you will find Electronic Expenses</i>

Q	Can I log in to Electronic Expenses from my home computer?
A	<i>Yes. The web address is <a href="http://www.SEL-Expenses.com">www.SEL-Expenses.com</a></i>
Q	What is my Username?
A	<i>Your Username will be your Payroll Number or Assignment Number that can be found on your payslip. If you have a number at the end of your payroll number for example 20090001-3 then this will also be needed when entering your username.</i>
Q	I have checked my personal details and my work or home post code listed is incorrect.
A	<i>Contact Payroll Services to change your personal details or via ESR self serve.</i>
Q	I cannot access Electronic Expenses using the password provided.
A	<i>The password is case sensitive; please check if your CAPS LOCK is on or that you've entered your password correctly.</i>  <i>How long ago did you receive your password? A password is only valid for 30 days after it has been received. You can contact the Payroll Services who can issue you with a new password or select the forgotten password link located on the expenses login page.</i>
Q	I have a message saying that my account is locked or disabled
A	<i>Contact Payroll Services to ask for your User Profile to be checked and a new password to be issued if necessary.</i>
Q	My car doesn't appear on my User Profile screen
A	<i>Have you completed a Business Travel Approval form to claim Business Mileage? If so, contact Payroll Services to request your vehicle to be attached your User Profile.</i>
Q	Can I have more than one vehicle on the system?



A	<i>Yes, if claimant is not a Lease Car User. You can add another vehicle by using the Expense <b>Add New Vehicle</b> option located on the Home page. It is important to ensure that all vehicles used on Health Board business are roadworthy, have a valid MOT and Business Insurance and a copy of this is documentation is held by your Manager.</i>
Q	Do I create a new claim form for each journey?
A	<i>No, you should create a new claim line within the existing claim. An expense claim should consist of approximately a month's worth of journeys / expenses. To add a new line to an existing draft claim, click on Expenses, then the Draft Icon. Then click the Edit option, to open up the existing claim.</i>
Q	When entering an expense claim I can see my vehicle on the screen but there is a message No Scheme Available
A	<i>Contact Payroll Services to attach your vehicle to your expenses scheme.</i>
Q	I have entered my expense claim and although I used my vehicle details the rate is incorrect returning a lower rate.
A	<i>Have you completed more than 10,000 business miles since 1<sup>st</sup> January? If so, the system will automatically reduce the rate per mile travelled in line with Policy. If not, your vehicle may not have been attached to your user scheme. Contact Payroll Services.</i>
Q	Can I claim for carrying passengers in my Lease Car?
A	<i>No, Lease Car Users are not eligible to claim passenger mileage. See item 5.1 of the Aneurin Bevan Mobility and Expenses Policy available on the Health Board Intranet.</i>
Q	I have attached a receipt for parking to the claim line of my journey but have not received reimbursement for the parking fee.
A	<i>A separate claim line must be created for other expenditure (parking fees, bridge tolls etc). Create a claim line for your journey and then add another claim line for the same date but using the list of <b>Other Expenditure</b> options.</i>

Q	I don't have the use of a scanner and cannot attach my receipts electronically. Can I still claim for my purchase and how do I submit the receipt?
A	<i>You can still make a claim for the purchase; however your manager must see the receipt(s) before authorising the expenses claim. Receipts have to be given to the authorising manager in an envelope with the Expense Claim ID and date of claims clearly marked on it. These have to be retained for the current financial year and plus the next two years for HMRC audit purposes. Payroll Services have a bi-annual audit and you may be required to produce the receipt for this purpose.</i>
Q	I need to claim Excess Miles due to a change of base, but do not have the Excess Miles option available.
A	<i>Contact Payroll Services to request the Excess Miles mileage option to your Profile. If you change your base Payroll Services have to receive a copy of the Staff Changes Form indicating entitlement to claim Excess Mileage.</i>
Q	Which option do I use if I travel from my home to a venue other than my base, what category should I use?
A	<i>AfC employees use Mileage Standard category and the system will calculate your mileage entitlement in line with Policy.</i>  <i>Medical and Dental employees use Mileage (shortest distance) minimum 3 locations en-route if travelling from your home directly to your first call, the system will calculate your mileage entitlement.</i>
Q	On submitting my expense claim for authorisation I noticed that I have the wrong manager listed on Electronic Expenses
A	<i>Only a manager who is on the Financial Governance Authorised Signatory List can authorise expenses claims. Contact the Payroll Services to ask that your manager's details be checked and amended if necessary.</i>
Q	My expenses claim has been returned. How do I find out the reason for return?
A	<i>Click on 'View my expense claims' located on the home page, then on the Draft icon. Any claims returned will have a -01 after the Claim ID number. Click on 'Edit' to open the claim and then on the 'Existing Lines' option located on the right hand side of the open claim. Click on the information icon  and scroll down to the bottom of the screen. The reason for return</i>

	<i>of the claim will be located there. Do not return the claim unchanged.</i>
Q	How can I find the last date I claimed for expenses using Electronic Expenses?
A	<i>Click on 'View my expense claims' located on the Home page, then on the 'Completed' icon. This will reveal all completed claims click on 'View' to open claim and then on Existing Lines located on the right hand side of the screen.</i>
Q	Is it possible to have additional training on the use of Electronic Expenses?
A	<i>Yes. You can arrange further training by contacting Customer Management Centre on 01495 745656</i>
Q	I am a manager, during the authorisation of a staff member's claim I was unable to send the claim to the Expense Team for payment and could only forward the claim to another manager. Is there a reason for this?
A	<i>Check the value of the claim requiring your attention. The reason for this could be because the claim exceeds your authorisation limit and will need to be sent to another who has a higher limit of authorisation.</i>
Q	How do I contact Payroll Services
A	<b>By Email:</b> <a href="mailto:Payroll.Services2@wales.nhs.uk">Payroll.Services2@wales.nhs.uk</a> <b>By Phone:</b> 02920 903908
Q	How to I contact Expenses
A	<b>By Email:</b> <a href="mailto:NWSSP.ExpensesSE@wales.nhs.uk">NWSSP.ExpensesSE@wales.nhs.uk</a> <b>By Phone:</b> 02920 903908

**Please note: Payroll Services receive telephone enquiries between the hours:**

**Monday to Thursday - 8.30am – 4.30pm**  
**Friday – 8.30am – 4.00pm**