



John Wheatley College

Travel and Subsistence

and

Travel Time

Guidelines

2011/12

Contents

1. Purpose of Travel and Subsistence Scheme

1.1 Responsibility of the Claimant. Travel and Subsistence Claim Form – Appendix A

2. What should be claimed on the travel and subsistence claim form

2.1 Car Mileage/Excess Mileage

2.2 Subsistence (All receipts must be attached)

2.3 Other expenses (All receipts must be attached)

2.3.1 Parking

2.3.2 Public Transport/Fares

2.3.3 Taxi Fares

3. When travel can be claimed

3.1 Business Journey.

3.2 Commencing work at other than permanent work base.

4. Travel and Subsistence Claim Form

Cut off dates for payroll – Appendix C

5. Documentation checks

5.1 Required documentation.

6. Travel Time (Lecturing (Temporary) staff only)

6.1 Purpose

6.2 General Principles

6.3 How to make a claim

1 Purpose of travelling and subsistence scheme

The fundamental purpose of the travelling and subsistence scheme is to reimburse employees for additional expenditure reasonably incurred whilst undertaking official duties as part of their employment with John Wheatley College. This Scheme includes those individuals who claim business mileage rate for car use or who receive an annual allowance.

While driving on College business the individual's vehicle is considered to be a work place and must be treated as such.

Driving on business of the College includes travelling between buildings and other locations for purposes such as meetings and teaching. It does not include commuting from home to your normal place of work or evening classes. For example, a lecturer who is based at an outreach centre for 10 weeks would not be entitled to claim mileage allowance from their home to the outreach centre. See Section 3.0 for more details.

There may be circumstances which are not accounted for in these guidelines. Please contact the Human Resources and Payroll Section if you require any further information or clarification on any of the travel or subsistence allowances.

1.1 Responsibility of the claimant

When planning a journey on College business an individual must consider, among other things, the length of the journey and the potential use of public transport rather than a motor car. It is the College's view that long journeys (such as to Edinburgh) should normally be undertaken by public transport.

While driving on College business, as a College employee, you must:

- be aware of the law which applies to the use and construction of vehicles;
- comply with the law at all times;
- ensure that the vehicle being used is roadworthy and safe;
- ensure that the vehicle being used has appropriate business use insurance cover;
- not use a mobile phone at any time when driving. If it is necessary to respond to a call drivers should leave the road to a safe stopping place and switch off the engine before responding;
- not drive for work purposes after having consumed any alcohol, controlled substances or any prescribed drug which influences their driving or reaction time;
- not smoke within the vehicle;
- plan journeys with sufficient time. Where the journey is in excess of one hour an appropriate break should be included in the planning;
- not drive when experiencing tiredness; and

- carry the supplied first aid kit at all times. The use of material from the kit would normally be expected to be covered by an incident report form. Replacement stocks can be obtained from the College's Estates Section.

It is the responsibility of the claimant to ensure that the appropriate claim form is duly signed and authorised by their line manager and the Principal and passed to the Human Resources and Payroll Section for processing on a monthly basis.

Claims outstanding for more than **three (3)** months will not be paid by the College. In this written document a copy of the form is attached as Appendix A. If you are downloading this document from the College Intranet the form is listed as Travel Expenses Form.

2. What should be claimed on the Travel and Subsistence Claim Form.

2.1 Car Mileage/Excess Mileage

The current rate is 39p per mile. This rate is updated from time to time and claimants will be notified of any changes by the Human Resources and Payroll Section.

2.2 Subsistence (all receipts must be attached)

Subsistence allowance may be paid to employees who are prevented by their official duties from taking a meal at their official work base or establishment where they normally take their meals, all receipts must be produced, or who are required to be absent overnight in the performance of their official duties and thereby incur additional expenditure. An allowance of £10.00 per night will be paid for overnight stays.

2.3 Other Expenses (all receipts must be attached)

2.3.1 Parking

Parking expenses can be claimed when an employee is requested to use their car for business purposes. Payment will not be made unless proof of payment is produced.

2.3.2 Public transport/fares

Travel by public transport should be at the cheapest available rate at the time of travel. Payment will not be made unless proof of payment is produced.

2.3.3 Taxi Fares

Travel by taxi must be authorised in advance by the Senior Vice Principal. Payment will not be made unless proof of payment is produced.

3. When Travelling can be claimed

3.1 Business Journeys

Employees shall be reimbursed for travelling expenses actually and necessarily incurred in respect of authorised journeys from their official work base in performance of their duties.

Employees should attempt to take the shortest and most economical route. Mileage for journeys can be checked against the following websites – www.theaa.com (route planner) or www.easymap.co.uk.

3.2 Commencing work at other than permanent work base

An employee who is authorised to start or finish work at a place other than their authorised work base is entitled to claim travelling expenses in **excess** of the expenditure normally incurred in travelling from home to their authorised work base. The claim form must state that only the **excess** mileage is being claimed.

If you are based at an outreach centre and that location is your sole base and normal place of employment you are **NOT** eligible to claim under the Travel and Subsistence Scheme. For example if you are employed by the College as a lecturer in an outreach centre for a set period and that location is the only point to which you travel for the period of your employment, this is viewed by the Inland Revenue Department as your place of work. If you are employed by the College to work in various outreach centres during your period of employment then you are eligible to claim but you must deduct the normal mileage that would be incurred if you were based at Easterhouse or East End Campus from the total mileage claimed for each journey. For example, from your home to Easterhouse Campus is 10 miles, from your home to the outreach centre is 25 miles, therefore you should deduct 10 miles from the total, 15 miles should be put on the Claim Form for reimbursement.

Travelling expenses are not paid for Lecturers travelling to and from classes out with Monday to Friday, 9.00am to 5.00pm.

4. Completion of form

Frequency of completion – A travel and subsistence form should be completed 4 weekly (support staff) or monthly (lecturers) regardless of the size of the claim

and must be submitted to the Human Resources and Payroll Section by the cut off date (refer to Appendix C) for payment to be ensured in the next salary. Payment may not be made for claims which cover more than a 4 weekly or monthly period. Claims that are outstanding for more than **three (3)** months will not be paid. Academic staff are recommended to submit a travel claim each week with their weekly diary sheet.

- a. **Engine Capacity** – If you are claiming car mileage the exact engine capacity of your vehicle should be stated as per the vehicle registration document.
- b. **Journey Details** – This must include the location visited and recognised starting and finishing points together with all interim points of call.
- c. **Purpose of Journey** — In all cases a clear purpose or reason for the journey should be given.
- d. **Car Mileage** – Number of miles related to the journey when the journey starts from the Easterhouse or East End Campus.
- e. **Excess Mileage** — Number of miles related to the journey when the journey starts from home to an outreach centre which is not your permanent base for the duration of your employment with the College. The miles claimed should be off set against the normal mileage you would have incurred if you were travelling from the Easterhouse or East End Campus. Therefore should you incur 25 miles mileage travelling to an outreach centre but you would incur 10 miles travelling to the Campus you should deduct the 10 miles form the total.
- f. **Subsistence** – An amount claimed for meals and £10.00 for overnight stays. Any reasonable amount legitimately incurred will be accepted. Receipts **must** be attached for verification and audit purposes or payment will not be made.
- g. **Other Expenses** – Parking fees, public transport fares (should be the most economical method of travel). Receipts must be attached for verification and audit purposes or payment will not be made.
- h. **Total Mileage** – A total of the mileage claimed for each column.
- i. **B/f previous claim** – The total number of miles brought forward from your previous claim. Your balance is cumulative for the financial year from 1 April to 31 March. If this Section is not completed it may lead to a delay in the payment being made. Claims should be made on a monthly basis. Claims submitted for March should not include mileage being claimed for April and vice versa due to the implications for the total mileage claimed for the year in relation to the College's and individual's taxable allowances. The carry over figure should be brought back to zero at 5 April each year.

It is necessary to keep a running total of your mileage as the rate is reduced once 10,000 miles has been claimed in any financial year. Any mileage accrued above 10,000 shall be subject to Tax and National Insurance.

- j. **Rate — ...miles at** The number of miles incurred should be entered together with the appropriate rate. The rate is currently 39p per mile.
- k. **Signature of Claimant/Authorised Signature** – When the form is completed you should date and sign it and pass to your line manager and then the Principal for authorisation.
- l. **Human Resources/Payroll Use Only** – This part of the form is for administrative use only and should not be completed by the claimant.

5. Vehicle and Document Checks

The College is required to check certain documents related to the driver and the vehicle. These checks will be undertaken annually by the Human Resources Section normally during August of each year. A Licence/Vehicle Check Form, Appendix C will be issued to staff at the start of each session.

Failure to produce the required documentation or complete the checks will result in any allowance or mileage claim from 1 September in any year not being paid. In addition the individual will not be allowed to drive on College business.

The checks and documentation the College require are:

- proof of a current licence to drive the class of motor vehicle for which a claim is made. This will require the production of a driving licence (both parts). Any individual with multiple endorsements will be the subject of confirmation of eligibility with the College's insurance company;
- proof of ownership of the vehicle for which a claim is made. This will normally mean the production of the vehicle registration document;
- the production of a valid MOT certificate if required for the vehicle; and
- the production of a vehicle insurance policy for the vehicle for which a claim is made stating that the vehicle is insured for business use for the individual who is making the claim.

As indicated in the travel and subsistence expenses claim form declaration, the College requires to satisfy itself that the above documents are in order. To this end you required to produce the above documents along with the vehicle registration document if an MOT is not required to the College's Human Resources Section along with the completed License/ Vehicle Check Form.

The College is unable to pay travel claims until these documents have been produced.

6. Travel Time — Lecturing (Temporary) Staff only

6.1 Purpose

The purpose of the payment of travel time to members of the College's temporary academic staff is to prevent staff working away from the College's main sites being disadvantaged due to the time taken to travel to an outreach site.

Example - a lecturer travelling to an outreach site in North Lanarkshire. The class starts at 1000 and lasts for two hours. In this case the lecturer is disadvantaged as they could have been working in the College and receiving a salary between 0900 and 1000. The purpose of this scheme is to compensate that disadvantage. The maximum claim is 30 minutes.

6.2 General Principles

Travel time will not be payable out with the normal working week of 35 hours 0900 to 1700 Monday to Friday.

Travel time will not result in an enhanced rate of pay per hour.

Travel time will be paid at the basic hourly rate, ie not attracting holiday entitlement.

Travel time will not apply to permanent staff and is not a substitute to the payment of travel expenses.

6.3 How to Claim

The diary sheet for temporary Lecturers to claim for working hours has a section for travel time and your claim should be made through your diary sheet.

Travel Time – a temporary lecturer may claim a maximum of 30 minutes for the journey travelling to an outreach class. If a temporary Lecturer is teaching two outreach classes in one day in the same local area only 30 minutes may be claimed. If a Lecturer is teaching two outreach classes in different locations then they may claim a payment of 1 hour.

John Wheatley College Travel and Subsistence Claim Form – Record of official Journey by Car Appendix A

NAME: _____ DESIGNATION: _____ SCHOOL/SECTION: _____

PRIVATE MOTOR VEHICLE REG NO: _____ ENGINE CAPACITY (cc's): _____ MAKE OF VEHICLE: _____

CLAIMS MUST BE SUBMITTED ON A MONTHLY BASIS. CLAIMS OUTSTANDING FOR MORE THAN THREE MONTHS WILL NOT BE PAID. Academic staff are recommended to submit claims along with the weekly diary sheet.

DATE	DETAILS OF JOURNEY (STARTING and FINISHING POINT) (IMPORTANT NOTE: If you are based at an outreach centre and that location is your sole base and normal place of work you are NOT eligible to claim under the travel and subsistence scheme. If you are unsure whether or not to claim please read the Travel and Subsistence Guidelines or contact Human Resources.	PURPOSE OF JOURNEY	CAR MILEAGE (Travel from Ee/Ea to Destination)	EXCESS MILEAGE (From home to Destination. Deduct the mileage normally incurred from the mileage being entered on the form)	SUBSISTENCE (Amount Claimed) (All receipts <u>must</u> be attached)	OTHER EXPENSES (Parking, Fares. Receipts <u>must</u> be attached)
	Ee /Ea/Outreach/Other Campus (Specify)/ Home to					
	Ee /Ea/Outreach/Other Campus (Specify)/ Home to					
	Ee /Ea/Outreach/Other Campus (Specify)/ Home to					
	Ee /Ea/Outreach/Other Campus (Specify)/ Home to					
	Ee /Ea/Outreach/Other Campus (Specify)/ Home to					
	Ee h/Ea/Outreach/Other Campus (Specify)/ Home to					
	Ee /Ea/Outreach/Other Campus (Specify)/ Home to					
	Ee /Ea/Outreach/Other Campus (Specify)/ Home to					
	Ee /Ea/Outreach/Other Campus (Specify)/ Home to					
	Ee /Ea/Outreach/Other Campus (Specify)/ Home to					

NOTE: Any special arrangements for these journeys should be certified by the Head of School/Head of Section in terms of the rules regarding payment of subsistence and travelling allowances..

I Certify that:

- (1) The amount of the claim as shown above has been necessarily and actually incurred by me on the business of the College
- (2) The amounts claimed are in accordance with the scheme of allowances by the College.
- (3) Where excess mileage has been claimed the normal home to office miles must be deducted from the total mileage.
- (4) A valid licence and motor insurance for business purpose are held by me. (For car mileage claimants only)
- (5) I confirm that I hold a valid MOT certificate for the vehicle used by me for College business. I acknowledge that I hold responsibility for ensuring that any vehicle used is roadworthy. (For car mileage claimants only)
- (6) I know of no adverse health/fitness effects that could affect my driving.

ALL LICENCE/INSURANCE CHECK INFORMATION MUST BE IN PLACE OR A CLAIM WILL NOT BE PAID. CLAIMS MUST BE SUBMITTED ON A MONTHLY BASIS. CLAIMS OUTSTANDING FOR MORE THAN THREE MONTHS WILL NOT BE PAID. Academic staff are recommended to submit claims along with the weekly diary sheet.

SIGNED (Claimant):

DATE:

The College requires to inspect the driving licence and Motor Insurance Certificate of employees who use their own vehicle(s) on official business. Your Motor Insurance Certificate must contain a clause that allows the vehicle to be used for business purposes and the original document will be checked on an annual basis by the Human Resources Section. In order to claim mileage allowance you must produce these documents when required.

FOR HEAD of SCHOOL/HEAD of SECTION

The use of the above vehicle on the above journeys have been properly authorised.

SIGNED:

DATE:

FOR PRINCIPAL/SENIOR VICE PRINCIPAL/VICE PRINCIPAL ONLY

The total amount of £ is approved by me for payment.

SIGNED:

DATE:

SECTION MUST BE COMPLETED	CAR MILEAGE CLAIMED	SUBSISTENCE AMOUNT CLAIMED	OTHER EXPENSES CLAIMED
Totals brought over		£	£
Mileage b/f from previous claim		* FOR P11D PURPOSES. If this section is not completed fully payment will not be made.	
Mileage c/f to next claim			

FOR HUMAN RESOURCE/PAYROLL USE ONLY (Mileage Claims accumulated in a 12 month period totalling over 10,000 miles are subject to Tax and NI deductions.) Total mileage should be brought back to zero at the 5th April each year.

TOTAL BUSINESS MILES	
MILES PAID @ £0.39 PER MILE	£0.39
TOTAL BUSINESS MILEAGE COST	

FOR PAYROLL USE ONLY	PAYROLL NO:	Signature and Date
TOTAL MILEAGE CLAIMED	CODE 3181	
SUBSISTENCE CLAIMED	CODE 3120	

Established and Temporary Lecturing Staff

Appendix B

PERIOD ENDING	SUBMIT TO HEAD OF SCHOOL (FRIDAY)	PAYDATE (THURSDAY BEFORE LAST FRIDAY OF THE MONTH)
31-Jan-11	31-Dec-10	27-Jan-11
28-Feb-11	28-Jan-11	24-Feb-11
31-Mar-11	25-Feb-11	24-Mar-11
30-Apr-11	01-Apr-11	28-Apr-11
31-May-11	29-Apr-11	26-May-11
30-Jun-11	27-May-11	23-Jun-11
31-Jul-11	01-Jul-11	28-Jul-11
31-Aug-11	29-Jul-11	25-Aug-11
30-Sep-11	26-Aug-11	29-Sep-11
31-Oct-11	30-Sep-11	27-Oct-11
30-Nov-11	28-Oct-11	24-Nov-11
31-Dec-11	25-Nov-11	22-Dec-11

Support Staff**Appendix B**

PERIOD ENDING	SUBMIT TO HUMAN RESOURCES (FRIDAY)	PAYDATE (TUESDAY)
28-Jan-11	07-Jan-11	25-Jan-11
25-Feb-11	04-Feb-11	22-Feb-11
25-Mar-11	04-Mar-11	22-Mar-11
22-Apr-11	01-Apr-11	19-Apr-11
20-May-11	29-Apr-11	17-May-11
17-Jun-11	27-May-11	14-Jun-11
15-Jul-11	24-Jun-11	12-Jul-11
12-Aug-11	22-Jul-11	09-Aug-11
09-Sep-11	19-Aug-11	06-Sep-11
07-Oct-11	16-Sep-11	04-Oct-11
04-Nov-11	14-Oct-11	01-Nov-11
02-Dec-11	11-Nov-11	29-Nov-11
30-Dec-11	09-Dec-11	27-Dec-11



John Wheatley College

Licence / Insurance Check Form

Name: (Please print)

Address:

.....

.....

Section/School:

Designation:

Employee Signature:

The following documents have been checked for the driver and the vehicle used for business use on behalf of John Wheatley College:

- and current driving licence;
- a vehicle registration document or a valid MOT test certificate, if required, for the vehicle used; and
- a valid Motor Vehicle Insurance Document, this document states that the vehicle may be used for business purposes.

Human Resources Use Only					
Checked by:	Current Driving Licence. Class checked.	Vehicle Registration Document	MOT certificate	Motor Vehicle Insurance Document (must be for business use)	First Aid Kit
Signature					
Date					

Comments:

.....

John Wheatley College

Licence / Insurance Check Form

Administrative Note

The College requires to inspect the driving licence, vehicle registration document, MOT Test Certificate (if required) and Motor Insurance Certificate of employees who use their own vehicle(s) on official business on behalf of the College.

Your Motor Insurance Certificate must contain a clause that allows the vehicle to be used for business purposes and the original document will be checked on an annual basis by the Human Resources Section at the commencement of each academic year. In order to claim mileage allowance you must produce this document when requested.

The College is unable to pay travel claims until these documents have been produced.