

Reporting to:	Trust Board – 27 February 2014
Title	HR Policies
Sponsoring Director	Victoria Maher Director of Workforce & OD
Author(s)	Bridget Chambers HR Manager
Previously considered by	TNCC, PAG, HEC
Executive Summary	<p>A number of HR policies have recently been amended or updated as required. Further details are attached to this report.</p> <p>HR13 Reimbursement of Travel, Accommodation and Subsistence Expenses</p> <p>This policy has been updated to reflect changes to the Agenda for Change Terms and Conditions of Employment. It applies to all staff, although its application to doctors and dentists is subject to the modifications set out in their respective national terms and conditions.</p>
Strategic Priorities <input type="checkbox"/> Quality and Safety <input type="checkbox"/> Healthcare Standards <input checked="" type="checkbox"/> People and Innovation <input type="checkbox"/> Community and Partnership <input type="checkbox"/> Financial Strength	Operational Objectives <p>PI2 Embed Employment Basics contract, pay and policy</p> <p>PI3 Increase workforce flexibility through new roles and working practices</p>
Board Assurance Framework (BAF) Risks	<input type="checkbox"/> If we do not deliver safe care then patients may suffer avoidable harm and poor clinical outcomes and experience <input type="checkbox"/> If we do not implement our falls prevention strategy then patients may suffer serious injury <input type="checkbox"/> If we do not achieve safe and efficient patient flow and improve our processes and capacity and demand planning then we will fail the national quality and performance standards <input type="checkbox"/> If we do not have a clear clinical service vision then we may not deliver the best services to patients <input checked="" type="checkbox"/> If we do not get good levels of staff engagement to get a culture of continuous improvement then staff morale and patient outcomes may not improve <input type="checkbox"/> If we are unable to resolve our (historic) shortfall in liquidity and the structural imbalance in the Trust's Income & Expenditure position then we will not be able to fulfil our financial duties and address the modernisation of our ageing estate and equipment
Care Quality Commission (CQC) Domains	<input type="checkbox"/> Safe <input type="checkbox"/> Effective <input type="checkbox"/> Caring <input type="checkbox"/> Responsive <input checked="" type="checkbox"/> Well led

<input type="checkbox"/> Receive	<input type="checkbox"/> Review	Recommendation To approve HR13 policy for implementation in the Trust.
<input type="checkbox"/> Note	<input checked="" type="checkbox"/> Approve	

1 Reimbursement of Travel, Accommodation and Subsistence Expenses (HR13)

This policy has been updated to reflect changes to the Agenda for Change Terms and Conditions of Employment. It applies to all staff, although its application to doctors and dentists is subject to the modifications set out in their respective national terms and conditions.

In line with the national changes, this policy has been updated to take account of increases to mileage rates, the change from the term 'Public Transport Mileage Rate' to 'Reserve Rate' and the termination of Regular User allowances.

The change is very clear in specifying that employees who drive their own car for business purposes have not only a valid driving licence and motor insurance which covers business travel, but also a valid MOT certificate. Managers are required to be more stringent in ensuring that their staff meet these requirements and that there are proper systems in place for monitoring and checking.

The Accommodation and Subsistence section has also been revised, as has the claims procedure for Excess Travel on Change of Base.

The Policy has been renamed to more accurately reflect the content and further updated following advice from Counter Fraud Services.

Reimbursement of Travel, Accommodation and Subsistence Expenses

HR13

Additionally refer to: HR08: Recognition Agreement
 HR12: Lease Car Scheme
 HR41: Travelling Difficulties
 HR38: Management of Organisational Change
 HR59: Development & Training Support

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Lead Director	Workforce Director
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Version Control Sheet

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Key Words	Travel expenses, mileage, subsistence, accommodation, excess travel, excess travelling expenses, additional miles, normal place of work, authorisation of journeys, rail, taxi, air, pool car, hire car, lease car, private transport, parking fees, claims procedure, income tax
Dissemination	HR pages on intranet; Staff Quarterly; Team Brief;

Version history

Version	Date	Author	Status	Comment
3	July 2008	William Wraith	Final	
4	June 2013	Sara Hayes	Draft	Reviewed in line with amendments to Agenda for Change Terms and Conditions of Employment. Specific changes include: <ul style="list-style-type: none"> • increases to mileage rates • the change from the term 'Public Transport Mileage Rate' to 'Reserve Rate' • the termination of Regular User allowances • A more stringent requirement for employees and managers in ensuring that they have a valid driving licence, MOT Certificate and motor insurance which covers business travel; • the claims procedure for Excess Travel on Change of Base; • the Accommodation and Subsistence section. • Policy name change
4.1	25 June 2013	Sara Hayes	Draft	Specific discussion in relation to subsistence allowances, insertion of 5.3 and table.
4.2	3 July 2013	Sara Hayes	Draft	Amended following discussion in relation to responsibilities, travel & subsistence expenses.
4.3	8 August 2013	Sara Hayes	Draft	Amended following discussion in relation to an acceptable length of time within which to submit expenses claims.
4.4	8 Jan 14	Sara Hayes	Final	Amended following comments from the Trust Counter Fraud Specialist.
4.4	Feb 14	B Chambers	Final	S3.2 Removal of "study expenses" from paragraph

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1 Document Statement

- 1.1 The primary purpose of this document is to set out the Trust's policy on the reimbursement of additional costs incurred by staff when travelling on Trust business away from their normal place of work.

2 Overview

- 2.1 The arrangements in this policy apply to all travel within the U.K. Arrangements for European or other overseas travel will require the prior approval of the relevant Executive Director.

3. Scope

- 3.1 These arrangements apply to all staff who undertake travel on Trust business and who, as a result, incur additional expenses. However, the application of this policy to doctors and dentists is subject to the modifications set out in their respective national terms and conditions.
- 3.2 This policy does not apply to staff in respect of relocation or external secondment, when separate arrangements apply. Internal secondments, which may involve a change of base (normal place of work), are covered by this policy.
- 3.3 The policy does not apply to individuals employed by agencies or other contractors.
- 3.4 In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equal Opportunities Policy. Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust, by staff whose literacy or use of English is weak or for persons with little experience of working life.

4 Definitions

Accommodation expenses	Expenses claimed to reimburse the employee for costs incurred in relation to overnight accommodation.
Additional miles	Defined as the total mileage from home to work destinations(s) and return home less the return mileage between home and normal place of work.
Agreed workbase	The employee's designated base for contractual purposes.
Excess travelling expenses	As a result of organisational change only: Travelling expenses paid for any increase in mileage between the old home-to-normal place of work and the new home-to-normal place of work.
Travelling expenses	An amount claimed to reimburse the employee for travel carried out during the course of their working day.
Subsistence expenses	Expenses claimed to reimburse the employee for costs incurred in relation to meals.

There are some worked examples at Appendix C.

5. General

- 5.1 The expenditure limits quoted are deemed adequate to cover the costs likely to be incurred for the duties undertaken and only actual costs will be reimbursed, except where allowances for particular areas of expenditure are set. The presumption will be that expenditure outside these limits will not be reimbursed.
- 5.2 The use of pooled, hire and lease vehicles and the reimbursement of associated costs will be in line with rigorous principles of effective and prudent use of public money and the NHS Carbon Reduction Strategy in England.
- 5.3 In relation to claims for subsistence expenses, the cost of alcoholic drinks will **not** be reimbursed.
- 5.4 At all times, the employee is required to ensure the best use of public money when booking accommodation and purchasing meals. The reimbursement of expenses in relation to subsistence and accommodation will be in line with rigorous principles of effective and prudent use of public money.
- 5.5 Receipts will be required for all expenses.
- 5.6 It should be noted that falsified expense claims are a potential offence under the Fraud Act 2006. Employees should be aware that in the event of a claim being made which is potentially fraudulent, the matter will be referred to the Local Counter Fraud Specialist for criminal investigation. The maximum penalty for a fraud conviction is 10 years imprisonment.
- 5.7 As with all other aspects of suspected fraud, employees are encouraged to refer any concerns to the Local Counter Fraud Specialist or to the National Fraud and Corruption Line details of which are on the Counter Fraud section of the intranet.
- 5.8 In the event that payroll staff or a certifying officer may consider an expense claim to be fraudulent, they should immediately refer the matter to the Local Counter Fraud Specialist who will investigate.
- 5.9 Mileage reimbursement rates are set out in the Agenda for Change Terms and Conditions of Employment Section 17: Reimbursement of Travel Costs. Subsistence reimbursement rates are set out in the Agenda for Change Terms and Conditions of Employment Section 18: Subsistence Allowances.
- 5.10 Employees will be reimbursed for miles travelled in the performance of their duties which are in excess of their home to agreed work base return journey. Normally, the miles eligible for reimbursement are those travelled from the agreed work base and back. However, when the journey being reimbursed starts at a location other than the agreed work base (e.g. home) the mileage eligible for reimbursement will be as set out below (where X represents the distance from the employee's home to the agreed work base):

Journey (Outward)	Distance	Miles eligible for reimbursement
Home to work base	X miles	None
Home to first visit/ appointment/ meeting	Less than X miles	None, as it is less than X miles.
Home to first visit/ appointment/ meeting	More than X miles	None for the first X miles. Eligible mileage starts after X miles have been travelled.

Journey (Return)		
Last visit/ appointment/ meeting to work base		Eligible mileage ends at work base.
Last visit/ appointment/ meeting to Home	Less than X miles	None, as it is less than X miles.
Last visit/ appointment/ meeting to Home	More than X miles	None for the last X miles. Eligible mileage ends X miles from home.

6 Duties

6.1 Executive Directors are responsible for:

- ensuring that they are familiar with this policy and their staff understand it;
- authorising overseas travel and flights

6.2 Care Group Managers or the equivalent Heads of a corporate function are responsible for:

- ensuring that they are familiar with this policy and their staff understand it;
- the decision to lease a pool car for the use of employees of their department;

6.3 Managers are responsible for:

- ensuring that they are familiar with this policy and their staff understand it;
- agreeing the correct home-to-agreed-workbase mileage (usually with reference to Google maps);
- ensuring that an employee driving a lease or pool car has a valid driving licence (paper and card);
- ensuring that an employee driving their own car for business purposes has a valid driving licence (paper and card), MOT certificate, and motor insurance which covers business travel;
- ensuring that they have adequate systems in place to regularly monitor their employees' driving licence (paper and card), MOT certificate (where applicable) and motor insurance status (a specimen proforma is shown at Appendix A);
- ensuring that pool cars allocated to their department are roadworthy and appropriately maintained, have a valid parking permit and have an allocated parking space where necessary;
- the authorisation of travel within their areas of responsibility;
- the decision to hire a car for a journey where appropriate;
- authorising expense claims where they are satisfied that the expense was incurred.

6.4 Employees are responsible for:

- ensuring that they have read and are familiar with this policy;
- ensuring that when driving a lease or pool car they have a valid driving licence;
- ensuring that when driving their own car for business purposes they have a valid driving licence, MOT certificate, and motor insurance which covers business travel;
- ensuring that when driving any vehicle for business purposes that they are fit to drive, drive safely and obey the relevant laws (e.g. speed limits);
- ensuring that they notify their manager if there is a change in their status (e.g. if they no longer have a valid driving licence (paper and card), car insurance or MOT certificate, or have a health condition preventing them from driving etc);
- ensuring they are aware of their personal tax liabilities in relation to their travelling expenses;
- reporting damage and faults to their line manager in relation to a pool car.

7. Travel

7.1 Authorisation of Journeys

- 7.1.1 Where travel is a normal requirement of a job, then prior authorisation of individual journeys would be inappropriate and Managers should make more general arrangements for this.
- 7.1.2 Where travel is not a normal requirement of a job, the staff should seek prior authorisation for the proposed journey, the means of travel etc.
- 7.1.3 Where a manager has given prior authorisation for an employee to attend work on an additional occasion in excess of their normal working week (e.g. to undertake approved overtime) the employee may claim travel expenses at the reserve rate from their home to their place of work and return. Where the employee has worked authorised overtime and chosen to receive TOIL instead of payment, travel expenses may still be claimed. Travel expenses may not be claimed where an individual adds approved overtime to their normal working day.
- 7.1.4 The method of transport to be used and the route to be taken should be the most economical, taking into account the nature of the task, the time of the journey, its urgency, and the availability of transport to the individual.
- 7.1.5 The planned expenditure to be incurred in all overseas travel, including accommodation and subsistence costs, requires the prior approval of the relevant Executive Director. Exceptional costs will be reviewed on return from the journey. See paragraph 7.10.
- 7.1.6 For guidance on the travel expenses of Union Representatives, please refer to Trust policy HR08: Recognition Agreement.

7.2 Lease Car Holders

- 7.2.1 Where travel by car is the most appropriate method of transport, taking into account distance, time, urgency and cost, staff who have a lease car will be expected to use the car.
- 7.2.2. For details of who is eligible for a lease car, see the Lease Car Policy.
- 7.2.3. Fuel expenses reimbursement for lease car users will be in accordance with HM Revenue & Customs rates.

7.3 Pool Cars

- 7.3.1 There are no fixed criteria for the decision to authorise the use of a pool car, but the authorising manager should take into account:
- The job commitments of the post holder, including the nature, frequency and urgency of the journeys to be undertaken;
 - The distances to be travelled and the associated cost effectiveness of the solution (typically weekly travel of 240 miles or more are required);
 - The physical requirements of the jobholder;
 - The need to transport large items or equipment.
- 7.3.2 All pool cars should be arranged through the Trust's Car Leasing Officer. The vehicle leased will be in accordance with the Trust's Lease car Policy. Allocation of the vehicles will be at the Manager's discretion but they must only be used for business travel. Pool cars will be held overnight on one of the Trust's sites.
- 7.4.3 Where a pool car is available, it should be used where travel by car is the most appropriate method of transport.

7.5 Private Transport

7.5.1 Managers may authorise the use of private transport for business purposes **only when**:

- public transport is not available or cannot be used economically or practically for the proposed journey **and**
- (where applicable) a pool car is not available **and**
- the driver does not have a lease car.

7.6 Hire Cars

7.6.1 Managers may authorise the use of a hire car when either:

- The traveller does not have their own vehicle or the required business insurance cover);
OR
- The proposed journey is in excess of 120 miles per day over the hire period, when a hire car will be more economic than a private car

7.6.2 All hire cars should be booked through the Trust's Car Leasing Officer, who may also have available an unused Pool Car. The Trust has made arrangements with a local car hire company for the hiring of cars and for the free delivery and collection of the cars to homes within a 15 mile radius of Telford/Shrewsbury but also within the Bridgnorth and Whitchurch area. When cars are hired this will normally be up to a 1.6/1.7TD Astra. See Appendix B.

7.6.3 When a car is hired:

- all cars must be returned with a full tank of petrol.
- cars should only be hired for the actual days required, with delivery the night before for early starts and collection the next day for late returns. Arrangements should be made for the delivery and collection of the car on the days when it will not be in use.
- any out-of-pocket expenses incurred as a result of hiring a car may be claimed. This will normally be limited to receipted fuel expenses.

7.7. Parking Fees & Fines

7.7.1 Parking fees for parking away from the Trust's main sites will be reimbursed; receipts will normally be required. However, where a receipt is not available the Manager may authorise the expense claim if they are satisfied that the expense was incurred. The cost of parking at one of the Trust's main sites will not be reimbursed. Parking fines will **not** be reimbursed under any circumstances.

7.8. Additional Mileage Allowances

7.8.1 Staff who use a private or lease vehicle to travel on Trust business in accordance with this policy are eligible to claim mileage allowance for the additional miles travelled on a day.

7.8.2 The mileage allowances paid per mile are set out in the Agenda for Change Terms and Conditions of Employment. A grid showing the return mileages for the most common journeys undertaken within the Trust is attached as Appendix F. These distances are the mileages that will be reimbursed and claims in excess of these will be reduced accordingly. However, if the normal journey is disrupted and a new route is taken this should be noted on the expenses claim form and authorised by the Manager.

7.9. Rail Travel

7.9.1 All staff must use standard class travel. Any member of staff may request to reserve a seat on standard class travel for longer journeys when it is anticipated that a seat may not be available.

7.9.2 Receipts or tickets showing the cost of travel are required.

7.10. Air

7.10.1 All travel by air requires the prior authorisation of the relevant Executive Director. All staff must use economy class on domestic or European flights.

7.10.2 All air travel should be booked through the Chief Executive's office.

7.11. Taxis

7.11.1 Taxis may be used when:

- public transport is impractical for the journey, taking into account the options available and the urgency of the journey; **or**
- when several staff are travelling together and a taxi fare is more economic than other forms of transport.

7.11.2 Receipts showing the cost of travel are required.

7.12. Excess Travel Expenses on Change of Base

7.12.1 Staff who are required to change their base within the Trust as a result of reorganisation of the Trust's services or of their acceptance of another post when at risk of redundancy within the Trust are eligible to claim the cost of their daily additional travelling expenses for a period of 4 years from the date of transfer to the new base.

7.12.2 Excess travel must be claimed on a travel expenses form on a monthly basis in respect of actual journeys undertaken.

7.12.3 There is no entitlement to additional or paid travelling time.

8 ACCOMMODATION & SUBSISTENCE

- 8.1 The Trust will reimburse reasonable accommodation and subsistence expenses in accordance with Agenda for Change terms and conditions of employment.
- 8.2 An employee is expected to make provision for their own lunch expenses as a normal part of their contract of employment. The Trust will reimburse employees for the necessary **extra** cost of meals and accommodation arising as a result of official duties.
- 8.3 Where in exceptional circumstances the employee does not commence their normal working day from home and is unable to make their normal provision for lunch, and is forced to spend more than would usually be the case, they may make a claim for the excess spent up to a maximum of the Day Meals Subsistence Allowance.
- 8.4 Whilst away from the workbase for a day, or staying away overnight, it is sometimes not possible to remain within the Agenda for Change limits for accommodation and meals. Where the maximum limit is exceeded for genuine reasons, the Care Group Manager or equivalent Head of a corporate function may authorise a higher limit. In relation to accommodation, the employee must seek prior approval before making a booking.
- 8.5 Claiming subsistence expenses whilst also using free/provided catering facilities is fraud and will result in disciplinary action and referral to the Local Counter Fraud Specialist.

9. Claims Procedure & Income Tax

- 9.1 All claims should be made using the Trust's Expenses Claims Form, normally at the end of the calendar month in which they are incurred.
- 9.2 Claims submitted after more than 6 months require the approval of the Care Group Managers or the equivalent Heads of a corporate function.
- 9.3 All expenses will be reimbursed through the payroll system. Authorised claims received in Pay Services by the 10th of the month will be paid with that month's salary.
- 9.4 The payment of business travelling expenses may generate an income taxable liability for the recipient.
- 9.5 HM Revenue & Customs annually confirm a mileage rate which they will accept as a reasonable rate of reimbursement. Mileage payments in excess of this figure are reported by the employer at year end in order that any deemed liability may be calculated and arrangements made for recovery in the following tax year.
- 9.6 Where Regular User monthly lump sums continue to be paid in line with medical staff terms and conditions of employment, these are treated as taxable, and reported as above.
- 9.7 Lease Car users will also incur a taxable liability, calculated using a percentage of the price of the vehicle when new and based upon declared CO2 emissions, but reduced by the driver's personal contributions.
- 9.8 Where unaffordable costs are anticipated, the relevant line manager may approach the Finance Director to request an advance of salary.
- 9.9 All payments of incidental expenses allowance and Late Night Duties Allowance will be subject to the deduction of income tax and National insurance contributions.

10. Training Needs

- 10.1 Training required to fulfil this policy will be provided in accordance with the Trust’s Training Needs Analysis. Management and monitoring of training will be in accordance with the Trust’s Development and Training Support Policy (HR59).
- 10.2 This information can be accessed via the Learning Zone pages on the Trust intranet.

11. Review process

- 11.1 The Trust will review this policy when there are changes to relevant legislation or good practice, or within the normal policy review cycle.
- 11.2 In order that this document remains current, any of the appendices to the policy can be amended and approved during the lifetime of the document without the document strategy having to return to the ratifying committee.

12 Equality Impact Assessment (EQIA)

This policy applies to all employees equally and does not discriminate positively or negatively between protected characteristics.

13 Process for monitoring compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Compliance with requirement to ensure that managers have adequate local systems in place to regularly monitor employees’ driving licence (paper and card), MOT certificate (where applicable) and motor insurance status	Audit	Deputy Head of Human Resources	Annual	Workforce Committee

14 References

Agenda for Change Section 17: Reimbursement of Travel Costs - available from SaTH Intranet or <http://www.nhsemployers.org/PayAndContracts/AgendaForChange/mileage/Pages/Reimbursementofstaffbusinesstravelcosts.aspx>
 HM Revenue & Customs information available from: <http://www.hmrc.gov.uk/>

15 Associated Documentation

- HR08: Recognition Agreement available from SaTH Intranet
- HR12: Lease Car Scheme available from SaTH Intranet
- HR41: Travelling Difficulties available from SaTH Intranet
- HR38: Management of Organisational Change available from SaTH Intranet
- HR59: Development & Training Support available from SaTH Intranet

Record of Employee Driving Licence, MOT certificate (where applicable) and Motor Insurance for Business Use

Name:	
Job Title:	
Department:	

Vehicle 1:	Vehicle 2:
Registration:	Registration:
CC:	CC:

Driving Licence		MOT Certificate		Motor Insurance for Business Use	
Date	Signature	Date	Signature	Date	Signature

Daily Car & Van Rental Procedure

Arrangements have been made to create a simple procedure to enable all departments to arrange rental of cars or vans on a daily basis.

1. Please allow wherever possible at least 48 hours notice before the period of hire is to commence.
2. Driver(s) must have their driving licence available for inspection.
3. All vehicles will be fully comprehensively insured.
4. Delivery and Collection will be free of charge to both Shrewsbury and Telford Hospital sites.
5. An alternative address can be specified within 15 miles of Telford/Shrewsbury, providing there is someone available to take delivery (the 15 mile radius will normally cover homes within the Bridgnorth, Shrewsbury and Whitchurch area).
6. The standard model supplied will be a Vauxhall Astra 1.6/1.7TD Astra 5 door or an equivalent vehicle.
7. Please quote the account code to be charged
8. A Cost Centre and Driver name must be provided for invoicing.
9. All invoicing will be processed by the Car Leasing Department.
10. For reservations please ring Telford Branch 01952 200353 or Shrewsbury Branch 01743 444777.

Appendix C

Worked Examples

Example 1

In this example, the distance from the employee's home to the agreed work base is 15 miles. In practice, this distance will be individual to every employee.

Journey (Outward)	Distance	Miles eligible for reimbursement
Home to work base	15 miles	None
Home to first visit/ appointment/ meeting	Less than 15 miles	None, as it is less than 15 miles.
Home to first visit/ appointment/ meeting	More than 15 miles	None for the first 15 miles. Eligible mileage starts after 15 miles have been travelled.
Journey (Return)		
Last visit/ appointment/ meeting to work base		Eligible mileage ends at work base.
Last visit/ appointment/ meeting to Home	Less than 15 miles	None, as it is less than 15 miles.
Last visit/ appointment/ meeting to Home	More than 15 miles	None for the last 15 miles. Eligible mileage ends 15 miles from home.

Example 2

In this example, the distance from the employee's home to the agreed work base is 8 miles. In practice, this distance will be individual to every employee.

Journey (Outward)	Distance	Miles eligible for reimbursement
Home to work base	8 miles	None
Home to first visit/ appointment/ meeting	Less than 8 miles	None, as it is less than 8 miles.
Home to first visit/ appointment/ meeting	More than 8 miles	None for the first 8 miles. Eligible mileage starts after 8 miles have been travelled.
Journey (Return)		
Last visit/ appointment/ meeting to work base		Eligible mileage ends at work base.
Last visit/ appointment/ meeting to Home	Less than 8 miles	None, as it is less than 8 miles.
Last visit/ appointment/ meeting to Home	More than 8 miles	None for the last 8 miles. Eligible mileage ends 8 miles from home.

TRAVEL EXPENSES- APPROVED MILEAGE CLAIMS CHART (RETURN JOURNEYS)

	Bridgnorth	ICAT	Ludlow	Market Drayton	Newport	PRH	RJAH	RSH	Shrews. Bus. Park	Queensway	Whitchurch
Bridgnorth	WV164EU	25	38	67	42	34	80	48	38	32	80
ICAT	25	TF34LY	61	44	18	10	70	38	26	8	53
Ludlow	38	61	SY81QX	96	77	65	92	60	57	69	98
Market Drayton	67	44	96	TF93DQ	26	33	64	54	41	34	25
Newport	42	18	77	26	TF107EH	17	78	50	38	13	43
PRH	34	10	65	33	17	TF16TF	66	34	22	3	47
RJAH	80	70	92	64	78	66	SY107AG	36	46	67	40
RSH	48	38	60	54	50	34	36	SY38XQ	13	34	52
Shrewsbury Bus. Park	38	26	57	41	38	22	46	13	SY26LG	23	43
Queensway	32	8	69	34	13	6	67	34	23	TF17UL	45
Whitchurch	80	53	98	25	43	47	40	52	43	45	SY131NT

N.B. Staff should use the above distances when claiming mileage allowances for return journeys between the sites shown.

Mileage claims in excess of these distances will be reduced to these figures except where a different route has been authorised.

Single journeys should be claimed at half the distance shown.

Refer any queries to the Travel Expenses team in Pay Services.

