

# Travel and Subsistence

## Introduction

The Council wishes to ensure employees are reimbursed approved expenses incurred in the course of their work including travel, meals or overnight accommodation.

## Aims of the Policy

The policy aims to ensure that no employee will be financially disadvantaged whilst undertaking duties which take them from their normal place of work as long as the expenses incurred are reasonable and necessary to perform their duties and are allowable under Her Majesty's Revenue and Customs (HMRC) regulations.

## Scope

This policy applies to all employees, including those in schools, who incur additional expenses whilst undertaking their duties, often taking them from their normal place of work.

## School Based Employees

See scope above.

## To be read in conjunction with:

[Travel and mileage rates](#)

[Travel and Subsistence Homepage](#)

[Guide - Making your on line claims](#)

[Standard Mileage Checker](#)

## Principles

The following outline the key principles of the Council's *Travel and Subsistence Policy*; however all employees are required to familiarise themselves with the full policy.

- No employee will be financially disadvantaged whilst undertaking duties that take them from their normal place of work, in so far as such expenses they incur are reasonable and necessary to perform those duties, and are allowable under Her Majesty's Revenue and Customs (HMRC) regulations.
- The safety and security of Council employees is vital when travelling on Council business.
- Value for money must be ensured at all times when incurring expenses on Council business.
- Audio/video conferencing is the preferred option for holding work meetings, however, should official travel be required, it must always be conducted in an economic manner; alternative means such as public transport, cycling, pool and hire cars must be considered before the use of privately owned vehicles.
- Where it is appropriate for an employee to use their private vehicle, business mileage must be conducted in accordance with the Road Traffic Act 1988 in conjunction with the Highway Code and any current legislation. Specific attention is drawn to the [use of mobile phones when driving](#).

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- Business mileage is reimbursed in line with HMRC approved rates. These are set and reviewed periodically by HMRC, so are subject to change.
- Subsistence allowances are set and reviewed periodically by the Council, reimbursement is made up to the maximum amount published. Payment will only take place upon production of appropriate receipts.
- Any employee using their privately owned vehicle must hold a full valid driving licence which is appropriate for the vehicle used, and must not be banned or disqualified from driving. The vehicle must be insured for business use, roadworthy, and if over 3 years old, have a valid MOT certificate. These documents must be inspected prior to use of the private vehicle by line management, and regularly thereafter.
- All travel and subsistence reimbursement claims must be supported by original receipts, and in the case of mileage claims, these must be supported by original VAT fuel receipts (predating the date of the journey, but no more than one month old).
- Any business mileage claimed must be based on the shortest route, and where standard mileages have been established, these must be used.
- Employees may be required to work at any place of employment in the service of the Council. An employee's place of work (work base) is detailed in their Statement of Written Particulars.
- The Council reserves the right to refuse to meet the whole or part of claims in respect of unreasonable expenses or expenses which could have been avoided had the journey been better planned e.g. choosing an alternative route which is demonstrably longer than the shortest possible route.
- All Rail and Hotel bookings must be made via the Council's Capita Travel and Events online [travel booking portal](#)
- All travel must be approved by your line manager/head teacher prior to making an on-line booking
- All employees and authorising officers have a responsibility to adhere to this policy and any abuse or failure to do so will constitute a breach of the policy and will be dealt with in accordance with the Council's Disciplinary Policy. Any attempt to fraudulently claim travel or subsistence allowances will be regarded as potential gross misconduct

### Policy

#### Claiming Travel and Subsistence Expenses

- **Employee's Responsibilities**
  - It is the responsibility of the employee to be fully conversant with this policy for the payment of travel and subsistence allowances. When claiming expenses, employees should claim using [Employee Self Service](#), following the [guidance](#) for making claims.
  - Ensuring that economy, efficiency, and effectiveness are achieved in respect of all expenses without compromising personal safety.
- **Authorising Officer's Responsibilities**

It is the responsibility of the authorising officer to be fully conversant with this policy for the payment of travel and subsistence allowances prior to any claim being made. Authorising officers will be required to check and

authorise claims using [Manager Self Service](#) ensuring that the claim is accurate and has been necessarily incurred.

➤ **Policy Compliance**

All employees and authorising officers have a responsibility to adhere to this policy and any abuse or failure to do so will constitute a breach of the policy and will be dealt with in accordance with the Council's Disciplinary Policy. Any attempt to fraudulently claim travel or subsistence allowances will be regarded as potential gross misconduct.

### **Considering other options to travel**

The Council is committed to reducing the environmental, financial and social impacts of its business travel. Therefore, employees and line managers must consider the use of audio / video conferencing if the first instance, however if business travel is necessary; public transport, cycling and pool or hire car should be considered instead of the use of a privately owned vehicles. When selecting what mode of transport used, health and personal safety should be thoroughly considered.

For longer journeys (over 100 miles return or individual journey), the use of a hire car may be more cost effective and must be assessed prior to using a privately owned vehicle. Service area manager approval to use own vehicles instead of hire vehicles (where more cost effective) must be sought before the journey. Where possible electric vehicles should be considered based on the appropriateness to the journey

If two or more officers are travelling to the same destination, they shall travel together unless there is good reason not to do so and permission to travel separately is given by the relevant authorising officer beforehand. A supplement per passenger can be claimed.

### **Travel by Public Transport**

The Council has a preference for the use of public transport whenever reasonable and practical. There are a number of reasons for this preference, which include:

- the promotion of public transport is in line with Council's aim to support long term government goals on sustainability.
- consideration must be given to using public transport for longer journeys, as there are many health and safety related issues which can arise when driving long distances.

Train tickets must be booked in advance using [Capita Travel booking portal](#) .

Where employees use rail travel, only standard class fares will be permitted. If an employee has to carry out essential work whilst travelling then a "Quiet Carriage" may be requested.

Where an employee travels by rail, coach or bus, an original receipt or proof of the payment made for the journey must be obtained.

### **Travel by Hire Vehicle**

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Hire vehicles must be organised through the Fleet Management Services with a minimum of 48hrs notice. They can be contacted via [vehicle.hire@newport.gov.uk](mailto:vehicle.hire@newport.gov.uk). A '[Vehicle Hire Request Form](#)' must be completed and emailed to Fleet Management.

Hire vehicles provided via Fleet Management Services will be provided with fuel. However, if more fuel is required for the journey, the employee will be expected to purchase this, obtaining an appropriate receipt, and claim reimbursement.

Employees responsible for driving a hire car will need to provide a full valid driving licence, which is appropriate to the class of vehicle being hired, to their Line Manager / Head Teacher (). It is advised that the employee should also have over 12 months driving experience.

Any employee driving a hire vehicle will be covered by the Council's insurance, whilst the vehicle is being used for the purpose of undertaking Council business and only during the designated period of hire. The Council's insurance will not extend to provide indemnity for any personal use.

Business mileage must be conducted in accordance with the Road Traffic Act 1988, the Highway Code and any current legislation including the [use of mobile phones when driving](#) at all times.

Employees who use a hire car will need to provide their driving licence before any booking will be accepted.

### **Travel by Taxi**

Taxi fares will only be reimbursed in the following circumstances and where a receipt or proof of payment has been obtained:

- Where judged economic due to numbers travelling together
- For journeys where there is no other suitable method of public transport
- **When a taxi journey is considered necessary for safety reasons**
- Where heavy luggage has to be transported to or from the place of departure or arrival
- Where the saving of official time is important
- Where the employee has mobility issues and is not able to use other modes of transport

### **Travel by Bicycle**

Such journeys will only be considered for short distances where the duration of travel would not constitute an excessive use of officer time. If an employee chooses to use this method of travel they must ensure that their pedal cycle is in a roadworthy condition and that they wear protective headgear at all times. Claims should be made using the Travel by Cycle Claim form.

### **Travel by Private Vehicle (Car, Motorbike, Moped)**

Private vehicles (cars, motorbikes or moped) should only be used for official journeys where it is deemed to be cost effective or more efficient than other modes of transport by the employing Line Manager / Head Teacher, in conjunction with the employee.

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### Travel by Lease Car

Employees who use a lease car through the Council's car benefit scheme will be paid as per the agreements and scheme policy relating to the car [benefit scheme](#).

### Insurance, Driving Licences and MOT certificates and Legal Responsibilities

#### **Driving Licence**

If you use fleet or hire vehicles in the course of the working day, or if you use your own vehicle during the course of the working day to travel to visits, meetings, training or a location other than your permanent place of work on Council business, the Council is legally required to see sight of your driving licence.

Employees can use the [DVLA's online system](#) to provide the Council with their driving licence details. The information available from the site can be printed and forwarded to the Insurance Section in Law and Regulation or e-mailed to [Driver.Docs@newport.gov.uk](mailto:Driver.Docs@newport.gov.uk). Employees can also create a licence check code that will enable the Council to view some of the information online. In order to log on to this service you will need the following: driving licence number, NI number, and postcode for the address that appears on the licence. Please note that if you choose to forward a share code, this is case sensitive, only valid once and expires within 21 days if not used.

Until your licence check is in date, you are not authorised to use fleet or hire vehicles or their own vehicle on Council business and should they wish to claim expenses, these will not be authorised.

#### **Insurance**

It is the responsibility of any employee who uses their vehicle for work purposes to ensure their insurance certificate clearly acknowledges the vehicle may be utilised for work purposes – usually referred to as “Business Use” cover. Many insurance companies provide the “additional” Business Use cover at a small additional cost or at no extra cost. No extra payment is made by the Council for this requirement.

#### **MOT**

It is also essential that any vehicle used for work purposes is roadworthy and a current MOT certificate is held for vehicles over three years old. Employees who use their own vehicles for work purposes are subject to an annual licence and vehicle documentation check and a six monthly licence check if an employee uses fleet or hire vehicles more than once a month. The Council will withhold payment of any claim until an employee satisfies the requirement to provide relevant documentation.

#### **Legal Responsibilities**

Business mileage must be conducted in accordance with the Road Traffic Act 1988, the Highway Code and any current legislation including the [use of mobile phones when driving](#) at all times.

The Council will not accept any liability, whether financial or otherwise, for parking fines, fixed penalty notices or driving endorsements incurred whilst an employee is travelling on Council business (whether using their own, fleet or hire vehicle). No reimbursements of associated costs will be made, unless there are exceptional circumstances and with Head of Service approval.

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The Council is obliged by law to provide information to the Police regarding the driver of a vehicle (fleet or hire), who is recorded as speeding by a fixed or mobile speed camera. The Council will be responsible for the payment of fines for fleet and hire vehicles to prevent any increase in penalty. However, these charges may be recovered from the driver of the vehicle at the time of the offence and, in some cases, disciplinary action may be considered.

Employees who use a hire car will need to provide their driving licence before any booking will be accepted.

### **Disabled Drivers**

Drivers who, because of their disability, cannot utilise public transport may travel by private vehicle whilst on official business and in accordance with this policy.

### **COMMUTING AND HOME TO WORK BUSINESS MILEAGE**

For most employees, ordinary commuting is the journey they make most days between their home and their permanent workplace. HMRC call this substantially ordinary commuting (SOR) and employees are responsible for the cost of these journeys. However, there may be times when an employee travels to/from home to/from a temporary workplace for business need which no longer becomes the SOR and there may be options for claiming some, or all, of the business journey.

### **Agile Working**

As our world of work has changed significantly in recent times many employees will find they wish to continue with flexible working arrangements including agile working where employees can choose to work from home or the workplace or a hybrid of both. In these circumstances it is important and expected that all employees (in conjunction with their line manager) manage their travel efficiently and limit it, and any claims, as much as possible, so as to work in the spirit of agile working and the increasing flexibility that this brings to the individual. If an employee **chooses** to travel to other locations (other than their permanent workplace) as part of agile working, HMRC will consider this as personal convenience and no claims can be made.

### **Permanent and Temporary Workplaces**

#### **Permanent**

All employees must have a **permanent workplace** which is agreed with their line manager. This could be your home address or somewhere that an employee attends regularly in order to undertake their duties of employment. Employees may have more than one permanent workplace during the same period. This can be when:

- The employee regularly performs a significant part of his or her duties there
- People would expect to be able to contact the employee at the second location
- The employee has a desk and support services at the second location which he/she regularly uses i.e. a care manager who is responsible for more than one care home

#### **Temporary**

A temporary workplace is somewhere an employee attends to undertake a task of limited duration (i.e., a site inspection) or for a temporary purpose (attend training or a meeting). If your permanent home base is your home

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address, employees can claim business mileage for journeys to/from their home to a temporary workplace but will be expected to make sensible judgement about the necessity of journeys on days where working from a location other than the Civic Centre/Council building. Managers are responsible for monitoring business mileage and raising any concerns that should arise about excessive usage with employees.

Employees who choose their home as an additional permanent workplace will not be able to claim reimbursement of travel from home when they travel to their other permanent workplace, as this is considered a substantially ordinary commuting (SOR).

For more information on Home Working, please refer to the [Homeworking policy](#).

### Reimbursement of mileage

Employees will be reimbursed for mileage travelled for work in accordance with:

- total mileage incurred in the day, which is more than their normal home to contractual workplace return journey

or

- all mileage for a journey between their normal workplace (home address if applicable) and a temporary workplace
- all mileage for a journey between one temporary workplace and another temporary workplace
- mileage calculated using the "lesser rule" for a journey between their home base and a temporary workplace

The "lesser rule" applies when it is fewer miles for an employee to travel from their home rather than their work base to a 'temporary' workplace. Employees can claim for the lesser of either:

- home to a "temporary" workplace
- or normal workplace to a "temporary" workplace

In the spirit of agile/hybrid working and to reduce mileage claims from home, employees are encouraged to carry out temporary workplace visits on days they would normally attend their workplace wherever possible.

Mileage claims for business travel must be submitted on time and claim via ESS. Employees must submit a detailed breakdown of mileage incurred for approval by their manager. They must include scanned copies of valid VAT receipts for all expenses including fuel if VAT is applicable.

[A link to HMRC-approved rates, inclusive of electric vehicles can be found here.](#)

### Travelling to Work Outside of normal working hours

- ***Returning to work after working contracted hours***

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Employees who are asked to return to work outside their agreed working hours (i.e. call out) can claim the **whole** of the journey without any deduction. However, these journeys will be deemed to be “personal mileage” under HMRC regulations, so any reimbursement is subject to tax and national insurance deductions.

➤ ***Employees working on non-working day***

Employees who are asked to attend work on their rest day/non-working day for business need (i.e. to provide emergency cover) can claim the **whole** of the journey. However, these journeys will be deemed to be “personal mileage” under HMRC regulations, so any reimbursement is subject to tax and national insurance deductions. Employees who agree to undertake planned additional hours or swap their normal working days will not be able to claim.

### **Claiming Tax Relief on Business Mileage**

You may be entitled to tax relief, known as [Mileage Allowance Relief \(MAR\)](#), if your business journey starts or finishes at home. MAR is not an automatic entitlement and must be claimed. To qualify for MAR, you must be able to demonstrate to the HMRC that your attendance at a temporary workplace (i.e. not your permanent workplace) was necessary for the performance of your duties and not just a matter of convenience. You can claim tax relief on the difference between the total miles travelled and the claimed miles (having taken off ordinary commute).

If you wish to claim tax relief on total business miles rather than miles claimed, you will need to provide details at the end of each tax year via an [on-line P87 claim form for “Income tax relief on employment expenses”](#). You need to keep records of dates, mileage and details of all business journeys to allow you to complete the P87 (this will not be provided by the Council who will no longer submit a P11d on your behalf).

### **VAT Receipts**

All employees must retain VAT receipts for fuel purchased to support mileage or fuel claims, to enable the Authority to reclaim the VAT. It is not sufficient to provide credit card receipts or other such documents. If in doubt, the employee should specifically ask the fuel supplier for a VAT receipt at the time of purchase. Those using electric or hybrid vehicles should make domestic electricity bills available on request.

### **Passengers**

Sharing a car with work colleagues on official business, rather than travelling separately is cost effective and reduces the environmental impact of business travel. Work colleague is defined as: Newport City Council employee, temporary agency worker, officer from another local authority or public sector partnership organisation.

Employees who use their private vehicles, and who carry passengers whose fares would otherwise be paid from public funds, can claim a passenger supplement for each passenger travelling with them on the journey. Passenger supplement is not payable for private motorbikes.

### **Parking / Tolls/Electric car charging points**



Employees who incur parking fees and / bridge tolls, or payment for electric car charging points whilst driving for official business, will be reimbursed actual expenditure on the production of original receipts as per the [guidance](#).

### **Air Travel (in the UK)**

Air travel may be used when there is a cost advantage because of savings of subsistence allowance and official time or where the urgency of the journey justifies any extra cost. It is the responsibility of the employee and the authorising officer to determine the most efficient and cost effective means of travel used. This applies both to the choice of air travel, the choice of particular flights and most appropriate method of booking. Where an employee has a disability as defined under the Equality Act 2010, flexibility will be given to the most appropriate flight selection.

In cases where air travel is used, tickets must be purchased in advance by the employing Service Area on behalf of the employee. Bookings should be made via the [Capita Travel booking portal](#).

All travel insurance must be obtained via the Council's Insurance section.

### **Subsistence Payments (in the UK)**

The Council has determined subsistence is payable where an employee is directed to undertake duties outside the City of Newport. If an employee is required to undertake duties at a work location that is not their usual place of work, but is within the City of Newport boundaries, then subsistence will **not** be paid. The only exceptions to this will be:

- where an employee is undertaking unplanned duties which he / she does not usually perform on a regular basis, and is therefore unable to take a meal in accordance with their usual arrangements or make alternative provision (for example, attending an evening meeting without reasonable notice).
- where the employee is a social care professional claiming reimbursement for aiding a Service User (section 3 para 28 (e) (ii) of the NJC Conditions of Service. Employees should refer to service area guidance on claiming reasonable expenses for supporting service users. Expenses should be claimed using General Expenses.

Reimbursement cannot be made where a meal is provided free e.g. on a training course.

The cost of purchasing meals will be reimbursed, up to the maximum allowance published and within the approved rates set out by [HMRC](#). The qualifying conditions are:

- the travel must be in the performance of an employee's duties or to a temporary place of work, on a journey that is not substantially ordinary commuting.
- the employee should be absent from their normal place of work or home for a continuous period in excess of five hours or ten hours.
- the employee should have incurred a cost on a meal (food and drink) after starting the journey and retained appropriate evidence of their expenditure.

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### Minimum journey time

### Maximum amount of meal allowance

5 Hours	£5
10 Hours	£10
15 Hours (and ongoing at 8pm)	£25

### **Overnight Stay**

Where, in the opinion of the authorising officer, an overnight stay is warranted, accommodation should be arranged by the Service Area, ensuring as far as possible the cost of the overnight stay does not exceed the limits as detailed above. If limits are exceeded, then the costs must be discussed and agreed with the Head of Finance prior to the date of the journey.

Bookings should, wherever possible, be made in advance of the stay using [Capita Travel booking portal](#). The portal will show best available rates, including budget hotel chains. If you need to book accommodation above the corporate rates you must provide a reason for doing so from the drop down list on the portal. Employees cannot book accommodation independently and claim reimbursement.

Capita travel provide a Billback facility – so that all accommodation booked is invoiced centrally and staff are not required to pay on departure. All rates quoted are for Bed and Breakfast. Additional meals may be claimed in accordance with the meal rate limits listed. Where appropriate, breakfast, lunch and evening meal should be booked together with the accommodation. It is noted that this may not necessarily seem to be the most cost effective option, and may not necessarily be in line with the subsistence limits set out, but there are efficiencies and travelling issues to be considered. If the hotel offers a ‘set meal limit’ option, this can be utilised. If the subsistence limits are exceeded, the costs should be set out and justified by the authorising officer and authorisation sought from the Head of Finance, prior to the date of the journey.

If an evening meal is not provided as part of those accommodation arrangements, then the meal allowances can be claimed in accordance with the limits set.

### **Out of Pocket Allowance**

An out of pocket allowance can be claimed for overnight stays for each complete period of 24 hours. This entitlement is to cover the cost of personal and incidental expenses, including newspapers, telephone calls home and laundry facilities. No receipts are required for out of pocket allowances.

<b>Out of Pocket allowance HMRC rates:</b>
£5 per night for travel within the UK
£10 per night for travel outside of the UK

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### **Post Entry Training (Continuing Professional Development)**

In accordance with the Council's [Continuing Professional Development Policy](#), educational and travel expenses may be approved whilst undertaking post entry training. All travel and subsistence claims must be made in accordance with the provisions of the *Travel and Subsistence Policy*.

### **Late Claims**

Claims must be submitted on ESS by the 10<sup>th</sup> of each month in order to meet the current month payroll run.

Claims submitted more than three months after the end date of the period in which the expenses were incurred, will not be paid without Head of Finance approval.

### **Travel and Subsistence (Overseas)**

#### **Passports/Identification and Visas**

If an employee is required to travel abroad they must hold a full ten-year passport, even for a day trip. Some countries have an immigration requirement for a passport to remain valid for a minimum period (usually at least six months) beyond the date of entry to the country. Therefore, in these cases, employees must ensure their passport is in good condition and valid for at least six months at the date of the return (this is a requirement of the country concerned, not the UK Passport Service). Any questions should be addressed to the specific Consulate or Embassy of the country being visited, and the contact details can be found on the [Foreign and Commonwealth Office website](#).

It is also a requirement on domestic flights for an individual to produce photo ID (e.g. passport, photo driving licence). In all cases, the employee must check in advance of travel. If an employee does not hold the required identification for travelling abroad or domestically, this must be referred to the relevant Head of Service and Head of Finance.

There may also be a requirement to obtain a visa to enter the country the employee is going to. Visa requirements may be checked by contacting a travel agent or the Consulate or Embassy of the relevant country, and the contact details can be found on the Foreign and Commonwealth Office website. If a visa is required, the full cost of obtaining the visa can be reimbursed (this will not be subject to Tax and National Insurance deductions).

### **Medical Considerations**

Advice can be sought from the Council's Occupational Health Service or the Foreign and Commonwealth Office as to whether vaccinations are necessary for official overseas travel. If a vaccination is necessary, the employee should organise this with their own GP. If there is a charge for the vaccination, this can be reimbursed. It is for the employee, in possible conjunction with their own GP, to ascertain that they are medically fit to travel and to take all advised precautions.

All employees travelling within the EEC must ensure they hold a valid European Health Insurance Card (EHIC). This replaced the old E111. The EHIC is normally valid for three to five years and covers any medical treatment which becomes necessary during the trip, because of either illness or an accident. Applications can be made, and further information can be obtained from, the [Department of Health website](#)

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### Overseas Travel Bookings

All foreign/overseas travel must be authorised in advance by the relevant Head of Service / School Governing Body. A profile of all potential costs should be presented to the Head of Service prior to authorisation being given. The Head of Service / Chair of Governors must countersign any claims for reimbursement which are submitted.

For travel to overseas locations where hotel accommodation is particularly expensive, the Head of Finance has discretion to agree higher cost limits than those for UK travel. This will allow the employee when travelling overseas on official business to obtain accommodation of an equivalent standard to that available to them in the UK.

The relevant Service Area must book the overseas travel which must be the most efficient and cost effective. Purchase must be made via the [Capita Travel booking portal](#) or purchase order, and would need to be discussed and agreed with the travel booking company.

If the employee is required to book the accommodation directly (this should only be the case after subject of discussion and agreement by the authorising officer, then the employee will be responsible for paying for the cost of the accommodation and claiming reimbursement. Receipts must be obtained where possible.

In respect of short haul or long haul air travel, all employees will travel economy class.

### Travel Insurance

All travel insurance must be obtained via the Council's Insurance section. Employees are not required to make their own insurance arrangements.

### Overseas Subsistence Allowances

There are no set subsistence rates for overseas travel and providing receipts are retained for food and drink subsistence, following the principles of breakfast, lunch, evening meal plus the out of pocket allowance, these expenses incurred will be reimbursed, subject to authorisation by the Head of Finance.

Receipts must always be provided, however, if visiting a country where receipts are not always provided, or where the subsistence is listed on a combined receipt, a written explanation must be given, and a breakdown of expenditure listed on the claim form.

Items considered being personal, such as toiletries, sweets, chocolates, etc. cannot be reimbursed. An out of pocket allowance can be claimed for overnight stays for each complete period of 24 hour, this will cover the cost of incidental expenses. No receipts are required for out of pocket allowances.

Any reimbursements must be converted to sterling at the rate used at the time of payment (if applicable) and completed on the claim form by the employee. Advances of foreign currency can be made by prior arrangement with the Head of Finance. Any advance is subject to the same conditions applicable through the rest of this policy. On

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completion of the journey, a statement reconciling the original advance, with receipts for expenses incurred must be submitted to the Head of Finance. This statement and any remaining currency must be submitted within 5 working days of the date of return to work, whether it be immediately after the trip, or following a period of annual leave or sickness absence.

### Online Travel Booking

Please refer to the following guides for assistance on online travel booking;

[Capita Travel booking portal](#)

[Booking instructions: Getting Started](#)

[Rail Guide](#)

[Accommodation Guide](#)

[Flights Guide](#)

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### Document Control

Version	Date	Author	Notes/Changes
1.6	31/03/2018	Howard Mason	Revised for new format and changes to home to work
1.7	30/06/2019	Howard mason	Liability for offences in fleet and hire vehicles
1.8	25/01/2022	Lucy Bridgewater	Full review and changes made to reflect new ways of working

1.9	16/08/2022	Kevin Howells	New Policy Agreed by Cabinet Member following trade union and stakeholder comments.
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