



# YMCA **Wales** Community College



## Travel Policy





## **Introduction**

The travel policy described in the following pages applies to all YMCA Wales Community College members of staff\*. The main aims of the policy are:

- To ensure that as far as is reasonably practicable College members of staff do not face undue risk from the driving required by their job;
- To inform members of staff about expenses that can be claimed when travelling on College business;
- To reimburse members of staff who travel on College business in a way which does not leave them out of pocket for necessarily incurred expenses;
- To recommend the appropriate means of travel that is in the best interest of both the member of staff and the College;
- To enable all members of staff, in advance of travelling, to be aware of which expenses may be claimed.

\* The mileage allowance and claims procedure for members of staff also applies to governors travelling to and from meetings and on any other College business.

## Driving

Members of staff should consider the following before undertaking a journey

- a) Is the journey necessary – could the use of fax, e-mail, telephone or replace the requirement to travel?
- b) Can alternative transport be arranged i.e. train

If the journey is necessary, then drivers should:

1. Avoid driving after 10.30pm if possible.
2. Avoid driving in adverse weather conditions particularly where there has been excessive snow or rainfall, or if road conditions are icy.
3. No driver should drive continuously for more than 2.5 hours after which a 15 minute break should be taken.
4. No member of staff should exceed the limit of 10 hours driving plus other work within the working day, after which an 11 hour break must be taken.
5. The consumption of alcohol before and during driving for work purposes is strictly prohibited.
6. Medical opinion should be sought to determine fitness to drive if staff are using prescribed drugs. Staff are required to inform management of the use of prescribed drugs if involved in driving for work purposes.
7. If a member for staff is involved in an accident while on College business, the accident should be reported to their immediate line manager.
8. Pregnant staff should be discouraged from occupational driving, especially between 6 and 9 months of pregnancy.
9. All staff should ensure that in case of own vehicle use that the vehicle is insured for business use.
10. All vehicles should be properly maintained and have a current M.O.T. certificate.
11. Mobile phones must not be used when driving.

## Travel Arrangements

Members of staff will be reimbursed for expenses necessarily incurred in the course of travelling on College business. The most suitable method of travel should be used, taking into account cost, time and the availability of public transport.

The journey should be planned via the most direct route. The cost of any deviation must be borne by the member of staff and not by the College.

Please note, in all circumstances normal home to work mileage should be deducted from any mileage claim. When members of staff travel directly to or from home on a business trip, they may only claim mileage incurred in excess of their normal home to base mileage.

Criteria which can be used to decide the most suitable method of travel are:

- Direct links between cities
- Number of places to be visited
- Number of people travelling
- Availability and frequency of public transport

Special Notes:

1. Before travelling members of staff should check what costs they are able to reclaim.
2. Allowances – HM Revenue and Customs have agreed subsistence allowances therefore receipts are not necessary for these claims.
3. Expenses – these are amounts which must be supported by an official receipt as they are not agreed with HM Revenue and Customs e.g. taxi fares, any hotel bill.
4. Both expenses and allowances must be claimed within one month of the period of travel to which they relate. Late claims will only be authorised where the line manager is satisfied that the delay is due to exceptional circumstances.

## **Private Transport**

Members of staff will be paid an amount per mile up to a maximum of 10,000 business miles in any one year (reduced rate payable after 10,000 miles). The cost of daily travel between home and the normal place of work is regarded as the member of staff's responsibility by both the College and HM Revenue and Customs. Only in exceptional circumstances (e.g. transport emergencies) can mileage be claimed for these journeys.

The mileage claimed must be the actual distance travelled by the most direct route, or most effective route. Where a member of staff does not take this route, perhaps for personal reasons, any extra mileage will be the responsibility of the traveller. Please Note: in order to claim mileage (at business mileage rate) for your private vehicle, your insurance policy must permit the use of the vehicle for business purposes.

## **Mileage Allowance and Claims for Business Mileage Re-imbursment**

It is important to ensure that any employee claiming business mileage has the appropriate business use cover in place on his or her own insurance policy. Particular care should be taken when driving a car insured by a spouse, partner, parent or other person. Unless business use cover is specifically requested, it may not apply in all circumstances. Without this specific cover, any payment for use of the car could render the insurance cover invalid. It is the responsibility of the individual to ensure that his/her insurance cover is valid before submitting a mileage claim. The College cannot accept responsibility for any accidents which occur whilst privately owned vehicles are being used on College business.

The HM Revenue and Customs defines 'business mileage' as follows:

*Travel in performance of the member of staff's duties.*

*Necessary in a real sense for the member of staff to attend a place on that particular occasion in order to perform the duties of that employment, rather than on the whim of an individual.*

*Not to be ordinary commuting or private travel.*

Under the terms of the College policy, the first 10,000 miles claimed in a tax year are paid at the rate stated by HM Revenue and Customs per mile. Mileage in excess of 10,000 miles in a tax year will be paid at rate stated by HM Revenue and Customs.

HM Revenue and Custom's rules also state that any payment for a journey between home and work is subject to PAYE and Class 1 NICs, and must be declared as such, irrespective of the circumstances of the claim. Under the terms of the College Travel Policy, members of staff are responsible for deducting the amount for home to work travel, in relevant cases, before submitting a mileage claim for authorisation.

Other motoring related expenses such as fees or tolls should be included on the claim form together with a receipt if possible. The College does not accept responsibility for fines or other penalties such as parking tickets incurred during the journey, as these are the responsibility of the driver. When driving through toll areas, the driver is eligible to claim for the cost of the permit, but the responsibility for obtaining the permit and paying the appropriate fee in a timely manner rests with the driver.

## **Rail**

Standard class travel is the College norm for all members of staff. If, in exceptional circumstances it is necessary to travel in first class, prior approval should be sought from the Head of College.

## **Taxis**

Taxis may be used for journeys:

- For which no other suitable transport is available;
- Where personal safety could be at risk;
- Where heavy or bulky equipment is being transported;
- Where the saving of time is of paramount importance;
- Where an individual has difficulty because of restricted mobility

Fully completed receipts should be obtained.

## **Other Forms of Public Transport**

Tickets are required to support claims for journeys on local buses or the underground.

## **Parking, Coaches, Toll and Ferry Charges**

The cost of these charges can be reclaimed and receipts should be obtained where possible.

## **Meal Expenses without Overnight Stay**

**Breakfast** - The cost of breakfast can be claimed up to £7.50 when it is necessary to leave home before 7.00am. The length of the working day is not a factor. No receipt is necessary.

**Lunch** - On occasions when employees are away from the College on College business, where lunch is not provided (for example whilst travelling) they may claim the lunch allowance of up to £5.00. No receipt is necessary.

**Dinner** - Where the working day and travelling time result in an employee not arriving home until after 7.30pm, the cost of dinner may be reclaimed up to £15.00. No receipt is necessary.

**Additional Meals** -The cost of an additional meal (such as tea or an equivalent light meal) can be claimed on a very long day (12 hours plus). Please note that both tea and dinner may not be claimed – this is based on the view that only one or other will be necessary. No receipt is necessary. The cost of alcohol may not be reclaimed.

## **Expenses and Allowances for Overnight Stays**

**Overnight Accommodation** – where it is essential for a member of staff to stay away from home overnight prior approval of the Head of College is required.