

TRAVELLING AND SUBSISTENCE POLICY

1. INTRODUCTION

The aim of this policy and the accompanying guidelines is to ensure that the conditions of service relating to the reimbursement of travelling and subsistence expenditure are correctly and consistently applied throughout Hull City Council.

2. GENERAL PRINCIPLES

The Council supports the principle that employees must be fully reimbursed for properly authorised travelling and subsistence expenses, incurred whilst on Council business. However, the Policy is not intended to over compensate employees, and individuals have a responsibility to ensure not only that claims are reasonable, but also that the claims are reimbursement of actual expenditure incurred. Employees should, therefore, be aware that, in addition to being a good employer, the Council has financial responsibilities as a public sector Authority. In plain terms, no one should be out of pocket, or using sub-standard accommodation and subsistence, but situations which warrant payment of expenses are not intended to result in a profit for the claimant.

The Council's expenditure on travelling and subsistence must be carefully controlled and monitored and the most cost-effective means of travel and subsistence should be used, wherever possible, except in emergencies or in exceptional circumstances.

All employees must obtain prior approval from their City Manager, or his/her delegated representative, before the event for which the claim is being submitted, takes place.

As an employer we have a Duty of Care to ensure that our employees are suitably entitled to drive and as such have processes in place which precede the authorisation of an individual's mileage allowance claim. These are detailed in the Travel and Subsistence Guidelines.

Comprehensive, well documented systems must be established within Service areas to ensure that all travelling and subsistence claims are pre-authorised and properly checked, recorded and monitored, so that they may be easily audited when required.

All claims for subsistence, mileage and reimbursement of other travel expenditure should contain sufficient detail to enable them to be easily and precisely monitored and audited.

3. SCOPE

Reimbursement of expenditure on subsistence is paid in accordance with the National Agreement on Pay and Conditions of Service.

Reimbursement of travelling costs is paid in accordance with the negotiated collective agreement that is effective from 1st April 2014.

These guidelines, therefore, apply to all employees of the Council except employees in schools with delegated powers unless adopted by the Governing Body.

4.0 SCHEME OF CONDITIONS OF SERVICE – GENERAL

The National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service states that:-

“Employees necessarily incurring additional expense in the course of their work in respect of travel, meals, or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with local arrangements”.

Policy History

Implementation Date: 18th September, 2000
Amended: 18th June 2007, 17 February 2014, July 2015
Allowances Updated: 1st April each year