

**Title:** Payment of Teacher's Travelling Expenses and the Reimbursement of Expenditure  
**Number:** D9  
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## **1. Introduction**

- 1.1 The purpose of the policy is to explain the principles and the basis on which travelling and other expenses should be incurred and claimed. Whilst the Policy cannot cover all circumstances, teachers should familiarise themselves with them and be aware that claims improperly made could lead to disciplinary action and to the matter being referred for police investigation and possible prosecution. In addition to false mileage and expenditure claims, improper claims include those involving the maximising of mileage and expense and the undertaking of unnecessary journeys.
- 1.2 The intention is that employees should not be financially disadvantaged in going about the business of E&LL and that they should be fairly recompensed for expenditure incurred. Employees are expected, however, to undertake journeys in the most efficient and effective manner possible and in submitting claims to adopt a reasonable approach and to observe the rules set out in this document. The responsibility for submitting proper claims rests with claiming teachers. The subsequent management and control checks on claims do not remove this responsibility from claiming employees.
- 1.3 Managers have access to the expense and mileage claims made by the staff under their management control. This may be supplemented by reports from the Chief Executive's Department from time to time. Managers will use this information to review and retain control over the claims being made and the travel time being incurred. In conjunction with their knowledge of the individual's circumstances and the historical and projected work patterns managers will also carry out an annual review of the mileage undertaken by each member of staff. Managers must:
  - (i) reappraise the working arrangements of any post that regularly involves travelling high mileage to ensure the most effective travel arrangements are in place;
  - (ii) scrutinise and review the reasonableness of travel and subsistence claims;
  - (iii) where appropriate, take action to ensure that all future journeys are necessary.
- 1.4 Any queries should be referred to the Human Resources Section or Payroll Section, Finance and Corporate Resources Department.

## **2. Travelling Expenses**

- 2.1 The undertaking of journeys, including their timing, should normally be authorised, in advance of the journey by the nominated manager designated for the purpose.
- 2.2 Whatever reasonably practicable, employees travelling to the same destination by car should travel together. In this respect slight variations in intended times of departure or return, or the need for slight detours, will not justify travelling separately. In selecting which vehicle to use, the main consideration will be the least cost to the Authority.
- 2.3 Official mileage shall be calculated by measuring the journey by the most direct route available from the employee's administrative centre to the places visited.

- 2.4 On the occasions when an employee visits a site(s) on the way to base, the claimable mileage is the total mileage undertaken less the normal mileage between home and base. The same arrangement applies where an employee travels from base to a site(s) and on to home. Where an employee does not visit base, i.e. spends the full day on a site(s) visit, the claimable mileage is the total mileage undertaken less the normal return mileage between home and base. If an employee could have visited a site on the way to the base but incurred additional mileage by reporting to base, the additional mileage may not be approved.
- 2.5 Where an employee, having returned home, is required to return to the administrative centre or to visit a site in the evening, or at the weekend, actual return mileage for the visit is payable.
- 2.6 Employees must ensure that their car insurance provides cover while travelling on official Authority business. Without the necessary business cover employees must not use their vehicle on Authority business. The Authority will not reimburse any penalties or fines incurred.
- 2.7 All drivers using any vehicle on Authority business must update the authority on any changes to their driving licence conditions.

### **3. Reimbursement of Expenditure**

- 3.1 Whilst an underlying principle is that employees should not be financially disadvantaged in going about the business of the Authority, nor should employees be reimbursed for expenditure which is neither additional nor necessarily incurred.
- 3.2 For an employee to be reimbursed for expenditure incurred on a meal, the employee must have:
  - a) been prevented from following their normal meal arrangements
  - b) incurred expenditure additional to their normal outlay, and
  - c) necessarily incurred that expenditure
- 3.3 The need to necessarily incur additional expenditure must be stressed. Expenditure will not be reimbursed where the additional expenditure had been incurred solely because the employee chose to incur that expenditure.
- 3.4 The majority of employees operate from a fixed base and become eligible for the reimbursement of expenses when unable to return to that base to take their normal meal.
- 3.5 The following additional conditions must also be satisfied in all cases:
  - a) where reimbursement is claimed, times of departure and return must be entered on the expenses report,
  - b) reimbursement of expenditure incurred in relation to breakfast will only be considered in cases where employees are required to leave home at least one and a half hours before the time at which they would normally leave home to get to their normal place of work by 8.30am provided they finish work not earlier than 5.00pm. Reimbursement will not be considered where the working day has been advanced, e.g. where an employee begins work at 6.30am and finishes at 3.00pm,
  - c) reimbursement of expenditure incurred in relation to lunch will only be considered where employees undertake duties away from their administrative centre and the journey is commenced before 12 noon and completed after 2.00pm,

d) reimbursement of expenditure incurred in relation to dinner will only be considered where employees are engaged away from their administrative centre and their work continues until at least 8.30pm.

3.6 The amount reimbursed will be available on the Intranet under Employees Expenses Rates.

3.7 When a suitable meal is provided at an Authority establishment being visited, or at an event being attended, no reimbursement of expenses will be made.

#### **4. Work at Normal Place of Employment**

4.1 The reimbursement of expenditure, including the deduction of the “normal cost” of a meal, will also apply to those employees working at their normal place of employment but outside their normal working hours and who are not in receipt of overtime payments.

#### **5. Air and Rail Travel, Car Hire and Use of Taxis**

5.1 In cases where the Head of Department agrees in advance that it is necessary or advantageous for an employee to travel by air and/or hire a taxi or a car, the actual expenditure will be reimbursed. In making the decision, the Head of Department will take into account the time of the journey and the distance involved.

5.2 Other than in exceptional circumstances, reimbursement of rail fares will relate to any available Standard rate return fare whichever is the less.

#### **6. Foreign Travel**

6.1 Officers who undertake foreign travel should familiarise themselves with the following matters:

- a) protocols for the authorisation of foreign travel
- b) guidelines for travel arrangements, accommodation, subsistence, out of pocket expenses and gratuities
- c) foreign travel insurance provisions
- d) hospitality provisions
- e) foreign currency advances
- f) the use of charge cards and protocols for the reimbursement of expenditure.

#### **7. Submission of Claims**

7.1 Each employee is required to authorise their own claim and is therefore wholly responsible for their accuracy and validity. This means that each employee must be fully conversant with the rules relating to travelling and subsistence and with the requirements of the system, including the submission of VAT receipts. The detailed guidance on how to claim expenses is available on the SBC Intranet site.

7.2 Where the nature of an employee’s duties makes it impractical to record all details on the claim, a subsidiary record should be maintained, e.g. a diary or timesheet. Subsidiary records should be retained for the current financial year, plus the two preceding years.

7.3 Claims should be submitted on a regular monthly basis. Responsibility for the submission of claims rests with the individual employees.

- 7.4 All claims must be submitted within two months of the expenditure being incurred. Claims for periods out with this limit will only be considered if there is a valid reason for the delay, e.g. long term sickness. Workload is not an acceptable reason.
- 7.5 As a consequence of Self Assessment, each year final claims must be submitted as soon as possible after 31 March.
- 7.6 In accordance with SBC's Financial Procedures, Internal Audit has the authority to access all records. It should be noted that individuals may be asked to give Internal Audit access to their travel and subsistence claim documentation and may also be asked to justify the detail of their claims.
- 7.7 SBC is able to claim the VAT proportion of the road fuel element of business mileage however under the terms of the revised Value Added Tax (Input Tax) (Road Fuel Purchases by Employees) (Order) 2005, employers can only recover such VAT where they hold a VAT receipt in support of their claim.
- 7.8 Recovery of VAT on mileage significantly reduces SBC's costs. Consequently it cannot be stressed enough the importance that when you purchase fuel you request a VAT receipt. All fuel stations offer VAT receipts and, as this ruling will apply to all private and public sector organisations, it will become the norm to issue one. Debit and Credit card receipts will not satisfy HMRC requirements.
- 7.9 HMRC do accept that in most cases VAT receipts will include fuel for private use and will not match the journeys claimed for. Receipts can cover more than one claim form, particularly where fuel is purchased towards the end of a period, but must pre date the journeys made.
- 7.10 It is acknowledged that there may be little correlation between the amounts shown on the VAT receipts and the VAT element of the fuel allowance claimed by employees. In view of this difficulty HMRC are prepared to look at the position for each employee over the period of a year, for example, and provided there are sufficient receipts to cover fuel for the mileage claimed for the year as a whole, this will be acceptable.

## **8. Self Assessment**

- 8.1 Records of mileage claimed may be required by the Inland Revenue to determine whether an individual is liable to tax. SBC retains the travel claims for all employees for the required period of six full years, but individual employees may be asked by the Tax Inspector to provide additional information. Therefore, when subsidiary records are kept by employees these should be retained for six full years. This is four years longer than required by SBC.

### Travelling Expense Rates for Teaching and Non Teaching Staff

Standard business miles first 1000 miles	45p
Standard business miles 1000 – 8500 miles	45p
Standard business miles above 8500 – 10,000 miles	45p
Standard business miles above 10,000 miles	25p
Essential users lump sum / annum	n/a
Essential users mileage first 8500 miles	n/a
Essential users mileage after 8500 miles	n/a
Motor cycles up to 1500 miles (below 150cc / above 150cc)	24p
Motor cycles 1500 to 5500 miles (below 150cc / above 150cc)	24p
Motor cycles 5500 to 11,000 miles (below 150cc / above 150cc)	24p
Motor cycles above 11,000 miles (below 150cc / above 150cc)	24p
Bicycles	20p
Leased car fuel allowance	12p
Courses / Conferences / Training within Scottish Borders	45p
Courses / Conferences / Training out with Scottish Borders at request of Line Manager	45p
Courses / Conferences / Training out with Scottish Borders at own request	45p
Supply teachers for mileage in excess of 20 miles per day	45p
Disturbance allowance (paid over the first year only in accordance with Council Policy)	45p

Staff who are receiving disturbance allowance can claim for travel as a passenger in another person's car (on the assumption that this is a contribution to fuel costs incurred by the driver).