



Travel & Subsistence Policy

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Fair Deal Travel & Subsistence Policy

The following is a commitment to ensure that all members of staff have access to 'out of pocket expenses.

Travelling Expenses

Travelling expenses will be paid to staff members who travel on the employer's business to other locations, this is generally limited to the cost of travel from the employee's normal place of work to the location [premises/site] and return. The following expenses will be paid:

- standard rail fare: motor mileage allowance as determined from time to time
- air travel (the prior consent of the Chief Executive must have been obtained)
- taxi fares where suitable public transport is not available

Receipts: For tax audit purposes original receipts are required for reimbursement of expenses. Staff will be informed of any additional documentation required from time to time.

Use Of Vehicles for Business Purposes & Mileage Allowance

You may only be reimbursed for any mileage accrued when using your private car on business if you have been authorised to do so by your line manager. Authorised drivers must be comprehensively insured for business purposes and undertake to renew the policy as required while the car is in their possession and provide Fair Deal with each yearly insurance document and similarly to insure any subsequent vehicle, which is to be used for business travel, provide a copy of their driving licence, and also provide a current MOT certificate. You will be reimbursed for travelling in the course of your duties. Where you are authorised by your Line Manager to use your vehicle the rate of 40p per mile will apply. This rate may change from time to time. In other instances, you will be reimbursed for bus travel, second class rail or air travel. Each staff member authorised to use their car must complete a Mileage Sheet which will be authorised by your Line Manager for payment. This will be paid by Bank Giro Credit as part of your salary, at the agreed rate on a monthly basis.

Travel & Subsistence Allowance

For particular posts there will be a travel allowance paid to staff whose jobs include excess travel. Subsistence Allowance for meals and accommodation are agreed in advance with your Line Manager and will be paid up to an agreed limit. Claims for overnight expenses will be made only where an overnight stay is unavoidable and prior permission has been obtained from the line manager.

Holidays And Outings with People We Support

When supporting someone on a planned trip/holiday the team leader/line manager will complete relevant paperwork and agree holiday costs in advance, and this will be signed off by persons carer/guardian prior to travel. As general rule expenditure for staff should not exceed a trip average of £40 per day on a planned holiday and this would be expected to be considerably less on an all-inclusive trip. The amount is a maximum however staff are expected to ensure money is spent responsibly and only as required.

Community Outings

Where a person we support requires support to attend activities in the community, they would be expected to cover the cost of the supporting staff member. This should be agreed

prior with carer/guardian. Where the activity is a meal out, the person we support would be expected to cover the cost of a small/inexpensive item from the menu to ensure the staff member can partake in the activity. The staff member is expected to make a minimal purchase to allow the activity to take place but should not use people we support's money to buy anything that is not required such as additional items/courses. The person we support should be supported to select a venue that is within the agreed budget. Team Leaders should discuss any issues with people we support and their carer/guardian.

Where staff work in a person's home or shared living environment, the person we support should not at any time pay or cover the cost of food or beverages for staff. If a staff member eats or drinks within the house, including at break or natural break times they should provide their own food/drinks. If the person/people we support prefer to share a cooked meal from their own food or offer cold or hot drinks from their own shopping, an agreement must be in place.

Expense Claims

Staff should ensure that all expense claims are made promptly and at the latest within four weeks of incurring the expense. Claims should be made on the appropriate claim form, available from Fair Deal's Main Office and should be approved by your line manager.

Travel Time and Shift Working

Staff who do not have a fixed work location and make visits to several places each day:

- A break of 2 hours or more between visits is classed as a split shift and therefore no travel time will be paid
- If there is a break between visits of less than two hours travel time will be paid for the amount of time it takes to get from one location to the next. Travel time will be paid to the nearest 15 minutes and the shortest route/method should be used at all times
- Travel time will be paid for the duration of travel and NOT for the duration of gap between shifts
- Any exceptional circumstances causing delays should be discussed with line manager prior to payroll being complete

End of Policy

Document Information

Document Ref:	Travel & Subsistence Policy
Version:	4
Date of Version:	01/04/2024
Created By:	Liz Connor
Approved By:	Fiona Dunwoodie
Confidentiality Level:	Controlled: Uncontrolled if printed

Amendment History

Date	Version	Created By	Description of Change
31/03/2021	1	Claire Houston	Initial Release
17/05/2019	2	Elaine Davidson	Added Front Cover and Amended Footer
31/03/2021	3	Elaine Davidson	Added part for travel time and shift working
01/04/2024	4	Fiona Dunwoodie	Amendments to expenses. Addition of Holiday and outings.