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# Atrium Homes

## Staff Information Note Number 8 – January 2016

### Travel and Subsistence

#### Introduction

As part of their normal daily routine some staff will be working away from their office base. This information note is intended to clarify Section B5 of the Terms and Conditions of Employment in relation to travel time, mileage payments and subsistence payments.

#### Subsistence Payments

Subsistence payments are meant to cover the additional cost to staff of purchasing food and drink if they are working away. They will not apply where, for example, staff are at an event where meals were being provided.

Subsistence payments are payable where

1. staff are *required* to be on approved or official duty for more than 10 consecutive hours OR
2. between 5 and 10 consecutive hours where they are outwith Atrium's normal geographic area of activity.

Different rates apply for each of the above definitions.

#### *Part 1*

The critical element in part 1, above is the *requirement* for staff to be on approved or official duty for longer than 10 consecutive hours. Subsistence therefore will only be payable when the organisation specifically requires or approves staff members working longer than 10 consecutive hours, rather than when staff chose to work longer than 10 consecutive hours.

This is consistent with the principles of flexible working hours operated by the organisation which offer the option to staff to adjust their normal working day to avoid excessive hours: i.e. staff working late at a meeting could, subject to their manager's agreement, start later in the day to avoid a long working day.

However, there will be circumstances when flexibility cannot apply and staff have to work longer. In these circumstances, subsistence payments may be claimed under Part 1 above.

#### *Part 2*

Atrium's normal geographic area of activity is East Ayrshire. Staff on official business outwith this area for between 5 and 10 consecutive hours may claim subsistence.

### *Claiming Subsistence*

Staff wishing to claim subsistence should complete a claim form (Appendix 1), detailing hours worked, location and the reason for the work and have it authorised by their line manager. Claims will be addressed along with other expenses and paid monthly with salaries

The subsistence allowance payable is £16.48 for over 10 consecutive hours and £10.08 for between 5 and 10 consecutive hours and is a taxable benefit.

### **Business Travel**

Staff travelling on official Atrium Homes business are entitled to reclaim the cost of that travel.

Staff are required to use the most cost effective means of transport. Normally, for longer journeys staff would be required to use public transport and reimbursement will be at standard fare rates. Where use of public transport is not practical, staff who are authorised car users may, with the prior agreement of their line manager, use their own vehicle.

Staff are able to seek approval as a designated car user and claim mileage allowances for business use. Staff authorised to use their vehicles for business purposes will be eligible to claim the appropriate mileage allowance at the EVH rate.

Staff require to certify their vehicle is roadworthy (with MOT certificate if required) and is properly insured for business use and the organisation has the right to view insurance documents as necessary to verify this.

### **Eligible Travel Costs**

- *Training Courses/Conferences*  
Full travel costs will be met for training courses, conferences etc. Normally, staff will be expected to use public transport where available. Mileage rates will apply where use of public transport is impractical, with the line manager's prior agreement.
- *Working on Site*  
Costs incurred in travelling from the office to another location may be reclaimed e.g. going on site. Staff using their own vehicle as a designated car user, may claim the appropriate EVH rate.
- *Home to Office Mileage*  
Travel to and from work at the beginning and end of a working day is generally to be at the staff member's own cost. The exceptions are
  - when the staff member is going somewhere other than the office/normal place of work, direct from home or returning home in the evening from a location other than the office. In these circumstances full mileage may be claimed for those miles in excess of a normal journey to/ from the office i.e. the claim should be net of normal home to office mileage.

- a second home to work journey for an additional session in the course of a working day e.g. attending an evening meeting. Here full mileage costs may be claimed.

## Eligible Travel Time

- *Training Courses and Conferences*

For time sheet purposes staff should show 7 hours for a full day's training and 3.5 hours for a part day's training, although few training courses involve this amount of "work"

Travel time to and from training courses or conferences, however cannot be claimed. Training is beneficial to both staff and the organisation and whilst the company will meet the costs of travel and the training itself, it is not unreasonable to expect staff to contribute something to it i.e. personal travel time.

- *Working on Site*

Travel time to and from schemes or to meetings during the normal course of the working day is fully allowable as "work".

- *Home to Office Travel Time*

Travel to and from work at the beginning and end of a working day is generally to be in the staff member's own time. The exceptions are

- if the staff member is going to a location other than the office/ normal place of work, direct from home or returning home in the evening from a location other than the office.

In these instances staff should "net off" their normal travel to work time when calculating working hours e.g. –

normal journey to/from work takes	30 minutes
actual journey to/from alternative work location	<u>60 minutes</u>
travel time claimable	30 minutes

This approach should effectively ensure that no staff member is disadvantaged when attending early morning or later afternoon meetings away from the office.

- a second home to work return journey for an additional session in the course of a working day e.g. attending an evening meeting. In these circumstances, the full journey time would be allowable