

Travel and Expenses Policy

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Type of document	Policy
Target audience	All CWP Staff
Document purpose	To provide necessary guidance and information for all CWP staff for claiming business travel and associated expenses

Approving meeting	People and OD Sub Committee	Date 24/01/2019
Implementation date	1 st February 2019	

CWP documents to be read in conjunction with	
HR2.15	Application to Claim Excess Travel Monthly Excess Travel Expenses Claim Form Monthly Disturbance Allowance Claim Form New Car Form A Guide to Claiming Travel Expenses A Guide to Approving Travel Expenses Lease car scheme policy

Document change history

What is different?	The policy has been updated to reflect; <ul style="list-style-type: none"> - The move from paper to electronic expenses claims - Strengthened and updated detail on roles and responsibilities of staff and managers (incorporating audit and counter fraud recommendations) - Introduction of a new 'Winter Roads' mileage variation reason to support safe driving for staff - Clarification of some most commonly claimed expense types - Historical claims limit of 3 months (currently 6)
Appendices / electronic forms	Yes, new method of claiming required removal of some and modification of other, plus some new
What is the impact of change?	Greater efficiency in the management and administration of claiming expenses.

Training requirements	Yes - Specific training for claiming and approving travel expenses is being delivered to all staff and will be available on an ongoing basis via People Information.
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Document consultation

Clinical Services	Pilot Teams and via online discussion forum
Corporate services	People Services, Finance, ICT and via online discussion forum
External agencies	Payroll Provider

Financial resource implications	Low
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External references
NHS Terms and Conditions of Service Handbook <ul style="list-style-type: none"> • A4C Reimbursement of Travel Costs • Medical and Dental T&Cs

Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
Does this document affect one group less or more favourably than another on the basis of:		
- Race	No	
- Ethnic origins (including gypsies and travellers)	No	
- Nationality	No	
- Gender	No	
- Culture	No	
- Religion or belief	No	
- Sexual orientation including lesbian, gay and bisexual people	No	
- Age	No	
- Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?		
No		
Is the impact of the document likely to be negative?	No	
- If so can the impact be avoided?	N/A	
- What alternatives are there to achieving the document without the impact?	N/A	
- Can we reduce the impact by taking different action?	N/A	
Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted.		
If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department.		
Was a full impact assessment required?	No	
What is the level of impact?	Low	

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1.0 Introduction and Scope

1.1 Introduction

This policy seeks to ensure that all employees are aware of arrangements in place to claim reimbursement from the Trust for reasonable travelling, subsistence and associated expenditure necessarily incurred during the course of their work.

It sets out the duty of the individual to ensure any claim is accurate and legitimate and the duty of the manager to confirm, that the claim is right and proper and consistent with any advance authorisation which may have been given.

It also sets out to ensure the best use of public monies at all times. The Trust has effective internal control arrangements in place to provide that only the rates and allowances listed in the sections below are paid to members of staff in accordance with Agenda for Change, the Medical & Dental handbook, TUPE T&Cs and pre-determined local arrangements.

1.2 Policy Scope

The guidance and principles set out within this policy apply equally to:

- All directly employed staff on CWP Terms and Conditions of Service;
- Anyone representing or undertaking work on behalf of the Trust where an agreement is in place to meet expenses.

2.0 Roles and Responsibilities

2.1. The Trust Board

- Has responsibility to oversee this policy and to ensure that the management of the provisions for claiming and authorising expenses incurred on Trust business are dealt with in accordance with national and locally agreed Terms and Conditions of Service relating to expenses and with legislation and guidance. This policy has been produced to assist with the process.

2.2 Heads of Service

- Are responsible for the implementation of this policy and for ensuring that their managers and staff are aware of their responsibilities under it.

2.3 Managers & Approvers

- Must ensure that the driver has a current valid driving licence, MOT certificate (if required dependant on the age of the vehicle), motor insurance which covers business travel and that the vehicle is taxed appropriately. Initial checks should be undertaken at the point a vehicle is set up in the Trust's electronic expenses system.
- Must update renewal/expiry dates as required above into the appropriate fields in the system.
- Must ensure they check for pending expiry dates and input new expiry dates into e-expenses once satisfactory evidence has been provided by the employee. Staff will be unable to submit a travel claim should the system not have current, validated information regarding these details in support of their claim.
- Must consider and act on any risk to Health and Safety if notified by the claimant of any change to the above conditions e.g. loss of license or any health issues affecting ability to drive.
- Must review submitted claims for approval ensuring that they have been made in accordance with the relevant Terms & Conditions handbook and in line with this policy before authorising.
- Must review all items flagged by the system as being outside of the permissible values, to assess the reasonableness of the claim.

- Must ensure that staff claims comply with Trust anti-fraud requirements and that staff act with propriety in the use of all official resources when submitting their claim forms.
- Must ensure that claims are evidenced by valid receipts attached to the claims (digitally).
- Must ensure that all valid staff claims are approved and submitted for payment via the Trust electronic expenses solution by close of play on the 5th working day of the month. Where this day falls on a bank holiday or weekend the deadline will move to close of play on the next working day.
- Budget managers must ensure that they inform People Information of any changes to travel approvers within their department.

Detailed guidance for managers on how to perform these tasks in the Trust's electronic expenses solution can be found in the partner document to the policy 'A Guide to Claiming and Approving Travel and Expenses'

2.4 Claimants

- Are responsible for ensuring they submit their own expenses claims via the Trust's electronic expenses solution within one month of incurring the expense. Each claim requires a personal declaration to be made so it is vital that the claimant is submitting this directly. The deadline for submitting claims for approval is noon on the 3rd working day of each month.
- Are responsible for ensuring they meet legal and Trust driving requirements when undertaking travel in the course of their role as follows:
 - Driving Licence – if using a motor vehicle, all staff must hold a valid driving licence. Staff found to be driving without a valid licence may be subject to disciplinary procedures as well as legal prosecution;
 - Insurance – the motor insurance policy that the employee is covered under must include cover for business used by them. The driver, not the Trust, is personally liable for any accident and must provide evidence that their private motor insurance policy is comprehensive for their needs. Original copies of the Certificate of Motor Insurance and evidence of business cover must be provided to the manager on renewal or change of vehicle/policy/circumstances);
 - MOT - a vehicle which is more than 3 years old must have a Ministry of Transport (MOT) certificate
 - Vehicle Tax – the vehicle must have up to date vehicle tax. Vehicles which do not require tax to be paid still need to be registered for car tax as per DVLA requirements
 - Ensure the vehicle is maintained in a roadworthy state - details at www.gov.uk/check-vehicle-safe
 - Must be fit to drive including meeting the minimum eyesight rules for driving – details at www.gov.uk/driving-eyesight-rules
 - Drive safely at all times, obeying all laws and by laws. The Trust are not responsible for reimbursement of parking fines or fines for other motoring related offences.
 - Must advise their line manager of any change in vehicle details.
 - Must advise their line manager of any change to their driving status Failure to notify the manager of a change may result in disciplinary action being taken against the individual.
 - Will make claims in accordance with the relevant Terms & Conditions handbook, in line with this policy, and e-expenses guidance document: “ A guide to claiming and approving travelling expenses”
 - Will submit one claim per calendar month (except if the vehicle changes mid-month, in which case a claim is needed for each vehicle).

- Will notify People Information of any change to their private vehicle by completing the “Notification of Private Car Details” form at [appendix 5](#) and on the Trust’s web page, Under “Working for Our Services”/E-expenses at

2.5 People Information

- Will maintain up to date vehicle details in the e-expenses solution and in the Electronic Staff Record (ESR) vehicle repository
- Will extract all approved claims from the e-expenses solution in preparation for payment
- Will work with Payroll to review and fix any ‘failed’ records and submit the final digital file for payment to payroll no later than the 7th working day of the month
- Ensure travel approvers are maintained in the electronic expenses system

3.0 What Can I Claim?

Full details of what mileage, accommodation and subsistence expenses can be claimed is detailed in the national Terms and Conditions of Service for each appropriate staff group as follows:

- Staff on agenda for change can find their terms at nhsemployers.org - Agenda for Change
- Medical Staff (Doctors) can find their terms at nhsemployers.org - Medical Staff

Some key principles and guidelines are provided here for ease of reference.

3.1 Business Expenses: Mileage

3.1.1 As a general principle, journeys from home to work are not reimbursed. Exceptions will be detailed fully in the contractual terms and conditions (e.g. some Medical and Dental staff), or in a local agreement. The key principles are:-

- For staff on NHS Terms and Conditions, only extra mileage over and above the normal return home to base journey can be claimed.
- For medical consultants, mileage allowance will be paid for official journeys where consultants travel by private car between their home and places other than their principal place of work, subject to a maximum of the distance between their principal place of work and the place visited, plus ten miles, for each single journey (twenty miles for a return journey).
- Medical consultants may claim mileage allowance for one return journey daily between their home and their principal place of work, up to a maximum of ten miles in each direction, on days when they subsequently use their car for an official journey.

3.1.2 All mileage for journeys starting and ending at base is paid in full.

More detailed guidance on completion of travel expenses is given at [appendix 7](#)

3.1.3 Journeys claimed via the Trust’s electronic expenses system (e-expenses) will automatically be calculated based on the shortest route between the postcodes of the places visited as entered by the employee. *(Note - journeys to and from client addresses need not contain the house number).*

3.1.4 It is recognised that the shortest route may not always be the most efficient route for an employee to take (for example, when factoring in staff time spent sitting in queuing traffic or waiting for a bridge to come down). In order to support staff and those who access our services, in such circumstances, employees may claim mileage which is up to 20% over and above the shortest mileage route. Employees will need to provide supporting narrative via their

claim form. No adjustment is claimable where the alternative route is purely taken as a personal preference. Line Managers will determine which journeys meet the definition of 'More Efficient Journey' on a local needs basis when approving travel claims for payment. Budget holders should also review this on a quarterly basis to ensure it is being properly applied.

- 3.1.5 It is also recognised that the shortest route may not be the safest route for staff in the winter months due to adverse weather conditions, so an additional 'Winter Roads' claim variation reason will be added to system in the case of adverse weather conditions in order to facilitate staff to travel in the safest way possible.
- 3.1.6 Where practicable to do so, car journeys should be shared. Private car holders are eligible to claim passenger miles.
- 3.1.7 Where employees who use their private vehicles in the performance of their duties and are required to take equipment with them, an allowance shall be paid for all miles the equipment is carried provided that either:-
- The equipment exceeds a weight which could reasonably be carried by hand, or-
 - The equipment cannot be carried in the boot of the vehicle and is so bulky and heavy as to reduce the seating capacity of the vehicle.

This allowance is to compensate for any wear and tear that could reasonably be expected to occur on the rear axle of the vehicle as a result of carrying the equipment.

- 3.1.8 Staff who are required to carry any passengers (patients, students, and staff) in the performance of their duties, using their own private vehicle, will be reimbursed for eligible miles at the rate in the mileage allowances section. It should be noted that **this does not apply to lease car holders.**
- 3.1.9 Business mileage rates and categories are as per national Terms and Conditions of Service, except where local arrangements are in place. A summary of these rates can be found in [appendix 1](#). These rates cover travel by;
- Private vehicle
 - Motorcycle/Scooter
 - Pedal Cycle
- 3.1.10 Lease car mileage rates are determined locally by the Trust in accordance with the Lease Car Policy.
- 3.1.11 any taxable benefit (as per HMRC) derived from the reimbursement of travel expenses will be taxed at source.
- 3.1.12 Mileage for attendance at a course or conference must be approved in advance of attendance. Mileage will be paid at the reserve (public transport) rate per mile where the event takes place off site and where it is for the personal development of the individual.

Where the employee is representing the organisation at a course, conference or seminar at an off-site venue, mileage will be paid at standard business mileage rates. Any course attended on a CWP site will also attract the standard business rate of mileage.

3.1.13 Standard mileage rates shall not apply if a member of staff uses a private motor vehicle in circumstances where travel by public transport would be appropriate. For such journeys the reserve rate set out in the mileage allowances section will be reimbursed.

3.1.14 In addition to the circumstances described above, the reserve rate of reimbursement will apply to staff using their own vehicles for business purposes in the following situations:

- When a member of staff is required to return to work, or work overtime on any day, and incur additional travel to work expenses on that day;
- When a claim for excess mileage is made in situations where there is a compulsory change of base (see paragraph on [excess mileage](#));

3.2 Business Expenses: (Car Parking /Tolls/Taxi/Ferry/Bus)

3.2.1 Receipts for additional business items in this category should be retained for scanning in to e-expenses when claiming re-imburement. It is acknowledged that a receipt may not always be available for some of these items. Where an original receipt is not available, a reasonable amount may be reimbursed provided that the amount is minimal (£5 or less) and there is a statement made by the individual on the e-expenses system regarding the expenditure incurred and the expense is authorised by the manager. Unreceipted amounts in excess of £5 can be reimbursed but the amount will be taxable.

3.2.2 Car parking charges can be claimed where incurred while on trust official business away from base. Parking fines or excessive charges will not be reimbursed.

3.2.3 Taxi fares will only be reimbursed in exceptional circumstances which include:-

- it is the only feasible mode of transport;
- when heavy or bulky goods need to be transported;
- where there is an argument in terms of efficiency e.g. meetings in different parts of a city in a day, saving time, opportunity to work, make calls in taxi;
- where you are a lone worker for reasons of safety.

Claims should be reasonable in the circumstances and evidenced through a receipt, clearly linked to an agreed event or meeting. Normally taxis should not be used for journeys greater than 5 miles. In exceptional circumstances reimbursement may be made for journeys in excess of this. Use of taxis should be agreed with the manager in advance of claims otherwise reimbursement of expenses may not be approved

3.2.4 Toll expenditure will be reimbursed but managers should ensure that costs are necessary, appropriate and reasonable in the circumstances.

3.2.5 Bus fares will be reimbursed for the receipted value.

3.3 Business Expenses: Train and Air Fares

3.3.1 Train and air fares should be booked in advance of travel using the ClickTravel system which enables the Trust to book the most cost effective fares. Key staff within management teams will have access to ClickTravel and staff should ask their line manager with budgetary responsibility to authorise the administrator to book the tickets direct, in which case, staff will not be required to pay for the tickets upfront.

- 3.3.2 If a member of staff is required to travel at short notice and it is not possible to pre book via ClickTravel, they should ensure they are booking the most cost effective ticket to enable them to travel to their destination (e.g., saver tickets for rail travel).
- 3.3.3 Where staff have booked tickets directly and require reimbursement, tickets or receipts must be supplied to support the claim.
- 3.3.4 Air travel will only be permitted where one or more of the following applies:-
- No alternative form of transport is available or appropriate;
 - Travelling by air would produce a saving in overall cost (e.g., hotel and other travel costs)
 - Time constraints warrant such travel
- 3.3.5 All air travel should be via economy class and in all cases be authorised in advance by the line manager. Any unnecessary additional expenditure costs charged by the airline will be the employee's responsibility i.e. excess baggage charges.
- For consultants on study/professional leave, reimbursement of an air fare will be up to a limit of £250.**

3.4 Business Expenses: Car Hire

If a hire car is required, costs will be reimbursed where the member of staff is unable, or it is cheaper, to travel by public transport or to use their own car or lease vehicle. These costs must be authorised in advance by the Head of Service of the individual concerned on receipt of a written request from the member of staff, stating why it is recommended that a car hire should be approved.

3.5 Excess Travel:

- 3.5.1 Staff required to move base by the Trust and as a result incur additional home to base mileage are entitled to claim excess mileage for a period of four years if they use a private vehicle. The payment is based on the difference in mileage between their home to old base and their home to new base. Excess mileage claims should normally be those arising from travelling the **shortest practical route**.

In order to claim excess mileage staff will need to complete an **application to claim excess travelling expenses form [appendix 4](#)**. Claims will then be submitted on a monthly basis using the **monthly excess travel expenses claim form [appendix 4](#)**. Excess mileage will be paid at the reserve rate for journeys actually undertaken.

- 3.5.2 Lease car holders who incur excess mileage as a result of a change of base will not be paid excess mileage. In these circumstances a Monthly Disturbance Allowance claim form [appendix 4](#) should be completed. No additional allowance will be made for carrying passengers.
- 3.5.3 Staff incurring additional expenses using public transport will be able to claim the difference in fares. Staff who previously walked into work and as a result of the change in base need to use transport will also be able to claim for additional expenses.
- 3.5.4 Should staff be required to change base again within the four year period excess mileage is payable an assessment will need to be made by the manager concerning continued eligibility to claim and where necessary a new application to claim excess mileage will need to be

completed making the necessary adjustments to your excess mileage for the time remaining within the four year period.

- 3.5.5 Staff must notify their line manager of any change to their home address and excess mileage will be recalculated accordingly. If the excess mileage is less as a result of moving house then payments will be recalculated and continue to the end of the four year period, but if the excess mileage increases the payments will remain unchanged for the remainder of the four year period.

3.6 Lease Cars

- 3.6.1 Staff who drive more than 2,500 business miles per year may be eligible to apply for a lease car, subject to it being in the interests of the service.
- 3.6.2 Full details of the scheme can be obtained from the intranet ([Lease Car Policy](#)) – finance-user guides or by contacting GMP Fleet Management Tel 01332 622 427.
- 3.6.3 The current lease car scheme was introduced November 2004 and applies to all staff who accept a lease car from this date. The lease car scheme is a voluntary scheme and staff who prefers to use their own car rather than accept a lease car shall be reimbursed in line with standard business mileage rates as set out above.

3.7 Course Expenses

- 3.7.1 Course mileage should be claimed as indicated in the Business Mileage section of this policy ([3.1](#)).
- 3.7.2 Course fees must be discussed and agreed in advance with the Head of Service. Where possible, course providers should invoice the Trust directly for the course fees. Where this is not possible and employees pay the fee directly, receipts must be supplied when claiming reimbursement. Claims should be made via the electronic expenses system;
- 3.7.3 For subsistence and accommodation expenses incurred during attendance at a course please see the Accommodation and Subsistence sections of this policy

3.8 Accommodation

- 3.8.1 If staff are required to stay overnight in a hotel, guest house or other commercial accommodation, this should be booked in advance by the authorising line manager (or delegated administrator) using ClickTravel to ensure the most cost effective option is sought.
- 3.8.2 Should it not be possible to pre book via ClickTravel and the employee incurs expenses for an overnight stay directly, they will be reimbursed the actual, receipted cost of bed and breakfast up to a maximum of £100;
- 3.8.3 Where the maximum limit is exceeded for genuine business reasons, then additional assistance may be granted at the discretion of the Deputy Director of Finance.
- 3.8.4 Where a member of staff opts to stay with family or friends rather than commercial accommodation, they will be entitled to claim an allowance of £25.00 per 24 hour period.

3.9 Meals & Subsistence

- 3.9.1 Staff shall be reimbursed for the necessary extra costs of meals, arising as a result of official duties away from home.
- 3.9.2 Where a member of staff is away from base for more than 12 hours and unable to return before 9pm, a meals allowance, to cover the cost of a main evening meal and one other day time meal, at the rate of £20 per 24 hour period is claimable.
- 3.9.3 There may be occasions where, due to the time of departure, there will be the necessity to take a meal but the conditions relating to the time absent from the base are not met. This and any other exceptions to the rules may be allowed at the discretion of the line manager. **NB the cost of alcohol will not be reimbursed by the Trust.**
- 3.9.4 Where a member of staff was more than 5 miles away from their base (in a straight line) for more than 5 hours covering the hours between 12.00pm and 2.00pm, they are entitled to claim a lunch allowance if they spent more on a meal than they would have at base up to £5.00.
- 3.9.5 Where a member of staff was more than 5 miles away from their base (in a straight line) for more than 10 hours and was unable to return to base or home before 7pm, they can claim an evening meal allowance up to the value of £15.00
- 3.9.6 A schedule of allowances and further details are contained in the NHS Terms and Conditions Handbooks. See Section 3.0 for links.
- 3.9.7 Receipts must be provided for all subsistence claims.
- 3.9.8 In certain circumstances tax relief can be claimed against expenses. Further information is available from the HM Revenue and Customs (HMRC).

3.10 Travel Abroad

- 3.10.1 All expenditure in relation to overseas travel must be agreed in advance and should be justifiable and reasonable in the circumstances.
- 3.10.2 Staff should note that the Trust does not carry insurance for employees who travel abroad on business purposes and no re-imbusement of personal insurance cover held by individuals will be made.

4.0 How Do I Claim?

4.1 All Claims except Excess Travel

Claims for business travel should be submitted for payment within one month following the expense being incurred in order to comply with Standing Financial Instructions and HMRC regulations. *Any late expenses claims older than 3 months will not be paid except by agreement with the Deputy Director of Finance.*

All claims, must be made via the Trust's electronic expenses solution. All staff will be given a user name and password and will be able to access the system in a few different ways, depending on their personal preference:

- Click on the link on a work computer/mobile device
- Go online and visit the website <https://eol.cwp.nhs.uk> via a personal computer
- Download a smartphone app to enable staff to claim at their convenience.

4.2 **Excess Travel Claims**

Employees claiming Excess travel mileage should claim via the specific excess travel claim form as per section [3.5](#) of this policy

4.3 All claims for travel, accommodation and subsistence expenses will be made available for inspection for audit purposes. Please note that the Mersey Internal Audit Agency (MIAA) may conduct a proactive exercise to review expense claims to detect instances of fraud and/or corruption. In addition any suspected intentional, false or misleading expense claims may be submitted to MIAA for further inspection and/investigation and could lead to formal disciplinary action if wrong doing is found.

4.4 On submitting a claim, all claimants will be 'signing' the following declaration:

"I confirm that the expenses submitted are a true and accurate record of expenses that I am entitled to claim under my Terms and Conditions and that the expenses claimed were actually and necessarily incurred whilst engaged on the business stated. I understand that if I knowingly give false information this may result in disciplinary action being taken against me and that I may be liable for prosecution. I consent to the disclosure of information from this form to and by the Trust and the NHS Counter Fraud Authority for the purpose of verification of this claim and the prevention, detection, investigation and prosecution of fraud. I have read and understood the above."

4.5 On approving a claim, all approvers will be 'signing' the following declaration:

"I declare that this expense claim information is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of this expense claim information for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud. I have read and understood the above."

4.6 Interim arrangements will be in place until 31st March 2019 which will continue to allow expenses claims to be paid even if the expiry dates against the vehicle checks have not yet been confirmed by the managers. This is in recognition of the potential volume of information to be retrieved and input into the e-expenses system. Between go live and the 31st March 2019, a warning will be displayed for the approver in such cases where this information is missing or out of date. With effect from 1st April 2019, the system will generate a violation rule and the claimant will be unable to submit a claim until the manager has updated the vehicle information as necessary.

Appendix 1 Current Mileage Rates

Current rates of reimbursement applying to business journeys made on or after 1 July 2014 for all staff on CWP Terms and Conditions.

Staff who have retained Terms and Conditions of Service as a result of a TUPE transfer should reference their retained

Type of vehicle/allowance	Annual mileage up to 3,500 miles (standard rate)	Annual mileage over 3,500 miles (standard rate)	All eligible miles travelled
Car (all types of fossil fuel)	56 pence per mile	20 pence per mile	
Electric Car			28 pence per mile
Motor Cycle			28 pence per mile
Pedal Cycle			20 pence per mile
Passenger Allowance			5 pence per mile
Reserve Rate (PTR)			28 pence per mile
Carrying Heavy or Bulky Equipment			3 pence per mile

Appendix 2 A4C T&Cs Links

[A4C Reimbursement of Travel Costs](#)

Appendix 3 M&D T&Cs

[Medical and Dental T&Cs](#)

Appendix 4 Excess Travel Documents

[Application to Claim Excess Travel](#)

[Monthly Excess Travel Expenses Claim Form](#)

[Monthly Disturbance Allowance Claim Form](#)

Appendix 5 New Vehicle Form

[New Car Form](#)

Appendix 6 A Guide to Claiming and Approving Travel Expenses

[A Guide to Claiming Travel Expenses](#)

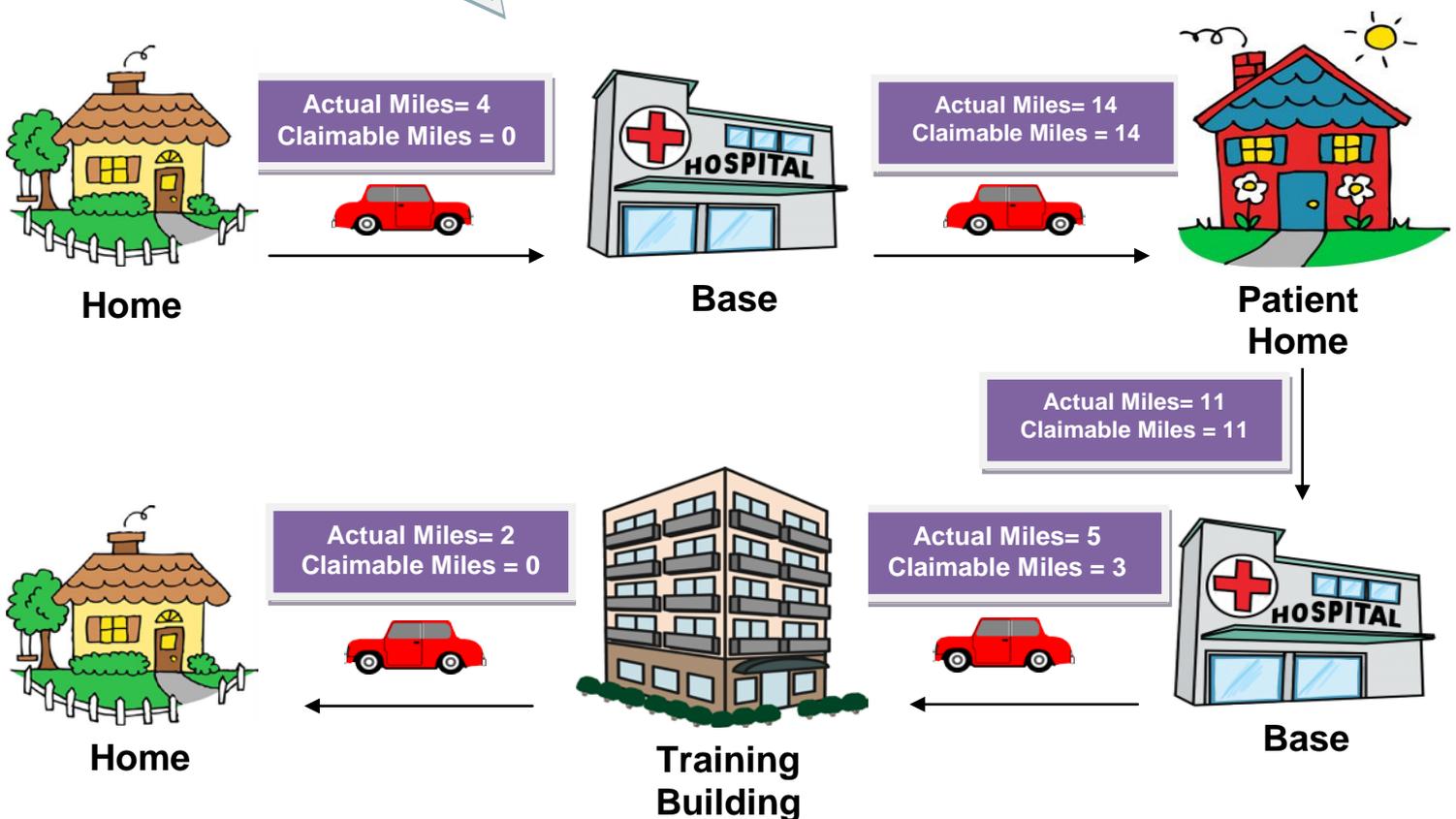
[A Guide to Approving Travel Expenses](#)

Appendix 7 Examples of Claimable Mileage

What can I claim?

NHS staff on Agenda for Change contracts can claim for all miles travelled less the home to base mileage. This can sometimes be confusing for staff so here are some worked examples to help explain:

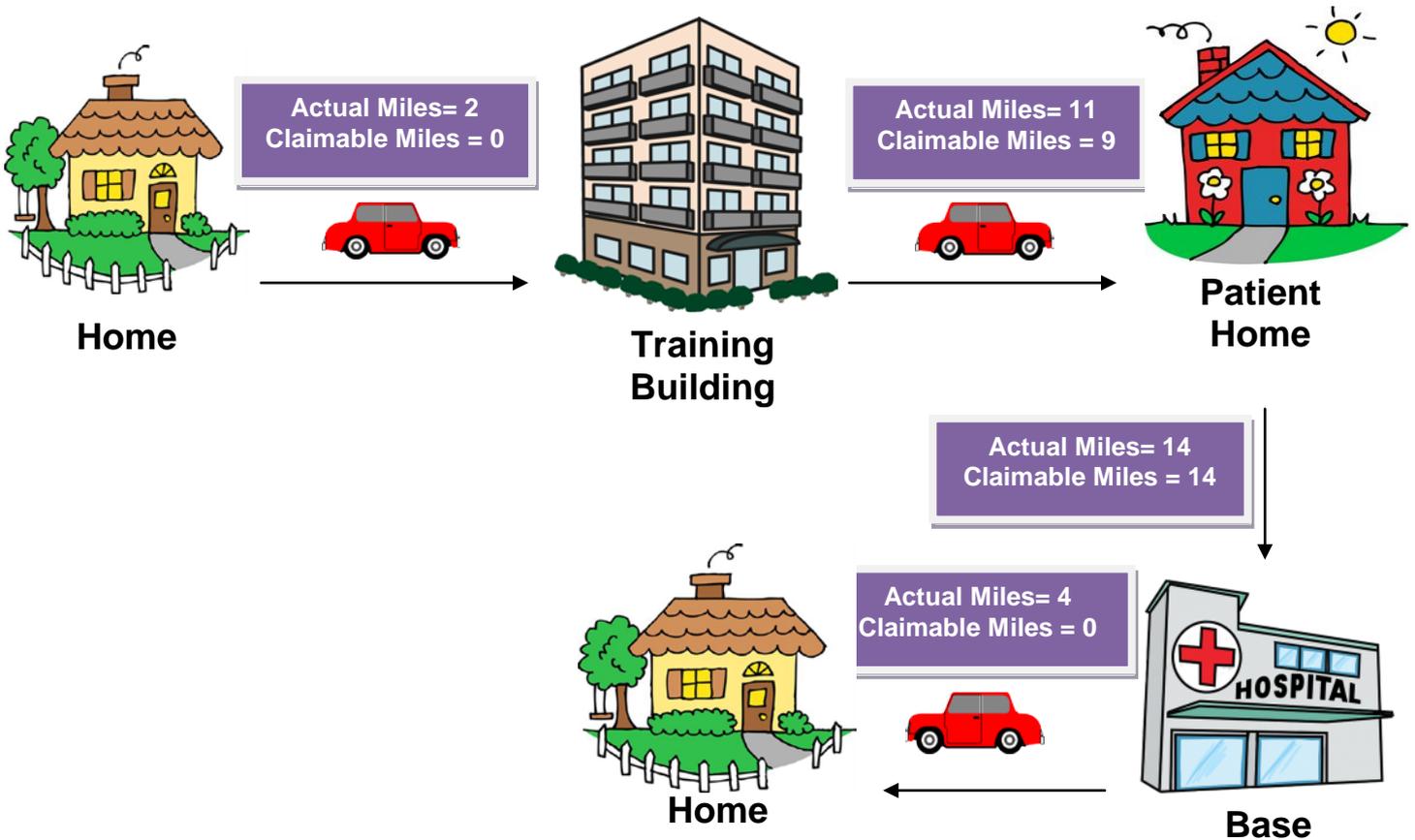
My home to base mileage is 8 miles a day (return journey).
I am not able to claim for my home to base.



Actual Miles Travelled= 36
Claimable Miles = 28

Actual miles travelled less the home to base mileage.
The training building is closer to home than base.
Therefore, not all of the mileage from Base to the
Training Building can be claimed.

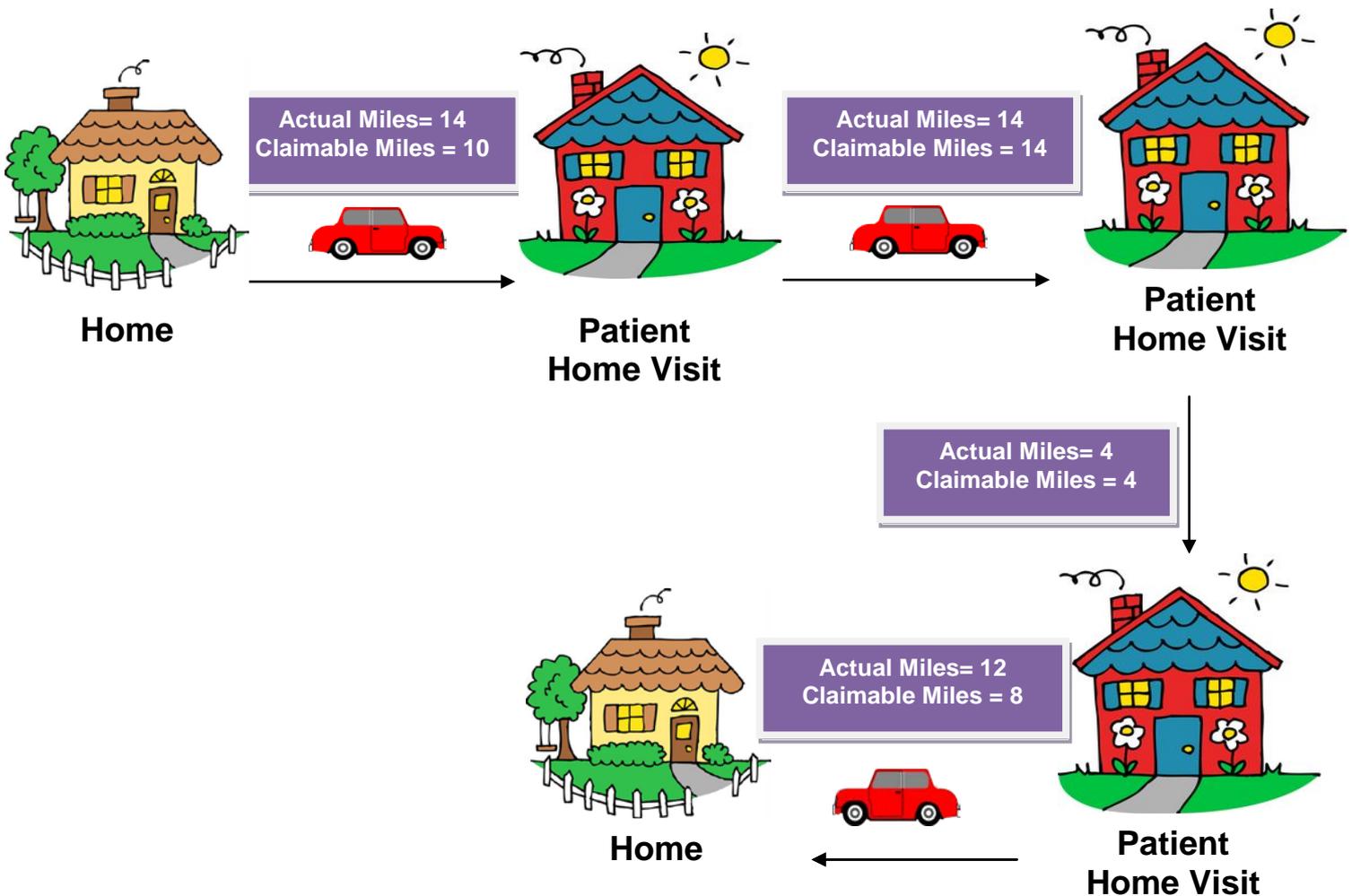
My home to base mileage is 8 miles a day (return journey).
I am not able to claim for my home to base.



Actual Miles Travelled= 31
Claimable Miles = 23

Actual miles travelled less the home to base mileage.
The training building is closer to home than base.
Therefore, not all of the mileage from the Training Building to the Patient Visit can be claimed.

My home to base mileage is 8 miles a day (return journey).
I am not able to claim for my home to base.



Actual Miles Travelled= 44
Claimable Miles = 36

Actual miles travelled less the home to base mileage.