



**SOUTH LANARKSHIRE
Leisure & Culture**

Conditions of Service

Section Five – Travel, Subsistence and Transfer Arrangements

Section five - travel, subsistence and transfer arrangements

General

- 22.1 The aim of the policy is to provide employees and managers with procedural arrangements for:
- Travel required to carry out Trust business
 - Reimbursement for additional receipted expenditure reasonably incurred whilst undertaking Trust business.

Authorisation

- 22.2 Employees and Managers are expected to adopt a reasonable and responsible attitude when submitting claims for travel and subsistence expenses.
- 22.3 For travel and subsistence expenses authorisation shall be obtained from the appropriate Manager.
- 22.4 Overseas visits must be authorised by the General Manager giving as much notice as reasonably possible prior to the journey being undertaken.
- 22.5 Any expenses which exceed set criteria must be authorised in advance and approved by the appropriate Senior Manager.
- 22.6 For the purposes of the Travel and Subsistence Policy, Northern Ireland and the Republic of Ireland are not deemed to be "overseas".
- 22.7 Payments will relate to expenses actually and necessarily incurred by the employee whilst undertaking official duties. Accordingly before authorising payments, managers will ensure that employees have actually spent additional moneys, e.g. purchased a train ticket, and that this additional expenditure was necessary e.g. could the person have used their own season ticket.

Processing of claims

- 22.8 All claims under this Policy must be made using People Connect Expenses for those who have access or on the appropriate form.
- 22.9 The appropriate Manager must certify that the journeys were authorised, the expenditure was actually and necessarily incurred in accordance with the provisions of this Policy and that the claim is approved for payment. Thereafter the claims shall be passed to the payroll for payment in accordance with the approved arrangements as determined by the Trust.
- 22.10 All information required to make a claim using People Connect Expenses or on the claim form must be fully completed and all appropriate receipts sent to the relevant approver. Failure to complete all requested information will result in the claim being rejected.
- 22.11 All claims must be submitted timeously. Claims must be submitted within three months of the journey or expense and within the current financial year. Any claim not submitted within the three month timescale will not be processed.

Definition of normal working location

- 22.12 The normal working location will be a recognised Trust establishment within an operational area within reasonable travelling distance of the employee's home, such as an office, venue/facility or other establishment which is regarded as the employee's base. This is where claims for travel and subsistence will be based from.
- 22.13 For the purposes of the Policy, and subject to paragraph 22.14 and the operational requirements of the post:-
- The appropriate Senior Manager shall designate the employee's normal work location and advise the employee accordingly, before any claim can be authorised;
 - Any change to an employee's normal work location will follow consultation with the employee and if appropriate the relevant Trade Union. The employee will be notified in writing by the appropriate Senior Manager after consultation;
 - For certain categories of employee, i.e. those who have no normal work location or who work on a peripatetic basis i.e. serving a number of locations within a given area, the identification of the "normal work location" requires to be dealt with specifically. In such cases the appropriate Senior Manager will determine the normal working location after considering the geographical and operational area and its related major service requirements.

Definition of home

- 22.14 For the purpose of this Policy, "Home" means the employee's usual place of residence or place of residence for the time being.

Definition of alternative working location

- 22.15 Any location other than the normal work location.

Exceptional circumstances

- 22.16 Individual cases of special circumstance, which may be difficult to deal with under any part of this scheme, should be referred to the appropriate Senior Manager for consideration.
- 22.17 The Trust provides employees with travel options which are efficient, effective and sustainable. Options include:
- Consideration of alternatives
 - Public transport
 - Access to vans or pool cars
 - Use of own vehicle
- 22.18 Managers should discuss travel arrangements with employees in advance to ensure the most effective and efficient travel option is accessed. Method and route should be agreed in advance. Managers are asked to consider the type of journey employees will be required to undertake including the distance, frequency and nature (eg, emergency call out or planned response).

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22.19 Where business travel is required the most appropriate travel method should be accessed. In line with best value principles, the use of public transport or shared care arrangement should be considered whenever possible, depending on the requirements of the service being provided. Unnecessary travel should be reduced and other methods employed such as using the telephone to discuss business rather than a face to face meeting.

22.20 Before authorising travel to be undertaken by any particular mode, managers must be satisfied of the appropriateness of the journey in all circumstances.

22.21 **Public Transport**

Employees can access public transport for business travel and can reclaim any additional expenditure incurred.

Pool Car Scheme

22.22 The Trust operates a pool car scheme providing vehicles for employees to access for business travel. Where travel by car is required, employees should consider access to a pool car in line with the pool car rules of access.

21.23 Pool cars are provided for business use only and personal use of pool cars is strictly prohibited.

22.24 Employees who are required to drive as part of their role must submit their driving license for inspection on an annual basis. Employees must also be aware of their responsibilities in line with the Occupational Road Risk Policy.

Use of Own Vehicle

22.25 Employees are permitted to use their own vehicle for business use and claim mileage at the rates detailed in Appendix 3, in line with the pool car rules of access. In addition, use of own vehicle should be discussed and agreed in advance with the line manager.

22.26 Employees who use their own vehicle for business travel must submit their driving license, insurance documents and MOT certificate on an annual basis if they intend to claim business mileage. (Insurance documentation must include cover for business travel).

22.27 The Trust has a passenger rate (Section 5, Appendix 2) to encourage employees to share car journeys. Managers should consider each case carefully taking account whether car sharing or public transport can be used.

Mileage claims

22.28 employees claiming mileage are required to provide justification in line with the pool car rules of access. The justification should be detailed as part of the mileage claim and provide detail as to why the employee has accessed their own vehicle for the journey.

22.29 Employees claiming should refer to standard mileage rates in Section 5 Appendix 1 & 2. Standard mileage rates are calculated to the nearest decimal point using the AA route planner system. Employees should also refer to the mileage matrix, which details mileages for standard journeys undertaken within the Trust, which is calculated using the AA route planner system.

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- 22.30 Any journey undertaken, which is included in the standard mileages matrix, and where mileage claimed is in excess of the corporate standard mileage for a particular reason, e.g. a longer route has been undertaken due to road works, should be authorised by the line manager and accompanied with an explanation prior to submission.
- 22.31 Mileages for journeys not included in the standard mileages matrix, should be calculated using the AA route planner system.
- 22.32 Where employees are undertaking several local journeys, and where it would not be appropriate to use the AA route planner system, e.g. visiting a series of differing locations outwith the matrix, employees should record accurate mileage using the vehicle's milometer.
- 22.33 Employees authorised by the Trust to use their own motor cycle or cycle for official business shall be entitled to allowances subject to the rates in Section 5, Appendix 2.

Journeys out-with South Lanarkshire area

- 22.34 For journeys out-with the South Lanarkshire area that are of significant distance, it is normally expected that public transport will be used. In cases where it is not feasible, it can be justified that public transport cannot be used and employees opt to use their own vehicle to travel, payment will be at the lower mileage rate detailed in Section 5, Appendix 2.

Additional Journeys

- 22.35 An employee who is required to undertake a journey in addition to their normal home to work mileage, should make arrangements to access a pool car for this purpose where possible.
- 22.36 If an employee uses their own car for an additional journey, in line with the pool car rules of access, employees may claim any expenditure incurred in travelling from home to the normal working location or alternative location as the case may be, and returning home if the return journey is made outwith normal working hours.
- 22.37 Where an employee visits an alternative location situated on route to their home, only excess mileage actually incurred may be claimed. An employee may not claim for this journey where it would have been necessary for them to travel this way to their home in the normal course.
- 22.38 For example, home to normal work location and return is 10 miles, but home to alternative location and return is 20 miles. In this situation an excess of 10 miles may be claimed. Alternatively home to normal work location and return is 10 miles, home to alternative location and return is 8 miles. In this situation excess mileage may not be claimed as none was actually incurred.

Use of travel agents

- 22.39 All travel arrangements shall be made with the Travel Agents appointed by the Trust other than local journeys by rail, bus or ferry.

Travel rates

- 22.40 Travel, by rail, air, bus or ferry shall be receipted at the cheapest available rate, at the time of travel, although on overnight journeys sleeping berths may be used.
- 22.41 Credits such as air miles, accumulated during business travel, should not be used for personal benefit. Accordingly they should be used for the benefit of the Trust, e.g. reducing future business travel costs.

First class rail travel

- 22.42 An employee may be authorised to travel first class by rail when it is considered reasonable in special circumstances e.g. first class during peak travel/holiday periods or work requirements on journey.

Taxi or hired car

- 22.43 For authorised travel by taxi or hired car, the actual receipted expenditure reasonably incurred shall be reimbursed.

Bridge tolls, ferry charges, parking fees

- 22.44 An employee who is authorised to travel by using their own car may claim for bridge tolls and receipted ferry charges and for receipted parking fees actually incurred because the car is used on official business.
- 22.45 Reimbursement will not extend to fines or excess penalties.
- 22.46 For employees transferred to an alternative work location;
- Normal work location remains unchanged;
 - Excess mileage payable if distance from home to site is greater than distance of home to normal work location;
 - Appropriate business mileage payable for use of car on official duties whilst at different locations or whilst on site.

For example, if travel from home to normal work location was 20 miles and travel to alternative location was 30 miles, only 10 miles could be claimed.

- 22.47 For transfers longer than 4 weeks the Excess Travel Scheme will apply.

23. Sustainable Travel Options

Car Sharing Scheme

- 23.1 Car sharing means that employees can increase the number of people travelling as passengers, reduce costs, reduce the stress caused by travelling to and from work and can contribute to easing traffic congestion.
- 23.2 The aim of this scheme is to encourage employees to car share, some employees may also choose to participate in the car sharing scheme as a car owner offering a lift or as a non car owner requesting a lift.
- 23.3 Car share patterns may include:-
- Alternating driving between two or more employees on an arranged basis (ie daily, weekly, monthly etc)
 - Arranging to travel on specific dates.
- 23.4 Car sharing can be arranged informally between employees or if appropriate may be accessed through internal communication methods.

Cycle allowance scheme

- 23.5 This scheme allows employees to use a bicycle for business travel and supports the Trust's values such as ensuring a cleaner and healthier environment by encouraging employees to use a bicycle as a form of transport which will contribute to a healthier lifestyle.

Eligibility

- 23.6 It will be for the General Manager to determine whether employees may participate in the Cycle Allowance Scheme. This will be determined by the duties of the post and the journeys that will require to be made.
- 23.7 Employees wishing to participate in the Cycle Allowance Scheme will require to submit a request to the General Manager using the appropriate form.
- 23.8 Once an employee has had approval to participate in the Scheme, there may be circumstances where it is not practical for an employee to use their bicycle instead of a car. In these circumstances, it is for the line manager to agree with an employee in advance what journeys are practical, in terms of safety and efficiency of service provision, to be undertaken by bicycle. The General Manager must be satisfied that:-
- The journey is of a reasonable distance - it is recommended that journeys are normally not more than ten miles for a return trip for each individual journey the time taken to travel by bicycle is reasonable and efficient for the purposes of the business trip;
 - If the employee is required to undertake several site visits throughout the working day, the locations to be visited should all be nearby and that the maximum number of business miles travelled on any full day is reasonable;
 - There is no requirement to carry a large load or heavy equipment;
That weather conditions are reasonable and safe for employees to travel by bicycle;

- Employees who are authorised to use their bicycle for travel on official business are eligible to claim a cycle allowance;
- Employees who wish to travel by bicycle for business purposes must declare that to their knowledge they are physically fit to do so and are unaware of any medical conditions which may be aggravated by cycling;
- Any employee wishing to use a bicycle for business travel is responsible for ensuring that their bicycle is maintained in a roadworthy condition and that they have full indemnity insurance. Employees will be asked to complete a declaration form which provides evidence that these documents are valid at the time of commencement and that insurance will continue to be renewed as required. The HR Department will co-ordinate this information;
- Employees will be required to keep a record of all business trips undertaken by bicycle and claims should be made and processed in the same way as car mileage claims using the appropriate form. Employees must have a milometer fitted to their bicycle or have some way of accurately measuring the distance travelled for mileage claim purposes.

Safety

23.9 The Trust considers the safety of employees to be of prime importance. The scheme has a number of mandatory conditions which all employees who are authorised to use their bicycle for official business and who wish to claim the cycle allowance must follow:-

- A full risk assessment to be undertaken for each journey
- Consider lone working and emergency situations
- Observe the Highway Code;
- Wear a safety helmet which conforms to the recognised safety standards;
- Wear fluorescent and/or reflective bands and accessories, including bibs, cross-belts etc which conform to the recognised safety standards;
- Ensure that their bicycle and associated equipment e.g. lights and reflectors are in a safe and roadworthy condition.

24. Arrangements for transfer & relocation

Excess travelling expenses

- 24.1 Existing employees appointed to a new or promoted post, at a different site will not be eligible to claim excess mileage, as the new site becomes their normal working location. This applies to temporarily upgraded and permanent posts.

Calculation of expenses

- 24.2 Excess travelling expenses will be payable for a period of 4 years from the date of transfer to the new place of employment if the transfer is compulsory.

This will be paid as an allowance equal to the difference between the cost of travelling from home to the new working location and from home to the previous working location.

- 24.3 Excess travelling expenses will only be payable where the difference in the daily distance travelled exceeds 4 miles (return journey) and where this is the case, the total number of excess miles should be claimed.
- 24.4 Excess travelling expenses will reflect authorised expenditure actually incurred and be paid on the basis of public transport costs i.e. economy class train and/or bus fares by the most economic fare.
- 24.5 Where an employee opts to use their car, mileage will be paid at the lower mileage rate.
- 24.6 Employees are required to notify their manager of any change in circumstances which is relevant to their claim, e.g. an increase in bus fare or house move, during the four year period. In these circumstances the payment will be recalculated and adjusted accordingly. It should be noted that where an employee moves house closer, a recalculation will be made and a reduction made accordingly.
- 24.7 Payment of excess travelling expenses will cease if the employee is promoted or voluntarily moves job during the 4 year period.

Method of payment

- 24.8 Excess travelling expenses will be calculated on an annual basis and paid fortnightly within the employee's normal pay with a deduction of 12.5% in respect of holidays.
- 24.9 The payment should also be reduced for other periods of absence. If the employee is absent for a period in excess of one week, payment of the allowance should be suspended. The manager should however take into account the specific circumstances where the employee has already purchased a season travel ticket.

- 24.10 Excess travel claims should be made on the appropriate form and submitted to the manager for authorisation. Employees should submit a revised claim using the appropriate form in respect of any increase in the amount claimed, due to an alteration to public transport or mileage rates.
- 24.11 All such claims must be submitted to the manager within 4 weeks either of the employee starting at their new working location or of the change to the amount claimed.

Work place transfer scheme

- 24.12 Employees who are currently in receipt of excess travel expenses and are eligible for relocation back to or nearer to their original work location or their home if the same or a comparable post becomes available should register with their manager and submit the Redeployment form to HR. As part of our Service Level Agreement with SLC for redeployment services within SLC, employees may also be able to register on-line through SWITCH 2 (category 5: excess travel expenses) with the support of the HR team. For further information see Conditions of Service Section 1, Recruitment, Transfer and Termination 1.4-1.10)
- 24.13 Employees can request a transfer nearer to their home location in order to reduce their travel to and from work under the Employee Travel Plan. Employees should register with their manager and submit the Redeployment form to HR. As part of our Service Level Agreement with SLC for redeployment services within SLC, employees may also be able to register on-line with SWITCH 2 (category 5: request to relocate to an alternative location) with the support of the HR team. For further information see Conditions of Service Section 1, Recruitment, transfer and termination 1.4-1.10.

Resettlement allowances scheme

- 24.14 The Scheme shall apply in whole or in part to new entrants to the Trust's service, existing employees who gain internal promotion and to employees who are compulsory transferred where their transfer/appointment, in the opinion of the Trust requires a move of home. It is expected that the move will take place as soon as reasonably practicable. Payments under the Scheme would be subject to an overall limit of £5,000 excluding the cost of "Lodging Allowances"
- 24.15 In considering claims the following criteria will be applied:-
- Taking into account an employee's normal means of travel, whether it is considered unreasonable or impractical for the employee to commute from present home to new place of employment;
 - The new home must be within reasonable travelling distance from the employee's new place of employment;
 - Any employee awarded resettlement allowance will be obliged to remain in the service of the Trust for a minimum of 2 years or refund, in full, any allowances aid. A declaration to this effect will require to be signed by participants;
 - No subsequent application for resettlement or removal allowances will be granted within a period of 2 years from a previous award of such allowances;

- Any expenses must have been necessarily and actually incurred and receipts other than claims for subsistence must be submitted with each claim form;
- The move of home must normally take place within 3 years of transfer of the employment location.

24.16 Any enquires as to whether the allowances are payable should be raised with the General Manager in the first instance, prior to interview or actual expenditure being incurred, and certainly prior to any commitment being given to prospective candidates.

24.17 Any employee wishing to submit claims in terms of this scheme must receive written confirmation of entitlement to participate from the General Manager prior to any expenditure being incurred.

24.18 All claims for payment must be lodged with the General Manager on the appropriate forms, accompanied by receipts for expenditure incurred.

Allowances

Search for new accommodation

24.19 Where it is necessary for an employee to visit the new place of employment to find accommodation the Trust shall grant:-

- Up to a maximum of three days' paid leave where necessary, and;
- Economy travelling or the Trust's recognised public transport mileage rate, plus subsistence allowances in accordance with Section 5 Appendix 3 & 4 in respect of the employee and spouse or dependant relative if he/she accompanies the employee. Where this involves an overnight stay, actual expenditure reasonably incurred will be reimbursed where prior authorisation has been given by the HR Department.

24.20 When visiting the new place of employment, subsistence allowances for a maximum of 3 days, per person, will be authorised for both internal and external appointees.

24.21 Claims should be submitted on the appropriate form.

Removal expenses and leave

24.22 An employee shall be reimbursed the following expenses where necessarily and actually incurred.

24.23 Cost of removal of furniture and effects from old home within the United Kingdom and the republic of Ireland to new, including insurance of goods in transit; the reimbursement to be equal to the amount of the lowest of two competitive tenders.

An employee may however engage an alternative contractor and pay the difference in cost between this and the lowest tender.

- 24.24 Travelling expenses and subsistence allowances for the employee and dependants from the old home to the new at public transport rates (economy class if rail) the Trust's recognised public transport mileage rate if the whole family travels by car, whichever is actually incurred.
- 24.25 Any necessary cost of storage of furniture and effects for a period not exceeding twelve months, where a permanent move cannot be made immediately; reimbursement to be equal to the amount of the lower of two competitive tenders. An employee may however engage an alternative contractor and pay the difference in cost between this and the lowest tender.
- 24.26 Two days leave of absence with pay shall be granted to employees when moving home in terms of this scheme.
- 24.27 Applications for reimbursement of removal expenses from out-with the United Kingdom and the Republic of Ireland, will be considered on an individual basis by the General Manager.
- 24.28 Claims should be submitted on the appropriate form.

Lodging allowances

- 24.29 As a measure of temporary assistance to an employee with spouse/partner/dependant(s) who is unable immediately to accommodate the family within reasonable distance of the new place of employment the employee shall be granted by the Trust the following allowances:-
- For the first 8 weeks; the current evening meal allowance as detailed in Section 5 Appendix 3 & 4, approved expenses in respect of bed and breakfast;
 - Thereafter, for a period not exceeding a further thirty-one weeks; an allowance as shown in Section 5 Appendix 3 & 4, the position to be reviewed at the end of the period should the employee not find suitable accommodation.
- 24.30 If a request is received to extend the lodging allowance, a detailed submission will be required which will be submitted to the General Manager for approval.
- 24.31 Any claims should be submitted at the end of the period, or on a regular basis dependant on pay frequency as the expenditure is incurred.
- 24.32 When claiming this allowance, it is anticipated that the employee should make every effort to sell their existing property.
- 24.33 Prior agreement of the actual expenditure to be incurred and likely duration should be agreed with the General Manager.
- 24.34 Claims should be submitted on the appropriate form.

Legal and other fees

- 24.35 An employee required to sell a residence shall be reimbursed by the Trust, the legal and house agent's and mortgage redemption fees necessarily involved by the sale.

- 24.36 An employee having sold a residence or terminated a tenancy, then buys another residence shall be reimbursed by the Trust, the legal, mortgage, and survey fees involved by the purchase.
- 24.37 Where solicitors, house agents or auctioneers are not engaged, and the employee requires to advertise the employee shall be paid an allowance as shown in Section 5 Appendix 4.
- 24.38 Where a tenancy is involved the employee shall be paid an allowance as shown in Section 5 Appendix 4.
- 24.39 The cost of temporary insurance premiums or bridging loan interest payments will not be reimbursed and therefore should not be included in either 4(a) or (b).
- 24.40 A tenancy is regarded as a formal agreement with a local council, housing association, etc, where there is a clear written agreement. The allowance is intended to reimburse an employee who has paid rent in advance which is non refundable or where a penalty clause exists for early termination of tenancy agreement.
- 24.41 Claims should be submitted on the appropriate form.

Disturbance and/or setting in allowance

- 24.42 The Trust shall grant, in relation to particular circumstances of each case, a disturbance/settling in allowance of actual expenditure incurred as shown in Section 5 Appendix 4. This allowance is payable in respect of:-
- Incidental expenses connected with moving home (alteration or replacement of curtains, fixtures and fittings, relaying floor coverings; conversation and installation of electrical appliances etc.);
 - Losses which may be incurred on school fees, travel season tickets, etc.
- 24.43 Items to be covered by intended claims should be agreed with the General Manager prior to expenditure being incurred in order to avoid confusion or disappointment at a later date.
- 24.44 It should be emphasised that any allowances granted should not be used as a means of upgrading existing furnishings. A deduction from the payment due should be made for the value (or estimated value) of equipment and furnishing included in the selling price of the old home.
- 24.45 Claims should be submitted on the appropriate form.

Exceptional hardship

- 24.46 In the case of individual employees, the change of the place of employment may give rise to special hardship arising out of factors which it is difficult to deal with specifically in a scheme of this nature and which may or may not have been referred to above. Such cases will be examined and dealt with on their own merits. The type of factors which will be taken into account are:-

- Exceptional circumstances might arise which warrant the period in which excess travelling expenses are paid being extended;
- Exceptional cases might also arise where employees move home from an area where house prices or rents are comparatively low to an area where these are much higher;
- A single employee may be considered for a lodging allowance in accordance with this scheme, to avoid hardship, which might otherwise result.

Appeals procedure

- 24.47 Where an employee is dissatisfied with the Trust's decision as to whether it is necessary to move home or is dissatisfied with any decision of the Trust, the matter should be pursued in terms of the Trust's Grievance Procedures.

Exceptional circumstances

- 24.48 Individual cases of special circumstance, which may be difficult to deal with under any part of this scheme, should be referred to the General Manager for consideration.

Subsistence expenses

- 24.49 Subsistence paid to employees will be subject to receipted expenses based on actual expenditure incurred up to the maximum allowances as outlined in Section 5 Appendix 3. These will be payable, subject to authorisation and to the conditions set out below:-

- Those who are prevented by their official duties from taking a meal at their home, normal work location or place where they normally take their meals, or those who are required to be absent overnight on business, and as a result incur additional expenditure;
- Any employee making a claim must complete the appropriate form and provide relevant receipts;
- Expenses for meals will be made only on condition that it was not reasonably practicable for the employee to travel to their home, normal work location, place where a meal is normally taken or to take a meal at a place where meal facilities are made available by the Trust and the employee incurred additional expenditure in excess of the norm.

- 24.50 The basic principle is that the employee has had to incur expenditure in addition to their norm. Managers should therefore be aware of the employee's normal arrangements and he/she should be required to show why it was necessary to incur additional expenditure. Accordingly employees who normally bring packed lunches, utilise local shops or are often out of the workplace at lunch time would not meet the criteria of having to incur expenditure above the norm.

- Employees who are only a short distance from the place where they normally take their meal should return to that place (unless the particular exigencies of the service dictate otherwise) and should not claim subsistence;
- Employees who finish working overtime should not take a meal instead of travelling home to eat as would be at the end of the working day;
- Subsistence expenses are not payable for meals taken in South Lanarkshire Council's staff canteens/cafeterias/restaurants which SLLC staff can access under the Service Level Agreement with SLC;

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- Both subsistence and overtime cannot be claimed for the period of meal break, if a meal break is taken it should be for a minimum of half an hour and will be unpaid.

Overnight stays

- 24.51 Where an employee is required to be absent overnight the appropriate management should arrange via the Trust's travel agent for the Trust to be invoiced directly for costs in respect of board and lodgings, e.g. bed, breakfast and evening meal.
- 24.52 Alternatively, if an employee is required to make their own arrangements they will be entitled to reimbursement of actual receipted expenses incurred up to the maximum detailed in Section 5 Appendix 3. This allowance includes all costs during a 24-hour period including breakfast, lunch, tea and evening meal.
- 24.53 In exceptional circumstances these allowances may be exceeded but this must be authorised in advance by the appropriate Senior Manager.
- 24.54 Where accommodation has been arranged and paid by the Trust an employee may only claim for elements of subsistence not covered e.g. where hotel accommodation is for bed and breakfast the employee is only entitled to claim for lunch, tea and evening meal, subject to this not being provided at any meeting or conference attended.

Overseas visits

- 24.55 For travel overseas on a journey authorised under paragraph 22.4, excess expenses reasonably incurred will be reimbursed.

Lodging allowances

- 24.56 Where an employee is required to work at a place other than their normal working location and where it is necessary to find temporary accommodation, lodging allowances shall be paid in accordance with the Resettlement Allowances Scheme. The employee will be required to produce receipts.
- 24.57 Where an employee undertakes duties which require a stay away from home for a prolonged period, it is considered that payment of subsistence allowances is not appropriate as these are meant to cover short term absences. Where the stay away from home is prolonged, an employee shall be required to obtain lodgings at an all-inclusive weekly rate, for which actual expenditure reasonably incurred will be paid.
- 24.58 Employees transferred, seconded to alternative location
- Normal work location remains unchanged;
 - If catering facilities are available on site (e.g. cooker, kettle, water) then no lunch expenses are payable;
 - If no catering facilities are available and additional expenditure above normal is incurred, then lunch expenses are payable;
 - Where subsistence is payable in terms of the above it will be for a period of up to 4 weeks.

- 24.59 For a period of 4 weeks the location will be treated as temporary and an employee may claim subsistence allowance, however after this period the location will become the normal work location and subsistence allowance may not be claimed.
- 24.60 If an employee is required to attend a meeting or visit another establishment during the course of their duties and if additional expenditure above normal is incurred, lunch expenses may be payable
- 24.61 Employees who undertake occasional duties
Where an employee is visiting Trust locations, prior arrangements should be made for access to lunch facilities.

Appendix 1

FOR ELECTRONIC MILEAGE MATRIX PLEASE ACCESS FILE:

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Appendix 2

Mileage rates

Mileage rates will be paid at Inland Revenue rates and will not be subject to the deduction of income tax and National Insurance (based on the present Inland Revenue rules). Rates will be revised in line with Inland Revenue reviews. Current rates are;

Car Per mile – first 10,000 miles	45p
Car Per mile – after 10,000 miles	25p
Passenger Rate per mile	5p
Motor Cycle Per Mile	24p
Cycle Allowance	20p
Lower mileage rate per mile	20p

**South Lanarkshire Leisure and Culture
Subsistence expenses**

1. Meal allowances

Breakfast	£5.08
Lunch	£6.99
Tea	£2.75
Evening Meal	£8.70

2. Overnight provision

Where an overnight stay is necessary, actual expenditure incurred up to £82.53 will be reimbursed.

For necessary overnight stay in London, or for the purposes of attendance at an annual conference (including or not including an annual meeting) the rate is £94.11

For the purpose of this paragraph, London means the city of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

3. Disturbance allowance

£5 per night

4. Payment of expenses

Payment will be made for authorised receipted expenses actually incurred. For example expenses may not be claimed for meals where they are provided free as part of hospitality or conference provision.

Resettlement allowances scheme

1. Lodging allowances

£94.38 a week for a period not exceeding 31 weeks subject to review at the period should the employee not find suitable accommodation in the interim.

2. Advertising costs

Actual costs incurred up to a maximum of £284

3. Tenancy

Actual cost incurred up to a maximum of £1396