

BUSINESS TRAVEL POLICY: BUSINESS TRAVEL

This document applies to all Council employees except:

- Fire employees on Grey & Gold Book Terms & Conditions
- Employees on Teachers' Terms & Conditions

Notes:

- This policy is advisory only for all school based employees

This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.

Last Review	August 2017
Next Scheduled Review	
Last Updated	September 2020

Temporary Changes to Policies During Covid 19

There are temporary changes to employment policies during the coronavirus pandemic Please refer to the FAQ's/guidance on George which refer to :-

Reimbursement for any extra mileage:

- for short term changes (up to six months) additional mileage incurred will be paid in line with the business travel policy
- business mileage can be calculated from and to your home address in line with the lesser rule from the travel policy

Employees will be reimbursed for miles due to their duties, as follows:

- total mileage incurred in the day above their home to contractual work base return journey
- or all mileage for a trip between their normal workplace and a temporary workplace
- or all mileage for a trip between one temporary workplace and another temporary workplace
- or mileage calculated using the lesser rule for a trip between their home base and a temporary workplace if this is less than claiming from the normal workbase.
- We will only pay commuter mileage if the miles travelled from home to a location are less than from your contractual workbase.

Please contact HR if you have any queries on the above

CONTENTS

INTRODUCTION	2
POLICY	2
DRIVING DOCUMENTATION CHECKS.....	2
NECESSITY OF TRAVEL.....	3
TRAVEL BY CAR	3
Private Vehicle	3
Lease Vehicle	3
Daily Rental Vehicle	3
Use of Taxis	3
RAIL TRAVEL.....	3
FUEL CARDS.....	4

AIR AND OVERSEAS TRAVEL.....	4
OVERNIGHT ACCOMMODATION	4
REIMBURSEMENT OF MILEAGE.....	4
REIMBURSEMENT OF EXPENSES	5
OWNERSHIP	5
RELATED DOCUMENTS.....	5

INTRODUCTION

As employees are required to travel on the Council’s business and on occasions require overnight accommodation, it is necessary for the Council to:

- ensure that spending on business travel and accommodation is both operationally and economically efficient
- maximise opportunities to reduce carbon based emissions of vehicles used for business travel
- ensure that employees undertaking business travel do so safely and in an appropriate manner

The Business Travel policy is designed to:

- ensure a consistency of approach for all business travel, accommodation and use of vehicles in connection with the delivery of the Council’s services
- provide business travel and accommodation options and links to booking procedures
- state the Council’s approach to Managing Occupational Road Risk

POLICY

DRIVING DOCUMENTATION CHECKS

From September 2016, all employees required to drive on Council business must complete an annual Self Certification Form.

The Self Certification Form will put the onus on the driver to certify that they are legally able to drive for LCC. They can log on to www.gov.uk/view-driving-licence and check their driving licence details.

Employees will be required to self-certify that they have:

- Current Driving Licence
- Current MOT
- Current Road Tax
- Current Insurance cover to include Business Travel
- Health issues that may affect ability to drive

- Declare any points or convictions received

For information on driving safety please see [G31 Managing Occupational Road Risk, within the Health and Safety Manual](#).

NECESSITY OF TRAVEL

Employees will only be reimbursed for expenses which they incur in the course of their employment. Before undertaking any journey an assessment must be made to confirm the necessity of the travel. Line managers must also ensure the most cost effective means of travel and where applicable, accommodation are used.

See [Use of Vehicles for Business Travel Guidance](#).

TRAVEL BY CAR

Where there is a requirement to undertake business travel by car the following options are available:

Private Vehicle

Mileage for cars, vans and motorbikes will be reimbursed in line with HRMC ((Her Majesty's Revenue & Customs) AMAP (Approved Mileage Allowance Payment)). An additional payment per mile is payable if the driver is able to transport one or more passengers, who would otherwise be making the same journey separately.

As a general principle, journeys in private vehicles will be subject to a 100 miles round trip threshold. In exceptional circumstances staff may use their own vehicle for journeys beyond the threshold with the approval of their line manager e.g. out of hours or if already on business travel and the continued use of the private vehicle is the most cost effective option or the need for employees to use a private vehicle which has been modified to accommodate their disability. For current mileage rates see [Travel and Subsistence Rates](#).

Under normal circumstances where business travel requirements exceed 8000 miles per annum, the employee would be normally expected to join the lease car scheme.

Lease Vehicle

Lease vehicle users will be expected to use the vehicle for all approved business journeys including those above the 100 mile threshold. For information on the Lease car scheme please refer to the Business Travel pages on GEORGE.

Daily Rental Vehicle

Where journeys exceed 100 miles round trip or employees do not have a vehicle available for business use, a daily rental vehicle should be booked using the Council's contract provider. Please refer to the [Daily Rental Guidance](#).

Use of Taxis

The hiring of a taxi should only be done in exceptional circumstances where no other suitable mode of transport is available. Employees needing to use a taxi must have the approval of their line manager.

RAIL TRAVEL

All planned rail travel arrangements must be authorised in advance by the appropriate Director, Assistant Director or Head of Service and must be made

through your service area Business Support Team. The Business Support Team will book using the most cost effective method. If you have a procurement card, you may use this to purchase the most cost effective train ticket. Only standard class tickets should be purchased.

FUEL CARDS

Fuel cards allow eligible employees to refill their authorised company vehicles without having to seek reimbursement of the fuel cost through the expenses system. Employees must contact their line manager to check if they are entitled to participate in the fuel card scheme.

All employees who are provided with a fuel card will need to complete a Fuel Card application. Fuel cards can only be used to purchase regular unleaded petrol, ULSD and standard diesel.

No other purchases can be made on the Fuel Cards.

For further guidance on the use of fuel cards please visit [George](#).

AIR AND OVERSEAS TRAVEL

All air and overseas travel arrangements must be authorised in advance by the appropriate Director or Assistant Director using the [Air and Overseas Travel Request Form](#). The authoriser must inform the relevant portfolio holder of the planned air travel. Bookings should be made by procurement card and a copy of the authorisation should be retained by the staff member. Contact your Local Business Support Team for any assistance required.

OVERNIGHT ACCOMMODATION

All planned overnight accommodation must be authorised in advance by the appropriate Director, Assistant Director or Head of Service and booking arrangements must be through your service area Business Support Team who will book using the most cost effective method.

REIMBURSEMENT OF MILEAGE

Employees will be reimbursed for miles travelled in the performance of their duties, as follows:

EITHER	<ul style="list-style-type: none"> • Total mileage incurred in the day in excess of their home to contractual work base return journey
OR	<ul style="list-style-type: none"> • All mileage for a journey between their normal workplace and a 'temporary' workplace • All mileage for a journey between one 'temporary' workplace and another 'temporary' workplace • Mileage calculated using the "lesser rule" for a journey between their home base and a 'temporary' workplace (see below)

The "lesser rule" means that where it is more efficient (in terms of total number of miles claimed) for employees to travel between their home base and a 'temporary' workplace for a journey (compared with travelling between their work base and the 'temporary' workplace) they are able to claim for the full journey from home to the 'temporary' workplace i.e. by starting or finishing their journey at home, they can claim the lesser of either:

- 1) Home to 'temporary' workplace or
- 2) Normal workplace to the 'temporary' workplace.

See the [Frequently Asked Questions](#) document for examples.

For current mileage rates see [Travel and Subsistence Rates](#).

Mileage for business travel can be claimed using the online expenses system or paper forms. VAT receipts are required for all expenses including fuel and should be provided to the authorising manager when the claim is submitted.

REIMBURSEMENT OF EXPENSES

Reimbursement of legitimate expenses such as car park charges, bridge tolls, public transport, (bus, tram, tube etc.), private taxi use, and fuel for daily rental vehicles are to be claimed through the normal County Council reimbursement procedure where there is prior management approval and submission of receipts. Food costs will not normally be reimbursed unless the employees work demands additional expenditure.

OWNERSHIP

Service Manager – People Management.

RELATED DOCUMENTS

[Use of Vehicles for Business Travel Guidance](#)
[Daily Rental Guidance](#)
[Travel and Subsistence Rates](#)
[Managing Occupational Road Risk \(MORR\)](#)
[Business Travel Pages on GEORGE](#)
[Procurement Card Information](#)
[Air and Overseas Travel Request Form](#)
[Local Scheme of Conditions of Service](#)