

JNCC Staff Expense (Travel & Subsistence) Rates and Procedures for Making Claims

Introduction

This policy sets out the procedures and rules governing all aspects of JNCC’s business travel and related expenses. JNCC is committed to reducing the need for travel and its associated ecological footprint and, where travel does take place, ensuring that, where possible, it is by the most cost-effective, safest and least environmentally damaging means. This policy supports the JNCC’s commitment to sustainable use of the environment and the targets outlined in the Sustainable Development Action Plan.

JNCC’s main direct impact on the environment is from staff travel and therefore staff have a personal responsibility to ensure that any business travel is necessary. It should be determined if the purpose of the trip cannot be achieved by other means of communication such as telephone, email or video conference. Individuals are also encouraged to co-ordinate attendance at meetings with other relevant staff to determine who is best placed to attend with a view to reducing the numbers attending where appropriate.

The procedures and rules within this document are designed to maintain a balance between minimising the financial and environmental costs of travel and ensuring that JNCC’s business objectives are delivered effectively. Following the flow chart in Annex A, if you determine that a meeting is required you should select the most appropriate mode of transport after consideration of the following factors:

- The financial cost of travel
- The environmental costs associated with travelling
- Your ability to work whilst travelling
- The cost of your work time
- Your personal circumstances (e.g. impacts on your home life)

Purpose	<p>The purpose of this expense policy is to establish firm ground rules, guiding principles and procedures for incurring travel and subsistence costs in the course of official business and to address the sustainability and environmental issues relating to such travel.</p> <p>This policy details the expenses you may claim and supersedes all other previous guidance. The policy allows for properly justified exceptions to the normal procedures and rates to be agreed at the discretion of managers. These will be subject to monitoring and audit.</p>
Aims	<ul style="list-style-type: none"> • To maximise the welfare and safety of employees travelling on behalf of JNCC in accordance with JNCC’s Health and Safety policy • To minimise JNCC’s travel costs • To reduce JNCC travel through the use of video- and tele-conferencing • To ensure adequate records are kept to comply with statutory reporting and minimise tax liabilities for both JNCC and staff • To reduce the time and costs of staff booking travel • To reduce the environmental impact of travel by encouraging greener modes of transport

	<ul style="list-style-type: none"> To encourage use of public transport To discourage car use (especially single occupancy travel) To use the least environmentally damaging fuels available
Scope	Staff are expected to comply with this policy and to use their administrators to book travel. From May 2012 staff should only use the authorised travel and accommodation booking services. (Redfern Travel).
Travel and Subsistence Principles	<ol style="list-style-type: none"> All travel outside of this policy should be pre-approved by managers or approvers unless clearly not possible in the circumstances Travel should only be undertaken when necessary The traveller should take steps to ensure sustainability of travel as set out in the Sustainability section below Staff should take all necessary health and safety precautions before travelling Deliberate disregard of travel and subsistence policies may lead to disciplinary action.
Personal Safety	It is essential that your personal safety is considered when travelling. This is especially true for staff travelling alone, late in the evening or when dark. Exceptions to this policy are allowed where necessary to ensure the safety of staff.
Responsibility & Liability- Individuals' responsibilities	<p>Individuals are expected to:</p> <ul style="list-style-type: none"> Comply with this policy Obtain any appropriate approvals from their manager or approver Submit their own claims in person, with receipts, promptly through Kypera Comply with GPC rules and procedures Use authorised travel and hotel booking services to book travel and accommodation which should be in place from May 2012.
Managers' responsibilities	<p>Managers and approvers are expected to:</p> <ul style="list-style-type: none"> Ensure travel is necessary and justified; Check mileage rates being claimed; Ensure claims are justified and within set limits; Challenge appropriately when claims above ceiling are being claimed; When satisfied, promptly approve claims using Kypera Business. Ensure that individuals carry out their responsibilities as set out above.
Finance Team	<p>Finance Team will:</p> <ul style="list-style-type: none"> Give advice and guidance to individuals in relation to claims Process payments in accordance with Key Performance Targets; Carry out audit of receipts on sample basis to assess compliance with requirement to support claims with receipts.
Sustainability	<p>Defra and its Network are committed to adopting travel behaviours that support the Government's sustainability objectives.</p> <p>The policy is to strike an appropriate balance between the costs and the benefits, taking into account:</p> <ul style="list-style-type: none"> Care of staff Cost Convenience Carbon emissions

	<p>Travel should only be undertaken when there is no other practical business alternative and, where travel is necessary, sustainability and environmental issues are to be taken into account when planning meetings and journeys.</p>
<p>Travel Initiation & Meetings</p>	<p>If a business trip is essential then care MUST be exercised to ensure that the mode of travel selected is the most cost effective option. It should also take due account of carbon emissions and the amount of time spent travelling (e.g. in most cases rail is preferable to travelling by car and air):</p> <ul style="list-style-type: none"> • External meetings should utilise Defra Network premises to avoid the high cost of commercial venues. • Paid refreshments for both external and internal meetings and conferences should not normally be provided. Prior approval should be sought from managers and approvers if it is thought that circumstances justify an exception. <p>Travellers are responsible for managing their behaviour in relation to reducing their carbon footprint. Defra and its Network will actively seek changes in line with government sustainability targets, and monitoring systems have been put in place to measure the rate of emissions.</p> <p>See annex A to determine if and how to travel.</p>
<p>Sourcing Arrangements</p>	<p>All travel arrangements should be booked through admin officers using Redfern Travel the approved booking agents from May 2012. Redfern Travel are in place for the following:</p> <ul style="list-style-type: none"> • Eurostar, Rail and Air Travel • Hotel accommodation • Venue Finding (for meetings, conferences and events)
<p>Unofficial accompanied travel</p>	<p>JNCC will not meet any travel or subsistence costs incurred by the spouse/partner of an employee or by anyone not authorised by the relevant project manager who accompanies the employee on a business trip.</p>
<p>Extended travel for pleasure</p>	<p>Staff may extend a business trip to take leave, subject to the following:</p> <ul style="list-style-type: none"> • Authorisation has been gained in advance from their line manager as part of usual leave authorisation procedures. • No additional costs are incurred by JNCC that would not have arisen if the staff member had made the journey solely for business purposes, e.g. price differences in flights due to different travel dates. • Insurance cover provided by JNCC will not cover the holiday period.
<p>Travel insurance</p>	<p>UK travel</p> <p>As a government organisation JNCC does not have UK travel insurance. Please refer to the Compensation for lost or damaged personal property policy on the Personnel intranet</p> <p>Foreign travel</p> <p>The JNCC has insurance cover for all overseas business travel, which covers travel outside the UK and travel from your home to the departure point from the UK. While it is quite comprehensive you should be aware that any incidents which occur while you are under the influence of drink or drugs are not covered. Also, if staff intend to take a personal holiday or short break before returning home from overseas business travel then staff may wish to consider taking out their own private</p>

	<p>insurance to cover this. JNCC will bear no liability for this scenario.</p> <p>For more information, and a card to carry giving full contact details, please contact Personnel.</p>																
<p>Class of Travel (rail & air)</p>	<p>Travellers should adhere to the following rules regarding class of travel unless prior approval for a justifiable exception is granted by a line manager or a project manager.</p> <p>The lowest <u>practical</u> fare/rate should be selected within the permitted class of travel.</p> <table border="1" data-bbox="435 591 1385 1491"> <tr> <th colspan="2" data-bbox="435 591 1385 663">Air CLASS OF TRAVEL</th> </tr> <tr> <td colspan="2" data-bbox="435 663 1385 719">All Employees</td> </tr> <tr> <td data-bbox="435 719 659 768">All Journeys</td> <td data-bbox="659 719 1385 768">Economy Class/Business Class</td> </tr> <tr> <td data-bbox="435 768 659 1491"></td> <td data-bbox="659 768 1385 1491"> <p>All Air travel requires prior approval from a manager or approver.</p> <p>Air travel for journeys of less than 5 hours should be via economy class only.</p> <p>For journeys of between 5 hours and 10 hours a business class flight may be purchased where:</p> <ul style="list-style-type: none"> • Bookings are not available in the lower class and the timing or date of the journey cannot be changed • If staff will be required to work immediately on arrival. • On disability/medical grounds. <p>For journeys of over 10 hours a business class flight may be purchased subject to approval from a manager or approver.</p> <p>Also see viii in annex A.</p> </td> </tr> </table> <table border="1" data-bbox="435 1543 1423 1845"> <tr> <th colspan="2" data-bbox="435 1543 1423 1599">Rail CLASS OF TRAVEL</th> </tr> <tr> <td colspan="2" data-bbox="435 1599 1423 1655">All Employees</td> </tr> <tr> <td data-bbox="435 1655 579 1740">All Journeys</td> <td data-bbox="579 1655 1423 1740">Standard Class unless a clear business case demonstrating value for money can be presented.</td> </tr> <tr> <td data-bbox="435 1740 579 1845"></td> <td data-bbox="579 1740 1423 1845">This includes international rail journeys by Eurostar and other international and overseas rail operators.</td> </tr> </table> <p data-bbox="435 1845 1423 1883">Examples of Legitimate Business Need for First Class Rail Travel</p> <p data-bbox="435 1917 1423 1989">The following are provided as examples of the type of instance where it may be considered legitimate (or not) for travel to be other than standard class. They</p>	Air CLASS OF TRAVEL		All Employees		All Journeys	Economy Class/Business Class		<p>All Air travel requires prior approval from a manager or approver.</p> <p>Air travel for journeys of less than 5 hours should be via economy class only.</p> <p>For journeys of between 5 hours and 10 hours a business class flight may be purchased where:</p> <ul style="list-style-type: none"> • Bookings are not available in the lower class and the timing or date of the journey cannot be changed • If staff will be required to work immediately on arrival. • On disability/medical grounds. <p>For journeys of over 10 hours a business class flight may be purchased subject to approval from a manager or approver.</p> <p>Also see viii in annex A.</p>	Rail CLASS OF TRAVEL		All Employees		All Journeys	Standard Class unless a clear business case demonstrating value for money can be presented.		This includes international rail journeys by Eurostar and other international and overseas rail operators.
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Mileage Claims	<p>are not exhaustive or intended as universally applicable.</p> <ol style="list-style-type: none"> 1. Travel outside of reasonable working hours, where ability to use travel time to catch-up on emails, documentation, etc would represent an efficient use of time – for example, when travelling on official business and leaving home before 7 am and not returning until over 12 hours later. Line managers should satisfy themselves that a reasonable level of work has been undertaken; or 2. Where there are no standard class facilities to accommodate disabled or other special needs requirements; or 3. Where there are good grounds for security concerns – e.g. significant risk of unwarranted attention from the Press or the public; or 4. When travelling with a minister whom is using first class. <p>There may be exceptions where first class travel is actually cheaper than standard class bought at the same time.</p>		
	Mileage Claims		
	Applicable To	All staff who use their privately owned vehicle.	
	All Journeys	Travel using private vehicles is discouraged unless essential. Staff should adhere to Health and Safety guidance for Driving and Travel.	
	Passenger	A supplementary mileage payment may be claimed when a private vehicle is used on official business and the claimant is accompanied by one or more passengers or needs to carry heavy and/or bulky official equipment.	
	Types	First 10,000 business miles in the tax year	Each Business mile over 10,000 in the tax year
	Private cars and Vans- no public transport rate*	40p	25p
	Private cars and vans- public transport rate*	25p	25p
	Private motor cycles	24p	24p
	Passenger supplement	5p	5p
Bicycle	20p	20p	

	<p>*NB the 'no public transport rate' for car and van travel may only be claimed where the use of a private vehicle for the journey is essential e.g. on grounds of disability or where there is no practical public transport alternative. If the use of a vehicle is not essential the 'public transport rate' should be claimed.</p>								
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<p>Additional provisions for travel by car</p>	<p>Parking/Speeding Fines Travellers will NOT be reimbursed for any parking fines or speeding tickets.</p> <p>Car Parking, Congestion Charges & Tolls Car parking, congestion charges and toll charges necessarily incurred on official business are reimbursable.</p> <p>Car Hire Accidents If involved in a hire car accident travellers MUST stop and immediately contact the hire car company who will advise the traveller on completing the necessary formalities and documentation.</p> <p>The traveller MUST also report the matter to their line manager and the Health and Safety Officer at the earliest opportunity.</p> <p>Also see iv, v and vi in annex A</p>								

Subsistence

Subsistence may be claimed where the following conditions apply:

- The expense arises necessarily from the proper performance of the claimant’s duties
- The expense is incurred whilst away from the claimant’s regular place(s) of work or whilst staying away from home
- The expense incurred is reasonable and additional to the employee’s normal expenditure
- The claim is fully supported by receipts submitted with the claim
- The claim is within the limit for each category, as set out below.

One meal (5 hour rate)

A person claiming for one meal would be expected to be away from his/her base for a period of more than five hours.

Two meals (10 hour rate)

A person claiming for two meals would be expected to be away from his/her base for a period of more than ten hours.

Three meals (12 hour rate)

A person claiming for three meals would be expected to be away from his/her base for a period of more than twelve hours.

24 Hour claim

A person can only claim under this heading if there is an overnight stay at a hotel where lunch and/or dinner is not included in the hotel claim. Additional meal claims as set out above apply for periods in excess of 24 hours.

EMPLOYEE SUBSISTENCE RATES	
Subsistence Type	Upper limit
One meal (5 hour) ceiling	£5
Two meal (10 hour) ceiling	£10
Three meals (12 hour) ceiling	£15
24 Hour ceiling	£20
NB claims for soft beverages may be made within each meal claim provided that receipts are produced and the claim falls within the applicable ceiling.	

The Period of Absence is defined as the elapsed time from leaving home or normal operating base to return.

These expenses CANNOT be claimed if:

- A meal or beverage is not purchased
- The meal does not constitute additional expenditure.
- The “staying with friends or relatives allowance” is claimed (in which case the

	<p>24 hour claim is not allowed))</p> <ul style="list-style-type: none"> • Meals have been taken at home • Meals are provided during a training course, conference or similar activity • Meals are provided on the train or plane and included in the ticket cost <p>Additionally:</p> <ul style="list-style-type: none"> • Alcohol cannot form part of any claim 												
Hotel Rates	<table border="1"> <thead> <tr> <th colspan="2">HOTEL UPPER LIMITS</th> </tr> <tr> <th>Location</th> <th>Upper limit</th> </tr> </thead> <tbody> <tr> <td>London (bed and breakfast)</td> <td>£115</td> </tr> <tr> <td>UK Major cities (bed and breakfast) (Aberdeen, Birmingham, Belfast, Bristol, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Liverpool, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Reading, Sheffield, York)</td> <td>£75</td> </tr> <tr> <td>UK Elsewhere – all other locations not mentioned above</td> <td>£70</td> </tr> <tr> <td>See annex B for minimum room standards</td> <td></td> </tr> </tbody> </table>	HOTEL UPPER LIMITS		Location	Upper limit	London (bed and breakfast)	£115	UK Major cities (bed and breakfast) (Aberdeen, Birmingham, Belfast, Bristol, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Liverpool, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Reading, Sheffield, York)	£75	UK Elsewhere – all other locations not mentioned above	£70	See annex B for minimum room standards	
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Lodging allowance	<p>This may be claimed where staffs are required to undertake detached duty. Staff will be reimbursed the actual cost of rent and utility standing charges at the detached duty location (and consumption costs if a double commitment exists at the home and detached duty station) up to the following daily ceilings:</p> <p>£42 for London</p> <p>£31 for elsewhere</p> <p>If a claimant's family joins them at the detached duty station, managers or approvers may authorise reimbursement of actual rental costs and utility standing charges, within the limit of the ceiling for the lodging allowance for that location, where the employee is also incurring home rental/mortgage costs.</p>												
Foreign Travel	<p>Foreign and Commonwealth Office's (FCO) country by country rate will apply as the basis for the ceiling for subsistence claims – as in the case of domestic travel receipts will be required for all expense claims made. The FCO no longer updates these rates, however HMRC have stated they will continue to apply the old rates until further advice is issued. The policy is in effect to shadow HMRC policy.</p> <p>In line with the Treasury principle of managing by exception, managers or approvers have the discretion to allow increases/decreases to these ceilings where evidence is available to suggest the ceilings are inappropriate.</p> <p>There should be prior approval for all foreign travel by managers or approvers.</p>												

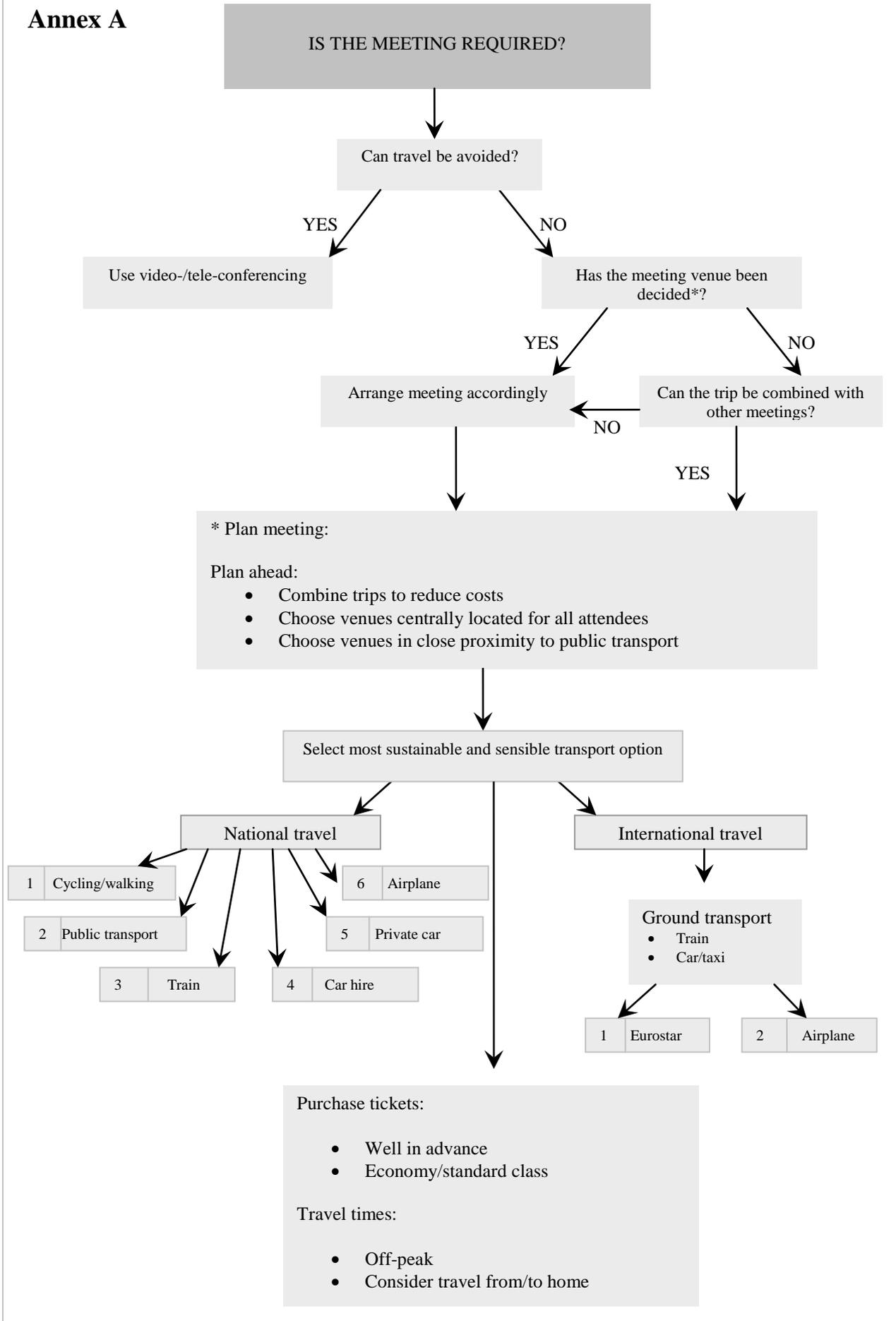
	See annex C
Friends And Family Allowance	When individuals choose to stay with friends or family while on official business they are entitled to claim a flat rate allowance. The current allowance is £42 per night. This expense is taxable and the rate has been set to reflect this.
Tips & Gratuities	Optional tips and gratuities are considered a personal expense and will not be reimbursed excluding routine service charges for meals which have been included on the receipt.
Alcohol	Costs relating to Alcohol will not be reimbursed.
Telephone Calls	JNCC mobile phones should be used where possible. Otherwise, business and business-related calls will be reimbursed on production of receipts unless this is not possible. See annex D
Hard lying allowance	Hard lying and and Sea Allowances (table earnings) are not T&S rates and are classified by the HMRC as table earnings. Please contact HR for rates. Staff staying in tents, huts or onboard vessels in connection with inshore or onshore working may claim the hard lying allowance. This is intended to provide some additional compensation to staff for difficult sleeping and working conditions, and is not payment made in reimbursement of additional expenses
Sea Allowance	Staff who are required to spend periods working at sea and who sleep on board offshore research vessels may claim the sea allowance. This taxable amount includes a compensatory element for disturbance and cramped conditions, plus an element of incidental expenses incurred (e.g. satellite phone charges).
Self-catering accommodation	Actuals should be claimed for self-catering accommodation, taking into account the above mentioned subsistence ceilings.
Payment of costs by staff	<p>Until the contract with Redfern Travel Services has been implemented, the Government Procurement Card (GPC) is the preferred option for payment for all travel bookings. This extends, wherever possible, to making subsistence purchases whilst on business, although it is recognised that this will not be possible in all cases. Transactions must fall within the card holder's single transaction and credit limits.</p> <p>Allowable charges to the card include:</p> <ul style="list-style-type: none"> • hotel accommodation • meals • travel costs <p>Purchases for other staff that do not have their own GPC can be made.</p> <p>Employees must ensure that they receive VAT receipts for all charges and must show any costs which have been charged to the GPC on their T&S claim form, although the GPC items will not be included as part of the total claim.</p> <p>The GPC should not be used for the purchase of fuel except when using a hire vehicle.</p> <p>“Any costs over and above those permitted under the policy will need to be repaid”.</p>

<p>Making a claim</p>	<p style="background-color: black; color: white; padding: 2px;">Claims</p> <p>From 2 April 2012 claims may only be submitted via Kypera Business and will automatically follow an appropriate approval path. This is based on Administrator approval followed by either Project Manager or Line Manager approval. Project Managers are not permitted to authorise their own claims.</p> <p>For the individual's and the organisation's protection all travel and accommodation costs incurred with the exception of the Friends and Family allowance, should be included on the T&S claim and the payment method noted. This is for audit purposes and to protect against fraudulent claims.</p> <p>Where staff have exceeded the rates an explanation is required and will be the discretion and approval of line manager; otherwise this should be deducted from your total claim. Any items paid for on the Government Purchase Card (e.g. lunches) should also be deducted.</p>
<p>Late Claims</p>	<p>To allow Project Managers to be able to monitor expenditure against budget it is important claims are submitted promptly. Therefore, all claims must be submitted by the end of month following that in which the costs were incurred. Failure to do so may result in delays in payment of the claim. Late claims are not easy to verify and make budgetary control difficult.</p> <p>The JNCC reserves the right to refuse to pay any claim for T&S if submitted more than three months after the costs were incurred. Any decision to pay a late claim must be approved by the Chief Executive or Corporate Services Director</p>
<p>Cancellations</p>	<p>Cancellation rates for air, rail and hotels should be kept to an absolute minimum and JNCC staff should ensure that they fully understand the cancellation clauses within the terms and conditions when purchasing tickets or booking hotel rooms. All cancellations will now have to be reported to Defra on a bi-annual basis.</p> <p>All cancelled or unused tickets must be reported to the JNCC travel bookers within 48 hours of cancellation. Tickets must be returned to the travel agents to ensure credit is issued. Self-booked tickets must be cancelled in line with suppliers' terms and conditions to enable transfers, cancellation or refund as appropriate.</p> <p>Electronic tickets (e-tickets) should be treated the same as paper tickets and cancelled through the supplier. Enquiries should be made as to whether they can be used for alternative travel dates.</p> <p>Tickets being returned by post to the supplier must be sent special delivery or by another insured method. Tickets carry a cash value and if lost in the post are not covered by insurance.</p>
<p>Lost and stolen tickets</p>	<p>Lost or stolen tickets must be reported to the supplier and a report filed to your line manager immediately. A decision will be made as to whether further investigation into the matter is required. If any negligence is found it could result in disciplinary procedures.</p> <p>Rail companies do not refund lost or stolen rail tickets. The only exception to this is if you later find the ticket, although this has to be within 28 days of the end of the</p>

	<p>validity of the rail ticket.</p> <p>E-tickets are preferred but these are still not available for all routes. Some airlines may take up to one year for a refund to be obtained as they allow for the full duration of the validity of the ticket to ensure that it is not used or submitted for refund.</p> <p>All tickets carry re-issue costs, which vary depending upon carrier, but some carry a 100% re-issue cost.</p>
<p>Theft/loss of equipment or baggage</p>	<p>Government policy is not to insure equipment. Consequently, all staff have a responsibility to look after JNCC equipment in their care and due care must be taken to decrease the risk of theft or loss. Any loss or theft of JNCC property needs to be reported to Finance/IT and a report submitted to your line manager. A decision will then be made as to whether further investigation into the matter is required. If any negligence is found it could result in disciplinary action.</p> <p>The exception to this is for items stolen, lost or damaged while overseas. The JNCC overseas travel insurance policy provides cover against theft or loss of JNCC and personal equipment. Cover is provided for the entire business trip from home returning to home. In the event of loss of, or damage to, baggage, the appropriate local authorities should be notified. If a report is made to the police the crime reference number will be required. Receipts should be retained for any essential replacements (including personal belongings) purchased. Upon return to JNCC an insurance claim will need to be completed; Personnel can provide advice. All claims will be reviewed on a case by case basis by the insurers.</p> <p>For theft, loss or damage to personal equipment when on business travel in the UK please refer to the separate policy available on the Personnel intranet pages.</p> <p>If baggage is lost or damaged en route, claims should be made against the company that lost or damaged the baggage.</p>
<p>Advance of T&S</p>	<p>Advances of T&S of up to 90% of the estimated costs are available on special request. If you are a frequent traveller it would better serve JNCC to apply for a procurement card.</p>

To be used from 2nd April 2012

Annex A



Annex A (Continued)

Type of transport

The type of transport used should be selected using the flow chart in Annex A.

Where possible, meetings should be arranged to minimise travel. This might include organising a number of meetings in the same location, arranging meetings where most attendees are based, etc.

i Do you need to travel to the meeting?

Staff travel should only be undertaken where business cannot be satisfactorily undertaken by other means. Where appropriate, staff should use video-conference, phone or email as an alternative to travel in order to reduce the environmental, financial and social costs associated with travelling.

At the Peterborough office support is available from the IT department to set up the video- and tele-conferencing facilities. The facilities can be booked through the meeting room booking forms. For Aberdeen IT support contact the Information Manager and for Brussels contact the IT department in Peterborough.

ii Public transport

Staff are expected to use public transport except where there is a clear case for using an alternative mode of travel. In making this decision account should be taken of personal safety (especially if travelling alone and/or after dark), the cost of travel and associated subsistence, savings in staff time and environmental impacts.

Rail transport is the preferred mode of transport throughout Great Britain and to those stations serviced by Eurostar. This offers the opportunity to work whilst travelling, minimises environmental impacts compared to air travel, and provides direct access to city centres, so avoiding congestion and parking problems. However, there will be occasions when air travel is an acceptable alternative, e.g. when travelling to European destinations by other methods of transport would involve unacceptably long journeys.

iii Hire cars

For journeys of around 80 miles or more that cannot be made by public transport hire cars should generally be used as this is usually more cost-effective than private transport at standard mileage rate.

As an alternative to hire cars, staff based in Aberdeen should consider using SNH vehicles.

iv Private transport use

Public transport and car hire are usually favoured over private vehicle use. Travel using private vehicles is discouraged unless essential. Please familiarise yourselves with the criteria for claiming the private transport rates and be aware that any misuse of the rates could result in disciplinary action.

Any staff member using their own transport should ensure that:

- The vehicle has full comprehensive insurance covering business usage (note that some insurance companies have two levels of business use insurance – one level insuring only the individual and the second level covering other people travelling with the individual and equipment)
- The motor insurance policy does not have financial limits against claims in respect of a) bodily injury to, or death of, third parties, b) bodily injury to, or death of, any passenger, c) damage to the property of third parties, and d) damage to, or loss of, the claimant's car
- The vehicle has up-to-date MOT and road tax
- The vehicle is owned by the staff member or their spouse or partner.

If a member of staff incurs an additional cost for insuring their car for business use, JNCC will consider re-imbursment of this cost.

The **public transport rate** will be paid when public transport is available but use of a private car offers the most efficient means of travel. The rate is not intended to reimburse travellers for the cost of using a private car, but is intended to provide a payment equivalent to the cost of public transport.

Payment of the public transport rate does not recognise the use of a private car for official purposes, on the basis that public transport would be more appropriate for the journey, and as such, no liability can be accepted by JNCC in the event of any accident, damage, injury or death.

The **standard mileage rate** will be paid when one or more of the following circumstances applies:

- Public transport does not access the destination (or run at the time of travel)
- Heavy equipment precludes the use of public transport
- There is no hire car available or it would be impractical, unsafe or not cost-effective to use a hire car

For rates for all private transport please see Mileage section.

v Passenger supplements

Passenger supplements can be claimed when a private car is used on official business at either the public transport rate or standard mileage rate and official passengers are carried. Payment for each passenger is restricted to the distance that would have been travelled if the passenger's journey had started and finished at their permanent workplace, or if less, the distance necessarily travelled.

vi Home to station mileage

The difference in mileage will be paid provided the distance from home to station (rail, airport, etc.) is greater than the distance from home to office. The public transport rate is then applicable. If your normal mode of travel to work is by public transport then you should deduct that cost from your total claim.

The station used should provide equitable fares with those available at the JNCC local station.

Distances can be compared using one of the following links:

http://www.viamichelin.com/viamichelin/gbr/dyn/controller/Driving_directions

http://www.theaa.com/travelwatch/planner_main.jsp

<http://maps.google.co.uk>

vii Taxis

Taxis should only be used when one or more of the following circumstances applies:

- For short journeys for which there is no suitable method of public transport
- Where they are cheaper than public transport due to a number of staff sharing a taxi
- Where heavy luggage and/or equipment has to be transported
- Where there is a considerable saving in travel time
- For the safety of a staff member travelling alone or after dark

viii Air travel

Because of the environmental impact, air travel is not encouraged within Great Britain or to destinations serviced by Eurostar. However, there are exceptions (see ii above).

Annex B Accommodation

B.1 Hotels

JNCC will pay for overnight accommodation when the costs are less than would be incurred by daily travel to that location or when travel necessitates an unacceptably early start or late return home.

If individuals are unable to travel and incur 'no-show' charges as a result they may be requested to explain why they were unable to travel or decided to cancel the accommodation. Repeated offenders may be subject to disciplinary procedures.

Mini-bar/TV/video bills, personal telephone calls and any other personal charges will not be reimbursed by JNCC.

B.2 Hotel rate caps background information:

The hotel rate caps are based on the following room specification:

- Hot or cold breakfast available
- Lockable door and security solution (i.e. peep hole or security chain). The surrounding area should be pleasant and of a good standard (i.e. non – threatening, lit at night, safe respectable etc.)
- En-suite facilities including shower
- Intercom/emergency communication solution (the ability to communicate with reception without leaving the room)
- Tea/coffee making facilities
- Television and remote control
- Wardrobe/hanging space
- Work area and chair, a telephone and ideally an internet connection point or Wi-Fi
- Non smoking room
- Up to date fire and safety regulations/evacuation plan visible in room
- Good decorative order and clean room on arrival
- Light switch accessible from the bed
- Adjustable temperature control/solution (i.e. a fan or air conditioning)

London

From the centre out to the M25 motorway ring road.

Major Cities

Aberdeen, Birmingham, Belfast, Bristol, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Liverpool, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Reading, Sheffield, York.

Elsewhere

All other locations not mentioned above.

Staff should not exceed the stated hotel rate ceiling contained within the revised T&S rates, for guidance please see hotel rates. However, if it is not possible to book accommodation that meets the minimum standards within the hotel rate ceiling this can be

exceeded but clarification must be provided which will stand up to management scrutiny and audit.

Staying in accommodation that provides meals may be desirable in some cases, e.g. if a staff member travelling alone does not feel comfortable finding somewhere to eat on their own in the evening.

A list of hotels and comments on them is available ([JNCC hotel listings](#)).

Annex C Foreign Travel

C.1 Passport/visa

Overseas travellers should check the requirements for visas for travel outside the EU. Check the Foreign and Commonwealth Office website for up-to-date travel advice and recommendations for your destination: <http://www.fco.gov.uk>.

C.2 Health

It is the responsibility of the traveller to ensure they are fit for travel. This includes having all required vaccinations for foreign travel. For advice on health issues in foreign countries please visit the [World Health Organisation website](#). Please ensure you have read the [JNCC guidance for staff travelling abroad which can be found in the JNCC Health and Safety Policy document](#) prior to foreign travel.

JNCC will cover the costs of all essential vaccinations associated with business travel. Actuals will be paid upon receipt of the claim.

Reciprocal medical cover is available within the EU for EU citizens. You will need a European Health Insurance Card (EHIC) to receive reduced-cost, sometimes free, medical treatment and healthcare during a visit to a European Economic Area country or Switzerland. Cards must be carried with your passport on all European trips.

Applications for the EHIC can be made by calling 0845 606 2030, by completing an application form available from the Post Office, or by downloading the application form from the internet and following the guidelines (http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/GettingTreatmentAroundTheWorld/EEAAndSwitzerland/EEAAndSwitzerlandArticle/fs/en?CONTENT_ID=4114793&chk=KCVYDZ).

NB: Please check for restrictions and changes periodically. Any changes in name, address or additional information should be reported to EHIC enquiries on 0845 605 0707.

Annex D Telephones

D.1 Hotel room

Hotel telephone calls for work should be kept to a minimum due to excessively high tariffs.

D.2 JNCC mobiles

Staff are encouraged to take a mobile phone when travelling away from the office. JNCC has a pool of mobile telephones. Individuals requiring a JNCC mobile for use when travelling should apply to reception at the Peterborough Office or the Office Service Manager in Aberdeen.

The JNCC mobiles should be used only for JNCC business, emergency situations and for lone travellers to check in with a family member or line manager.

They are not for any other personal use.

Changes to T&S Policy - Q&A

What changes are being made to the process of claiming expenses?

A number of changes are being made to the Travel and subsistence (T&S) policy. This means some amendments will also be made in how JNCC submits claims to reflect these policy changes.

Why is the T&S policy being changed?

These changes are being made in order for JNCC to comply with revised T&S principles set out by HM Treasury. Full details on these principles are available [here](#).

What are the Treasury principles governing T&S claims?

The main Treasury principles are:

- i. Departments will reimburse **actual** costs only;
- ii. Only costs which are necessary and additional to normal daily expenditure should be reimbursed;
- iii. All claims for expenses should be receipted and independently approved;
- iv. Departments should manage reimbursement by exception rather than by reference to entitlements – i.e. policies should not cover every eventuality;
- v. Claims should include a clear business reason where travel is other than standard class;
- vi. The onus should be on local management to oversee the frequency of travel and associated expenses.

What changes are being made to JNCC's Travel and Subsistence (T&S) rates or policy?

The new expenses (T&S) rates, shall come into effect on 2 April 2012, is available to view [here](#).

The main changes that have been made from the previous rates are:

- i. Claims for travel and subsistence are moving to an 'actuals' basis. This means that staff will no longer be able to claim flat rates for domestic and overseas travel and subsistence costs, but will be reimbursed for **actual** expenditure only up to the stated ceiling. **All claims must be supported with receipts;**
- ii. It will no longer be possible to claim an allowance for personal incidental expenses (PIE) as a matter of course. Where any such costs are necessary they may be claimed on an actuals basis provided that receipts are produced;
- iii. The meal ceilings are higher than the old flat rates to reflect inflationary erosion since 2004;
- iv. Staff at Grade 6 and above will not be able to self approve T&S claims;

- v. All rail travel should normally be standard class.

What does re-imbursement for 'actuals' mean?

This means that, rather than claiming a flat rate allowance, staff will only be reimbursed for expenses they actually incur.

As an illustration, staff may currently claim a flat rate meal allowance of £4.25 if away from their usual place of work for a period of more than 5 hours. This £4.25 allowance is currently claimable without production of a receipt for that amount. Under the new system the revised £5 limit will represent a **ceiling** and staff may claim the receipted amount up to the £5 ceiling. If the receipt value is in excess of this ceiling, a maximum of £5 would be claimable.

Does this apply to foreign T&S claims?

Yes, under the new policy foreign T&S claims will also be claimable on an actuals basis using the existing FCO ceilings. These ceilings are available to view [] [link](#)

Is a receipt required for all claims?

A receipt must be produced for all domestic and foreign expenses that are being claimed on an actuals basis. Where this is not possible managers/approvers will have discretion to approve the claim in the absence of a receipt.

Why is the Personal Incidental Expenses (PIE) allowance being removed?

Currently PIE is available to cover the costs of telephone calls, laundry and newspapers for each night staff are away from home on official business. This is being removed to reflect that such costs are not invariably necessary and should no longer be claimable as matter of course. For example, regular business phone users are able to use their work mobile to make such calls.

Where such costs are incurred and are unavoidable they can be claimed on an actuals basis, with supporting receipts, at the discretion of the approver/line manager.

Ceilings

Staff may claim subsistence when they are expected to be away from his/her base for a period of time. If, for example a member of staff is away from the office for 12 hours or more than the upper limit to claim actual is £15.00 (total allowance to cover up to three meals). However, it is at the discretion of the officer how and when they purchase these meals as long as the actual expenditure does not exceed the stated ceiling.

What changes are being made to the way T&S is processed?

All staff will claim their T&S via Kypera Business which will be modified to reflect the changes in the following ways:

- i. Some of the subsistence expense categories are being renamed to reflect that only actual expenditure will be reimbursed;

- ii. Staff at Grade 6 and above will no longer be able to self approve expense claims;

When will these changes come into effect?

The changes to the T&S policy will take effect from **Monday 2 April 2012**

Changes to the Kypera Business system will take effect from **Monday 2 April 2012**

What should I do between now and 2 April 2012(when the new policy takes effect)?

- Ensure that you complete your T&S forms in the usual way by the date before the change. **Any claims submitted after this date (i.e. from when the new system goes live) will require supporting receipts under the new system;**
- If you anticipate that you will incur T&S expenses between now and 2 April 2012 but think you may not be able to claim these expenses by 2 April, you will need to claim these expenses after 2 April 2012 when the new system becomes live. You should therefore ensure that you have receipts to support these claims;
- read the new T&S policy in full, available [here](#)

What further guidance is available?

Guidance on how to create a T&S requisition via Kypera business is available <http://jncc-cms/JNCCIntranet62/default.aspx?page=14>

Treasury (Jon Thompson) update to Perm secs 270410

From: Jon Thompson
Director General Finance – Ministry of Defence
and Head of the Government Finance Profession – HM Treasury

Sir David Normington
Permanent Secretary
Home Office
2 Marsham Street
London SW1H 2DA

27 April 2010

Dear Sir David,

REVIEW OF CIVIL SERVICE EXPENSE POLICIES

I am writing to update you on the state of play in finalising the principles approved by PSMG on 20 January. The principles are attached and have been amended to test any move from entitlement based rules against the overriding value for money requirement. They should be seen as guidance that builds on the Civil Service Management Code and be used to inform departments' work on revising their travel and subsistence policies to ensure improved value for money in this area.

The CCSU has commented on the principles, but you will need to negotiate with the unions specific details with regards to the implications for your staff. A limited amount of travel related information will be collected centrally to monitor changes in the frequency and cost of travel and subsistence. Whilst the intention is that these principles are fully in place by April 2011, to allow time for any required union renegotiation to be completed, costs will be tracked from the latest information available.

I would encourage the department to start to apply these principles as soon as reasonably possible. You may also want to make other bodies within your departmental family aware of the direction of travel being taken to ensure that public servants can show that they are reimbursed only for reasonable costs incurred in the course of official business activities.

For information we are currently working with OGC and Buyingsolutions on a 'standardised policy' that we will circulate to your department contact by way of additional guidance.

This letter is being copied to all Wednesday morning colleagues.

Regards



Jon Thompson

cc Sir Gus O'Donnell
Nick Jackson, HM Treasury

Revised Principles

Introduction

The Civil Service Code states that civil servants must “make sure public money and other resources are used properly and efficiently”.

The Civil Service Management Code sets out specific guidance on the principles that departments should apply to expenses:

S 8.1.2a: “Departments and agencies must reimburse staff only for expenses which they actually and necessarily incur in the course of official business”

S 8.1.2c: “Departments and agencies must ensure that their rules provide for claiming recompense, including verification and authorisation”

The revised principles set out here look to provide greater clarification on how Departments should implement these elements of the Management Code, so far as they relate to reimbursement of travel and subsistence, and relocation expenses.

Overarching Principles

These principles build on the Management Code and should be applied irrespective of the type of expense involved:

- Only costs which are necessary and additional to normal daily expenditure should be reimbursed
- Departments will reimburse actual costs only (within limits to be agreed by each department) – an exception can be made where a member of staff is staying with family or friends for which an allowance can be paid
- All claims for expenses should be receipted and independently approved
- Audit processes should be in place to review claims on the basis of risk, quantum, nature of expense, or random selection
- Departments should manage reimbursement by exception rather than by reference to entitlements – i.e. policies should not cover every eventuality (which risk setting precedents that are later difficult to address) but require

explanations of out of policy actions for the circumstance of a particular claim

- Claims should include a clear business reason where travel is other than standard class (guidance on where this could apply for rail travel is given at the end of this Annex)
- The onus should be on local management to oversee the frequency of travel and associated expenses – this could be reinforced by setting specific budgets within which travel should be managed

Travel & Subsistence Principles

- All travel outside of policy should be pre-approved – where this can be done reasonably and cost effectively
- Departments should agree a single set of standards for all staff based on business need (i.e. no grade-based entitlements, except where these are justifiable on grounds of value for money), including:
 - Class of travel for rail journeys
 - Class of travel for flights
 - There should be a complete ban on first class air travel

Examples of Legitimate Business Need for First Class Rail Travel

The following are provided as examples of the type of instance where departments may find it legitimate (or not) for travel to be other than standard class. They are not exhaustive or intended as universally applicable – it is for departments and local managers to determine on the merits of each case.

1. travel outside of reasonable working hours, where ability to use travel time to catch-up on emails, documentation, etc would represent an efficient use of time – for example, when travelling on official business and leaving home before 7 am and not returning until over 12 hours later. Local managers should satisfy themselves that a reasonable level of work has been undertaken; or
2. where there are no standard class facilities to accommodate disabled or other special needs requirements; or
3. where there are good grounds for security concerns – e.g. significant risk of unwarranted attention from the Press or the public; or

4. when travelling with a minister who is themselves using First Class.

There may be exceptions where first class travel is actually cheaper than standard class bought at the same time – allowance of claims in this respect should fall to local management review.

Treasury (Jon Thompson) update to Perm secs 270710

From: Jon Thompson
Director General Finance – Ministry of Defence
and Head of the Government Finance Profession – HM Treasury

Sir David Normington
Permanent Secretary
Home Office
2 Marsham Street
London SW1H 2DA

27 July 2010

Dear Sir David,

UPDATE ON CIVIL SERVICE EXPENSE POLICIES

I am writing to update you on applying the revised principles for civil servants' travel and subsistence expenses set out in my letter of 27th April. The Chief Secretary to the Treasury set out the importance of clamping down on first class travel when making the announcement about the additional £6.2bn of cashable savings due in 2010/11. Also, the Efficiency and Reform Group will be monitoring total travel spend with a view to realising savings more generally. This reinforces the message behind the revised principles, which were sent to departments as guidance building on the Civil Service Management. It does not replace those principles, although the expectation is now that departments look to bring forward any local consultation with staff representatives, and roll-out to arm's length bodies.

My letter of 27th April also included guidance limiting the use of first class rail travel by reference to examples. This is not intended to be exhaustive and departments may wish to allow individuals the flexibility to make a business case outside of the examples given; which would be subject to your policies, local management approval and budget implications.

This letter is being copied to all Wednesday morning colleagues.

Regards



Jon Thompson

cc Sir Gus O'Donnell

Nick Jackson, HM Treasury