

Expenses Policy

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Lincolnshire Community Health Services NHS Trust

Expenses Policy

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1.1	Whole Document	Policy realigned following implementation of the Transforming Community Services agenda & new legal entity	March 2011	Rachael Ellis-Ingamells
2	Whole Document	Review of policy including Additional information for Excess Mileage	Aug 2011 - Dec 2011	Rachel Madge
2.1	Review Date	Policy extended - Agreed at Employment Policy group March 2013	March 2013	Rachael Ellis-Ingamells
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4	Whole document	Full review of policy in line with Agenda for Change	June 2014	Laura Herrick
4.1	Section 4	Added new section 4.2 'Claiming excess travel when using public transport'	March 2016	Lyndsey Clapham
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5	Section 2.1	Amended to reflect the simplification of the process	January 2017	Carol Haycock
	Appendix B, C, D	Amended Appendix B, C, D	January 2017	Carol Haycock

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Lincolnshire Community Health Services NHS Trust

Expenses Policy

Contents

i Version Control Sheet

ii Policy Statement

Section	Description	Page
1	Expenses Guidelines	6
2	Travel Allowances	7
3	Eligible Mileage	9
4	Excess Travel	10
5	Training Mileage	13
6	Subsistence Allowances	14
7	Distance Travel	14
8	Other Expenses	14

Appendices

Appendix A	Application for Car User Approval	15
Appendix B	Process for Excess Travel Applications and Monitoring for Personal Car Users	18
Appendix C	Process for Excess Travel Applications and Monitoring for Lease Vehicle Users	19
Appendix D	Application for Assistance with Excess Travel Expenses (Personal Car)	20
Appendix E	Application for Assistance with Excess Travel Expenses (Lease Vehicle)	22
Appendix F	Application for Assistance with Excess Travel Expenses following Subsequent change of base (Personal Car)	24
Appendix G	Application for Assistance with Excess Travel Expenses following Subsequent change of base (Lease Vehicle)	26
Appendix H	Example expenses claims	28
Appendix I	Equality Analysis	33
Appendix J	NHSLA Monitoring	36

Lincolnshire Community Health Services NHS Trust

Expenses Policy

Policy Statement

Background The organisation reimburses employees for expenses incurred whilst engaged on the organisation's business in line with relevant Terms and Conditions of Service. An Electronic Expense System (EES) exists for this reimbursement. This will provide management with statistical information to more fully understand and manage this expenditure whilst providing employees with a stable, uniform and timely method of claiming allowable business expenses. The organisation will reflect any amendments at National Policy within its organisational policy.

Medical and Dental staff will continue to use the existing system and rates of mileage in place (Including Local Agreements for reimbursement of travel costs.)

Statement This policy sets out the arrangements for directly employed staff to claim reimbursement from the organization for expenditure wholly and necessarily incurred during the course of their work.

Chairs & Non-Executive Directors are not covered by this policy but are eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on Lincolnshire Community Health Services NHS Trust business (see guidance on the Appointment Commission Website).

Responsibilities Employees are required to minimise cost to the public purse and to claim accurately for legitimate expenses incurred, utilising the guidelines expressed in this Policy. Failure to do this may result in disciplinary or criminal action. See Countering Fraud and Corruption Policy obtainable from the LCHS website at www.lincolnshirecommunityhealthservices.nhs.uk

Following receipt of automatic electronic notification of expenses being submitted, Managers are to ensure that all submitted expenses are approved or rejected in a timely manner. If rejected that this is notified to employees as soon as possible. It is the responsibility of this authorising manager to check and verify that each claim is correct and complies with this Policy & Guidelines.

Training Training in the use of the Electronic system is by the use of system's embedded procedure and guidelines, automated help facilities, and system provided Web based training exercises, (Webinars). Workforce Service Centre is available to provide support to employees.

Resources Implication This Policy is a codification of existing Local & National Procedures & Practice already in place means that this Policy is resource neutral.

Equality and Diversity Statement This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.

Lincolnshire Community Health Services NHS Trust

Expenses Policy

1 Expenses Guidelines

1.1 Claims

Claims should be submitted on a monthly basis. Claims submitted more than three months after the date to which they relate may not be paid (except in exceptional circumstances e.g. extended illness).

It is the individual's responsibility to ensure that claims are submitted promptly particularly at the end of the Financial Year (i.e. March 31st) and the Line Manager's responsibility to ensure they are approved on time.

Staff may use the monthly claim to be reimbursed for their miscellaneous expenses as well as mileage and subsistence allowances. Miscellaneous expenses are for travel and other small out of pocket expenses (for example, bus / tube fares or emergency business calls from private phones). Other items should be purchased, with prior approval, through the normal procurement routes. Before incurring any expenses outside the scope of this policy, staff should obtain explicit written approval from their line manager.

1.2 Receipts

Receipts (itemised receipts) will be used as evidence to support electronic expense claims. Employees are responsible for this and sending them on to Payroll Services for archiving and retention for audit purposes within two weeks of the claim being submitted.

When miscellaneous expenses are claimed, itemized phone bills or receipts must be provided (except for tolls and car park fees if no receipt is given).

This can be achieved by the employee carrying out one of the following options

- Showing the original receipt to the Manager before the employee sends it on to Payroll Services.
- Sending a photocopy of the original to the Manager; the employee then sends the original receipt to Payroll Services.

If the employee has access to a scanner then the original may be scanned and electronically attached to the claim, before the original is sent to Payroll Services by the employee.

- Employees should follow the process below for each submitted claim: Use a sealable envelope, not a transit envelope
 - On the outside **clearly** write the following information or use the label template which can be found on the expenses page on the staff intranet
 1. 'EXPENSES RECEIPTS'
 2. Your full Name

3. Employee/Assignment number
4. Claim Number (from the electronic expenses system)
5. Dates of period covered by the claim (from the electronic expenses system)
6. PAYROLL ADDRESS –

Payroll Shared
 Services Gervas
 House
 Long Leys Road
 Lincoln LN1 1EJ

Place all receipts relevant to the claim in the envelope and seal it. No other information needs to be included.

2 Travel allowances

2.1 General

Staff are expected to use public transport whenever appropriate. Where cars are used, staff are expected to share whenever possible.

All staff must complete a Car User Approval form (see appendix A) and provide evidence of satisfactory Insurance cover, a current valid driver licence, and, where applicable, a valid MOT Certificate. Satisfactory insurance cover must include cover for business travel when they commence employment or if it is the first vehicle they have registered to drive since commencing employment.

When staff change their vehicle or want to add an additional vehicle to the expenses system, this can be done via the expenses system by the employee directly.

It is the responsibility of employees to inform their employer of any changes in status or driving offences which made lead to a loss of license or other conditions whilst in employment

Where documentation has been provided which is suspected to be false, a referral must be made by the organization to the Local Counter Fraud Specialist for investigation.

Any claim for expenses which is suspected to be false, must be referred to the Local Counter Fraud Specialist ensure appropriate investigation can be made. This may result in the application of a criminal sanction and action may be taken under the Trust's Disciplinary Policy.

Any overpayments will be actioned in accordance with P_HR_67 Overpayment Policy.

2.2 Mileage Rates

Employees who use their vehicles in the performance of their duties will be reimbursed their motoring costs in line with Section 17 NHS Terms and Conditions of Employment.

Medical and Dental staff will continue to use the existing system and rates of mileage in place. This includes any local agreements for reimbursement of travel costs. (Please refer to NHS Employers, Medical & Dental Terms & Conditions of Service for these rates.

2.3 Reserve Mileage Rate

A Reserve rate of reimbursement will apply to employees using their own vehicles for business purposes in the following situations:-

If an employee unreasonably declines the employers' offer of a lease vehicle

When employees are required to return to work or work overtime in line with Section 3 of the NHS Terms and Conditions of Employment on any day, and incur additional travel to work expenses on that day. This provision will apply if the employee chooses to be paid for the extra hours or takes time off in lieu (TOIL)

- When a claim for excess mileage is made in situations where there is a compulsory change of base, either permanent or temporary resulting in extra daily travelling
- Expenses for an agreed period of time.

If an employee uses his or her own vehicle when suitable public transport is available and appropriate in the circumstances, subject to a maximum of the public transport cost which would have been incurred.

(Please refer to section 17.17 of the NHS Terms & Conditions of Employment Handbook for detailed guidance).

2.4 Mileage Threshold Rate Reduction

If the reserve rate is applicable but a standard user claiming against it has incurred a sufficient number of miles to be in receipt of the lower standard rate, (more than 3,500 miles) then the lower rate may be used.

After 3,500 miles the annual mileage standard rate reduces. The reimbursement rates are based on information from the AA guides on motoring costs and will be reviewed by the latest guides twice a year in April/May and October/November.

2.5 Lease Vehicles

Where employees are travelling in excess of 3,500 miles in a year, the feasibility of using a lease vehicle will be offered in line with the individuals Terms and Conditions of Service.

Consideration should be given to whether or not the mileage incurred is essential or could be reduced. Employers offering lease cars (or pool cars) should only do so where it is deemed to be in the interests of the service.

Further guidance regarding lease vehicles can be found in Annex M of the NHS Terms & Conditions of Service Handbook.

Full details of the organisation's Lease Vehicle Scheme are provided separately (This policy should be read in conjunction with the LCHS Lease Vehicle Scheme Policy).

2.6 Passengers

With the exception of lease car users, where other employees or members of an NHS organisation are conveyed in the same vehicle on NHS business and their fares would otherwise be payable by the employer, passenger allowances shall be paid at the rate set within Section 17 of the NHS Term and Conditions of Employment.

2.7 Pedal Cyclists

Employees who use their pedal cycles to make journeys in the performance of their duties will be reimbursed for eligible miles travelled at the rate set out within Section 17 of the NHS Terms and Conditions of Employment

2.8 Transporting Equipment

Employees who use their own vehicles in the performance of their duties should not be allowed to carry equipment which is heavy or bulky, unless a risk assessment has been carried out beforehand by the relevant line manager. When after the necessary assessment has been demonstrated it is safe to carry equipment, an allowance shall be paid for all eligible miles for which the equipment is carried provided that either:-

- The equipment exceeds a weight which could reasonably be carried by hand. Or:
- The equipment cannot be carried in the boot of the vehicle and is bulky as to reduce the seating capacity of the vehicle.

Individuals who feel they may be eligible to submit a claim are encouraged to discuss this with their line manager and seek advice from Workforce Service Centre.

2.9 Other Vehicle Related Expenses

The organisation does not accept responsibility for traffic offences of any type (including parking, congestion fines and any associated administrative costs) by third parties; that occur during business or private motoring. The employee is responsible for payment, within the stipulated period, of any penalties, excess charges, fines and associated administrative costs that occur when they are using a vehicle.

3. Eligible Mileage

3.1 Eligible Mileage

Employees will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey. Normally, the miles eligible for reimbursement are those travelled from the agreed work base and back.

When the journey being reimbursed starts or ends at a location other than the agreed work bases, for example home, the mileage eligible for reimbursement will be as set out in 17.15 of NHS Terms and Conditions of Employment.

3.2 Staff Based at Home

Exceptionally, when formally agreed in writing, employees may have their home designated as their work base and shall be paid the standard rate or reserve rate as appropriate for all journeys by the most direct route from their home to all places necessarily visited on duty and back to their home.

4. Excess Travel

4.1 Eligibility

- 4.1 .1 In accordance with NHS Terms and Conditions of Employment, employees who are required to change their base of work as a result of a merger of NHS employers, or their acceptance of another post as an alternative to redundancy, may be reimbursed their extra travelling expenses for a period of four years from the date of transfer or up to a maximum of £4000 (whichever comes first) (further information may be found in Transforming Services Matters Policy).

- 4.1.2 In addition, the organisation may also approve payment of excess travel costs to staff arising from an internal reorganisation of accommodation that would not be regarded as a redundancy situation.
- 4.1.3 This entitlement shall be calculated on the basis of bus fares or standard rail travel or, if the employee travels by private motor vehicle, on the basis of the reserve mileage rate.
- 4.1.4 Staff on fixed term contracts will be eligible for excess travel costs only for the period of their current fixed term contract and only if their contract specified a fixed base.
- 4.1.5 Additional travel costs resulting from an employer-instigated change of base that is temporary (twenty four months maximum) are regarded as normal travel costs and not excess travel costs.
- 4.1.6 The entitlement will expire prior to the end of the agreed period in the following circumstances:
- The affected employee voluntarily moves to an alternative post even if that post is located at the same base and in the same department. Entitlement will expire with effect from the date that the employee commences the new post.
 - A change of the employee's home address means that their travelling expenses to and from their new base of employment no longer exceeds the travelling expenses associated with their journey to and from their original base of employment
 - A further change of base means that the employee's journey to and from work no longer exceeds the travelling expenses of that associated with their original base of employment
 - The employee voluntarily moves to a different base and/or the employee voluntarily moves to a different base and subsequently moves back to their original base at a later date. In this instance the employee would forfeit their entitlement to claim excess travel.
- 4.1.7 Where an employee is subsequently required to change their base for a second time during the stated entitlement period, which in turn continues to increase the distance travelled from their home to their new base the employee must submit a new application for Approval to Claim Excess Travel.

In this instance the entitlement period will recommence from the effective date of the second change of base for the relevant period in accordance with the Policy for Relocation Expenses or up to a maximum of £4000 whichever comes first. For the remainder of the original entitlement period the entitlement will be calculated as the mileage from the third base of employment less the mileage from home to the first base of employment 1. At the end of the original 4 year period (and only in the event that the entitlement still applies i.e. the employee has not reached the maximum £4000) entitlement will need to be recalculated as the mileage from home to the third base of employment less the mileage from home to the second base of employment.

- 4.1.8 Employees who are claiming excess travel will still be able to claim this when attending their 'first call'. If the 'first call' incurs a greater travelling distance than the distance if travelling from the old work base, this will be paid at reserve rate (Excess Travel Rate) and any additional mileage will be paid at standard rate

Additionally, if the mileage between the new base and location visited is less than the actual distance travelled from home to location visited, the shortfall can be claimed as excess mileage (up to the excess mileage ceiling authorised).

Please see example below:

<p><i>Home to Old Base = 37 Miles</i> <i>Home to New Base = 62 Miles</i> <i>Excess Travel Claim = 25 Miles</i> <i>(Usual amount claimed)</i></p> <p><i>Home to Work Event = 70 Miles</i> <i>Standard Rate Claim = 8 Miles</i></p>

Further diagrammatic examples of different situations are available at the end of the policy.

- 4.1.9 Staff approved for excess travel should not claim business travel for journeys between their home and their old base. Employees are required to minimise cost to the public purse and to claim honestly for all expenses incurred. Failure to do this may result in disciplinary or criminal action.

4.2 Claiming Excess Travel when using Public Transport

Where staff incur excess travel and wish to travel by public transport, the calculation used to determine their entitlement involves looking at the costs the employee incurred post move (i.e. based on the daily / weekly cost of standard train or bus ticket) and then the deduction of any costs they had prior to the move (i.e. the number of miles from their home to their original base x excess mileage rate or cost of public transport – at standard rate).

Individuals are entitled to claim the difference for a period of 4 years or £4000, whichever comes first. These claims may be made using the on-line expenses system, employees will need to keep copies of train/bus tickets to be shown to the manager and the original should be sent to Payroll services in line with receipts in section 1.2 of the policy.

4.3 Taxation

In accordance with HM Revenue and Customs rules, excess travel payments for home to work journeys (unless due to a temporary relocation) are subject to PAYE.

4.4 Application to claim Excess Travel Expenses for Personal Car Users/Users of Public Transport

Eligible staff must complete an Application for Assistance with Excess Travel Expenses form (personal car users) (see Appendix E of policy) and submit this to their line manager for approval.

Where public transport is available and less expensive than excess mileage, a driver will be expected to claim additional fares rather than excess mileage.

4.4.1 Approval

The manager should consider the application and clearly indicate the approved daily excess travelling expenses and duration of the entitlement period. The completed application form should then be sent to Workforce Services at Beech House together with an EF2 Employee Change form including the change of base and the start and end dates of the entitlement period.

All completed applications will require final approval from Workforce and Transformation Directorate. Once approved, the employee will be notified of their entitlement commencement date and the option to claim excess travel expenses will be added to the employee's record on the electronic expenses system.

4.4.2 Claims

Claims should be submitted through the e-expenses system (EES) on a monthly basis separately from normal business mileage expenses and using the appropriate excess mileage option. Claims submitted more than three months after the date to which they relate may not be paid (except in exceptional circumstances e.g. extended illness).

It is the individual's responsibility to ensure that claims are submitted promptly, particularly at the end of the financial year (i.e. March 31st), and the line manager's responsibility to ensure they are approved on time.

For a simplified flowchart of the application and approval process please refer to appendix C. **4.3.3**

4.4.3 Reapplying following subsequent change of base

Eligible staff must complete an Application for Assistance with Excess Travel Expenses following subsequent change of base (Personal Car Users Only) Appendix G of this policy. The approval process will remain as outlined in section 4.3.1

4.5 Excess Travel Expenses Lease Car Holders

4.5.1 Taxation

Lease car users can claim excess mileage at their normal lease car fuel rate but they should be aware they will face a benefit in kind scale tax charge (BIK) instead of PAYE. This is because home to work travel is deemed private mileage for tax purposes and subject to "company car" tax rules. The BIK is a flat rate sum based on the CO2 emissions of the car and is charged irrespective of the mileage. For many drivers, the scale charge will exceed the value of the excess mileage payment – particularly drivers of high CO2 vehicles with relatively small excess mileage claims. Lease car users should therefore consider not applying for excess mileage but an excess time payment (excess time is available only to lease car users). For all lease car users, excess time payment will provide a similar or higher payment after tax.

Excess time follows similar principles to excess travel but rather than be paid a fuel allowance per additional mile, drivers are paid an additional time allowance (based upon the travel time from home to new base compared to home to old base). The allowance will be paid at the national minimum wage. Assessment of excess travel time is invariably more variable and less amenable to independent verification than mileage so the organisation will assume an average of 45mph.

4.5.2 Applying

As a consequence of the above eligible lease car holders will be unable to claim fuel for excess mileage using the electronic expenses system and must complete an Application for Excess Travel by Lease Car Holders (see Appendix F) in order claim excess travel time as per 4.4.1. Employees should submit the completed application to their line manager for approval.

4.5.3 Approval

The approval of applications is in line with section 4.3.1

4.5.4 Claims

The submission of claims is in line with section 4.3.2

For a simplified flowchart of the application and approval process for lease car holders please refer to Appendix D of policy.

4.5.5 Lease Car Agreements

In calculating business mileage to assess the entitlement to a lease car, excess mileage will be disregarded. However, at the end of the contract, if an additional payment is due to the lease company wholly because of excess mileage, the employer will meet this cost and not the employee.

4.5.6 Reapplying following subsequent change of base

Eligible staff must complete an Application for Assistance with Excess Travel Expenses following subsequent change of base by Lease Car User (see Appendix H of policy) The approval process will remain as outlined in section 4.4.3

4.6 Change of Employee Circumstances during the protected entitlement period

Should any changes occur that may affect an employee's entitlement to claim excess travel expenses (see section 4.1 .4) employees must inform their line manager and Workforce Service Centre immediately and submit an EF2 Change form at which point their entitlement to claim excess travel will be removed from the travel expenses system. Failure to notify the organisation of any such change will mean that any excess monies claimed will be required to be repaid.

4.7 Notice of Entitlement Expiry

Prior to the end of the entitlement period, the Workforce Service Centre will write to an employee to give a minimum of 30 days' notice of their entitlement to claim excess travel expenses. Following the entitlement end date, the employee will no longer be authorised to submit any further claims and where appropriate entitlement to claim excess travel expenses will be removed from the electronic expenses system.

5. Training Mileage

When attending courses, conferences or events at the employer's instigation, travel costs will be reimbursed at the standard rate in Table 7 of Section 17 of NHS Terms and Conditions of Employment.

Subject to the prior agreement of the employer, travel costs incurred when staff attend training courses or conferences and events, when the attendance is not required by the employer, will be reimbursed at the reserve rate as identified in Table 7 of Section 17 of NHS Terms and Conditions of Employment.

5.1 Attendance at Place of Employment outside Normal Hours

This paragraph applies to employees who are required to return to or to attend their place of employment outside their normal hours of duty. This will be in circumstances where they would be entitled to overtime or time off in lieu as detailed in section 2.3 of this policy. In these circumstances any expenses which are in excess of the expenses they incur as a result of their normal attendance at work, and which are actually and necessarily incurred in travelling to and from home, shall be reimbursed at a reserve rate. Claims for expenses should not be met when no additional expenditure is incurred e.g. when the employees concerned have a season ticket, or where the time lapse between two consecutive periods is sufficiently short for it to be considered reasonable for the employee to remain at or near their place of employment.

If an employee claims mileage outside the scope of their normal working hours then they shall be exempt from the 'Home to Location' mileage calculation for that expense item.

6 Subsistence Allowance

The purpose of this section is to reimburse employees for the necessary extra costs of meals, accommodation and travel arising as a result of official duties away from home. Business expenses which may arise, such as the cost of a fax or official telephone calls, may also be reimbursed with certified proof of expenditure. Subsistence allowances will be paid in accordance with Section 18 of NHS Terms and Conditions of Employment or other relevant Terms and Conditions of Employment (e.g. Medical and Dental)

The following relates to maximum amounts; receipts are required (other than for Day Subsistence) but it should be noted that only amounts up to the maximum ceiling amount will be paid.

7. Distance Travel

7.1 Rail

When travelling by train, a ticket should be procured by contacting the Procurement Team within Shared Services with details of the proposed trip. This may be used to include underground fares. This may be done via the Procurement Team's link:

<http://ski.lincolnshire.nhs.uk/LCHS/Forms/AllItems.aspx?RootFolder=%2fLCHS%2fProcurement%20Shared>

However, where possible, discounts for advanced purchase should be used. In, exception circumstances, rail tickets need to be purchased at short notice an employee may purchase tickets directly and make an expense claim in the normal way, ensuring that all receipts are included.

Claims for reimbursement of First Class travel will not be authorised.

7.2 Air

If travelling by air then the Procurement Team should be contacted for further information.

8. Other Expenses

8.1 Mobile Phones

In certain circumstances staff may be authorised by their Director/Head of Service to use their own private mobile phones for business use and will be able to reclaim call charges via their normal expense claim.

8.2 Hotels

Hotels may be booked by contacting the Procurement Team within Shared Services with details of the proposed overnight stay. This may be done via the Procurement Team's link:
<http://ski.lincolnshire.nhs.uk/LCHS/Forms/AllItems.aspx?RootFolder=%2fLCHS%2fProcurement%20Shared>

8.3 Associated Policies

Relocation Policy
Workforce Reduction, Redeployment & Redundancy Policy

Appendix A - Application for Car User Approval

Applicants Details for Completion by Individual

Employee Name: MR/MRS/MISS/DR:

Assignment Number:N.I. number

Home Address:

Postcode: Business Unit:

Post title: Base:

Vehicle Make: Model:

Engine Capacity: Year:

Registration Number: Petrol/Diesel (delete as applicable)

This is my first car to be approved/a replacement vehicle for/an additional vehicle

(complete/delete as applicable)

I apply for authorisation to use my private vehicle on official business and to claim the appropriate allowances in respect thereof.

Signature: Date:

Applicant's Details for Completion by the Manager

Estimated annual business mileage:

Approval effective from (date):

Please specify period the approval is required for, if not for a permanent basis:

Will the employee be required, as part of his/her duties, to carry:

(a) Patients YES/NO (b) NHS Equipment YES/NO

If YES to either option please note that evidence must be provided that business cover includes this.

Rate approved as: (Please Specify by ticking box)

- Agenda for Change (Standard Rate) U
- Agenda for Change (Motor Cycle) U
- Agenda for Change (Pedal Cycle) U
- Agenda for Change (Passenger allowance) U
- Agenda for Change (Reserve Rate) U
- Carrying heavy or bulky equipment U
- Standard Rate (General Whitley Council – for Medical Dental Employee) U
- Regular User Rate (General Whitley Council - for Medical Dental Employees) U

**CAR INSURANCE DETAILS FOR COMPLETION BY THE MANAGER
COPIES TO BE ATTACHED**

Insurance Company:

Policy Number:

Current Policy Expiry Date:

M.O.T. Cert Expiry Date (or due date if < 3 years old):

Photocard Driving Licence Expiry Date:..... Driving Licence Inspected:.....

Full Driving Licence Expiry Date:

I confirm that I have inspected the M.O.T. and driving licence for the above named employee and their insurance policy clearly states that they are covered to drive for 'business use'. I have attached copies of the insurance, MOT Certificate and Driving Licence.

I have attached copies of the insurance, MOT certificate and Driving Licence (photocard and printout from DVLA)

.....

Print Name:

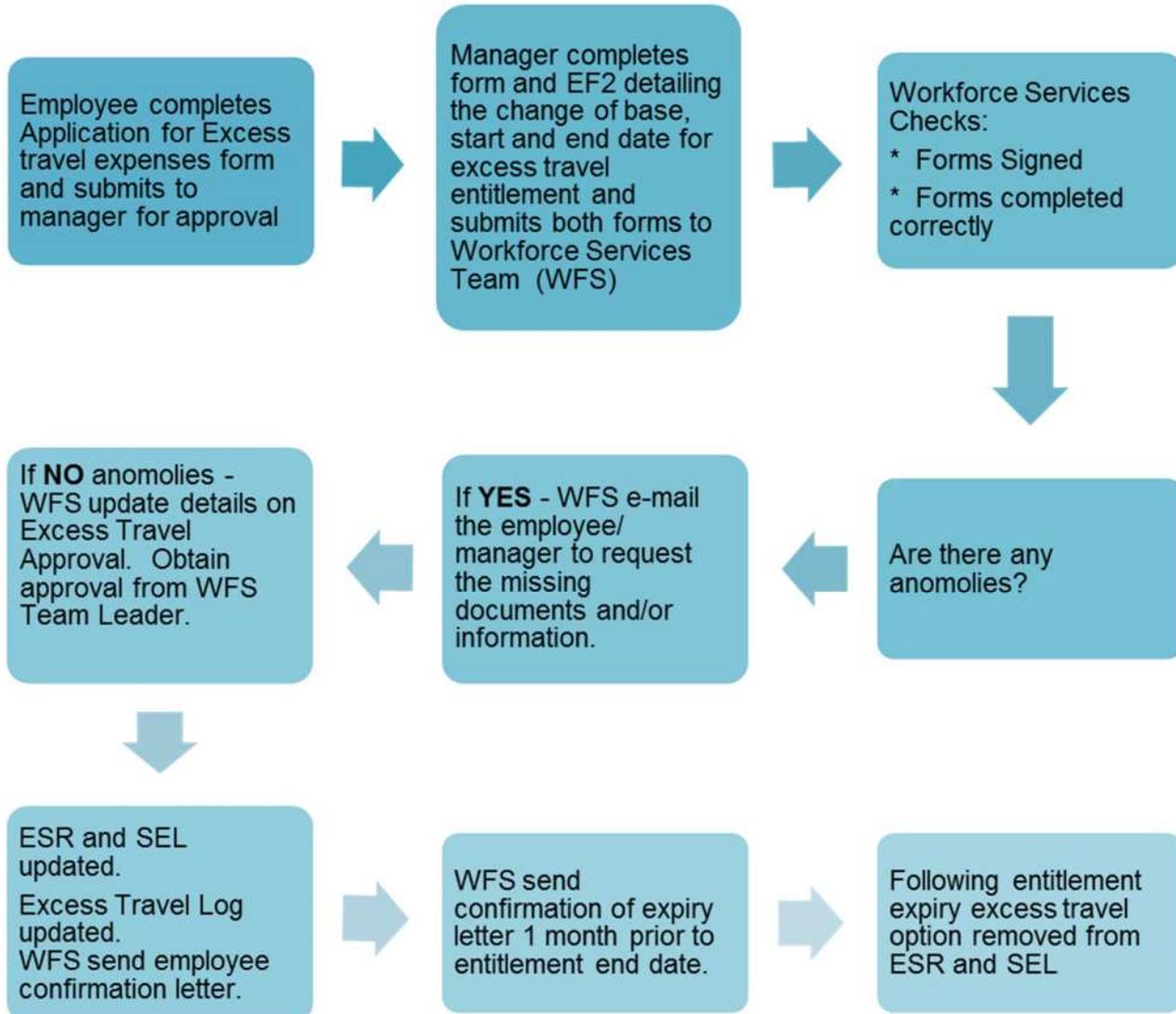
Signature-Manager:

Designation:

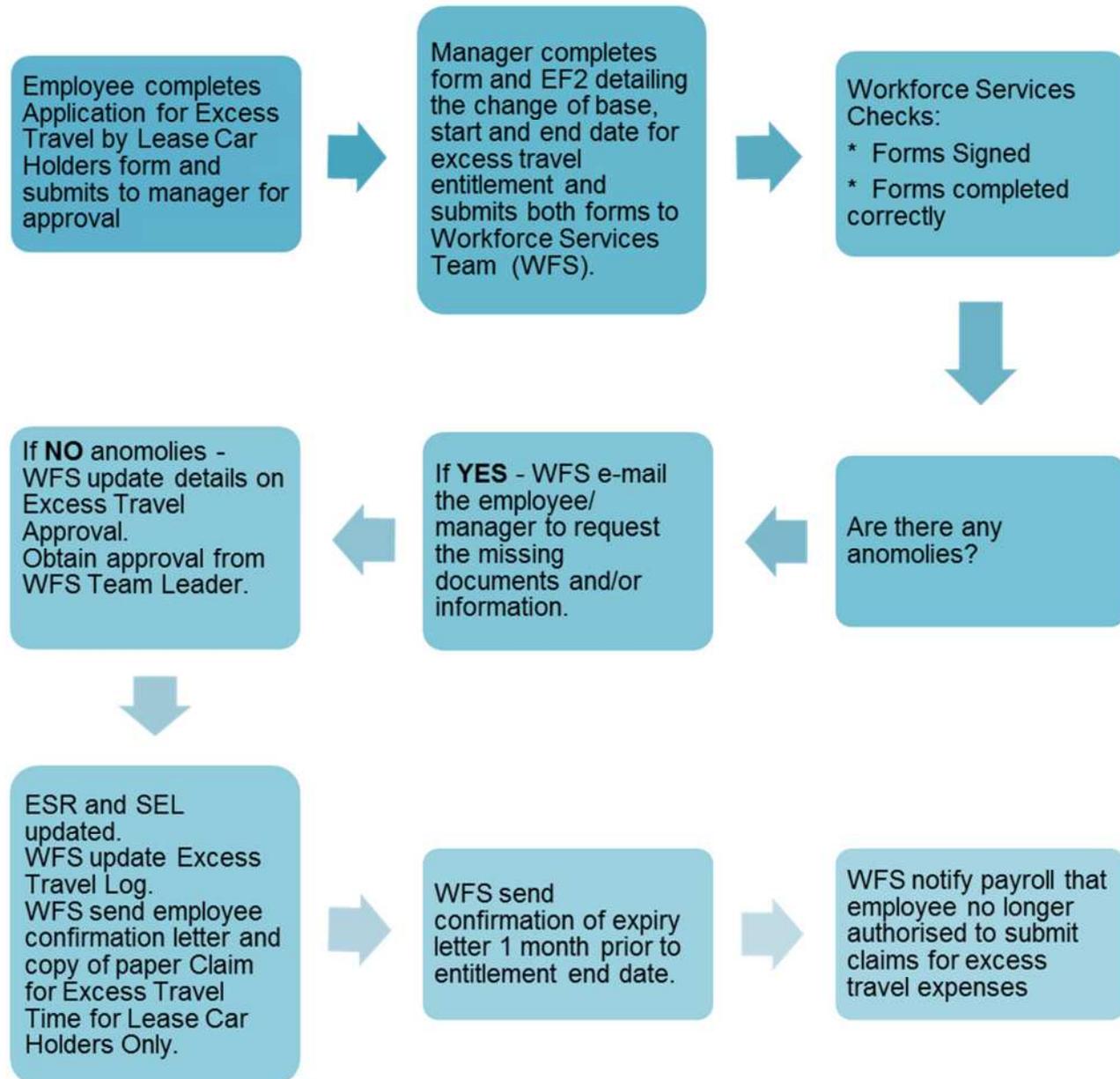
Date:

This completed form should now be forwarded to Workforce Service Centre, Beech House, Waterside South, Lincoln, LN5 7JH who will check your application and forward to payroll for processing.

Appendix B - Process for Excess Travel Applications and Monitoring for Personal Car Users



Appendix C Process for Excess Travel Applications and Monitoring for Lease Car Holders



Appendix D - Application for Assistance with Excess Travel Expenses (Personal Car Users/Users of Public Transport)

To be completed by the employee and submitted to the manager

Employee Name:

Assignment Number: N I number:

Home Address:

Postcode: Business Unit:

Post title:

Vehicle Make: Model:

Engine Capacity: Year:

Registration Number: Petrol/Diesel (delete as applicable)

I wish to apply for excess travelling expenses in lieu of a change to my contracted base of employment from

..... to.....

Date of relocation of base End date of entitlement
(maximum 4 years from commencement date or a maximum of £4000 whichever comes first)

Reason for relocation of base

Please give the following information:

- a) Mileage from home to new base miles
- b) Mileage from home to previous base miles
- c) Excess mileage (a-b) miles
- d) Total daily Excess mileage miles

Users of Public Transport

Do you currently travel by public transport to work? Yes / No

If yes please indicate the cost of standard bus/train fare: a) Single £ b) Return £

[Type text]

Do you intend to travel by public transport to work to your new base? Yes / No

If you have previously travelled by car but intend to use public transport in the future, this may be calculated by

- identifying your current daily travel cost for public transport purposes (see below)

c) Mileage from home to original base x excess travel rate (28p per mile) One way £..... Return £.....

Your eligible claim for public transport rate is the cost of standard bus/train fare to new base as stated above (single/return) minus the cost calculated in c) One way £..... Return £.....

I certify that:

- a) The information given is true and accurate.
- b) I apply to be paid excess mileage allowance for a maximum period of 4 years or up to a maximum of £4000, whichever comes first from the transfer date following my change of base
- c) I am aware of the circumstances which may affect my entitlement to claim excess travel expenses and I undertake to inform the HR Department should such circumstances arise.

Print Name:

Signature..... Date:.....

To be completed by the Manager

I have:

Verified the excess mileage stated Verified
the period of entitlement

Approved by (Print Name):

Signature:

Designation: **Date:**

The completed form and a copy of the EF2 Change form confirming change of Base should now be forwarded to Workforce Service Centre, Beech House, Waterside South, Lincoln, LN5 7JH who will check your application and forward to Payroll for processing.

Appendix E Application for Excess Travel by Lease Car User (see attached notes)

To be completed by the employee and submitted to the manager

I wish to apply for excess travelling time allowance

..... Employee

Name:

Post title Business Unit

Home Address

Postcode: N I number:

I wish to apply for excess travelling expenses in lieu of a change to my contracted base of employment from to

Date of relocation of base End date of entitlement
(max 4 years from commencement date or a maximum of £4000 whichever comes first)

Reason for relocation of base

Please give the following information:

- a) Mileage from home to new base.....minutes (..... miles)
- b) Mileage from previous base minutes (..... miles)
- c) Excess travel (a- b) miles
- d) Total daily excess mileage miles
- e) Excess travel (c divided by 0.75 equates to excess minutes)mins

I certify that:

- a) The information given above is true and accurate
- b) I apply to be paid excess time allowance for the period indicated above which is a maximum of 4 years from the commencement date or up to a maximum of £4000 whichever comes first from the transfer date following my entitlement to claim excess mileage
- c) I am aware of the circumstances which may affect my entitlement to claim excess travel expenses and I undertake to inform the HR Department should such circumstances arise.

Print Name: Signature Date:

To be completed by the Manager. I have Verified the excess mileage and travel time stated
Verified the period of entitlement

Approved by (Print Name):Signature:

Designation: Date:

This completed form should now be forwarded to Workforce Service Centre, Beech House, Waterside South, Lincoln, LN5 7JH who will check your application and forward to payroll for processing.

Guidance Notes on Excess Travel Expenses by Lease Car User

With effect from the 2011/12 tax year, staff with lease cars who would otherwise be entitled to payment of fuel for excess travel (i.e. when moving work base as an alternative to redundancy) can claim for excess travelling time. If approved, eligible staff claim the excess travel time allowance through a monthly claim. The payment is made through payroll and is subject to normal deductions (except pension).

As you have been required to change your contracted base of employment which in turn has increased the distance travelled from your current home address to your new base, please complete the appropriate application form in conjunction with your Manager to apply for assistance with excess travel expenses from the date of the transfer. The form should be forwarded to Workforce Services, Beech House, Witham Park, Waterside South, Lincoln, LN5 7JH together with a completed EF2 Change form including the change of base that has occurred and the start and end dates of the entitlement period.

The following notes confirm the terms of the excess travel expenses agreement

1. The entitlement may be claimed for a period in accordance with the Expenses Policy
2. Entitlement may also expire prior to this date in the following circumstances:
 - You voluntarily move to an alternative post even if that post is located at the same base and in the same department
A change of your home address means that your journey to and from your new base no longer exceeds the mileage associated with your journey to and from your original base of employment
 - A further change of base means that your journey to and from work no longer exceeds the mileage of that associated with your original base of employment
You voluntarily move to a different base and/or you voluntarily move to a different base and subsequently move back to your original base at a later date. In this instance you would forfeit your entitlement to claim excess travel.
3. In the event that you are required to change your base for a second time during the stated entitlement period, which in turn continues to increase the distance travelled from your home to your new base of employment you must submit a new application for Approval to Claim Excess Travel. In this instance the entitlement period will recommence from the effective date of the second change of base for the relevant period in accordance with the Policy for Relocation Expenses or up to a maximum of £4000 whichever comes first. The mileage from home to previous base will need to be recalculated as the mileage from home to the second base of employment and the mileage from home to the new base as the mileage from home to the third base of employment.
4. Entitlement to claim excess travel expenses will be based on your home address and the approved daily excess mileage recorded on your application to claim excess travel expenses to be confirmed at the commencement of the agreement. Should you subsequently move to a house that is further away from your new base of employment please be advised that this means that you will not be entitled to claim any additional mileage incurred.

Approval Process

Please be aware that you will be unable to submit any claims for excess travel expenses until your application has been approved by the Workforce Department.

Complete applications received in the Workforce Department after the **3rd of the month** may not be processed until the subsequent month.

Appendix F - Application for Assistance with Excess Travel Expenses following subsequent change of base (Personal Car Users Only)

To be completed by the employee and submitted to the manager

Employee Name:

Assignment Number:N I number:

Home Address:

Postcode: Business Unit:

Post title:

Vehicle Make:Model:

Engine Capacity:Year:

Registration Number: Petrol/Diesel (delete as applicable)

I wish to apply for an extension to my entitlement to claim excess travelling expenses in lieu of a further change to my contracted base of employment from to

Date of original relocation of base End date of entitlement.....

Date of subsequent relocation of base End date of entitlement.....
(maximum 4 years from commencement date or a maximum of £4000 whichever comes first)

Reason for relocation of base

Please give the following information:

Excess Travel for remainder of original entitlement period

- a) Mileage from home to second base miles
- b) Mileage from home to original base miles
- c) Excess mileage (a-b) miles
- d) Total daily Excess mileage miles

Extended Excess Travel entitlement following end of original entitlement period

- e) Mileage from home to third base miles
- f) Mileage from home to second base miles
- g) Excess mileage (e-f) miles
- h) Total daily Excess mileage miles

I certify that:

- a) The information given is true and accurate.
- b) I apply to be paid excess mileage allowance for a maximum period of 4 years or up to a maximum of £4000, whichever comes first from the transfer date following my change of base
- c) I am aware of the circumstances which may affect my entitlement to claim excess travel expenses and I undertake to inform the HR Department should such circumstances arise.

Print Name:

Signature..... Date:

To be completed by the Manager

I have:

- Verified the excess mileage stated
- Verified the period of entitlement

Approved by (Print Name):

Signature:

Designation: **Date:**

The completed form and a copy of the EF2 Change form confirming change of Base should now be forwarded to Workforce Service Centre, Beech House, Waterside South, Lincoln, LN5 7JH who will check your application and forward to Payroll for processing.

Appendix G - Application for Assistance with Excess Travel Expenses following subsequent change of base by Lease Car User

To be completed by the employee and submitted to the manager

I wish to apply for excess travelling time allowance

Employee Name:

Assignment Number: N I number:

Home Address:

Postcode: Post title:

I wish to apply for an extension to my entitlement to claim excess travelling expenses in lieu of a further change to my contracted base of employment from to

Date of original relocation of base End date of entitlement

Date of subsequent relocation of base End date of entitlement
(maximum 4 years from commencement date or a maximum of £4000 whichever comes first)

Reason for relocation of base

Please give the following information:

Excess Travel for remainder of original entitlement period

- | | |
|---|-------|
| a) Mileage from home to third base | miles |
| b) Mileage from home to original base | miles |
| c) Excess mileage (a-b) | miles |
| d) Excess travel time (c divided by 0.75) | mins |
| e) Total daily excess mileage miles Total Excess time | mins |

Extended Excess Travel entitlement following end of original entitlement period

- | | |
|--|-------|
| f) Mileage from home to third base | miles |
| g) Mileage from home to second base | miles |
| h) Excess mileage (f-g) | miles |
| i) Excess travel time (c divided by 0.75 miles) | mins |
| j) Total daily excess mileagemiles Total Excess time | mins |

I certify that:

- The information given is true and accurate.
- I apply to be paid excess mileage allowance for a maximum period of 4 years or up to a maximum of £4000, whichever comes first from the transfer date following my change of base.

c) I am aware of the circumstances which may affect my entitlement to claim excess travel expenses and I undertake to inform the HR Department should such circumstances arise.

Print Name:

Signature Date:

To be completed by the Manager

I have:

- Verified the excess mileage stated
- Verified
 - the period of entitlement
 -

Approved by (Print Name):

Signature:

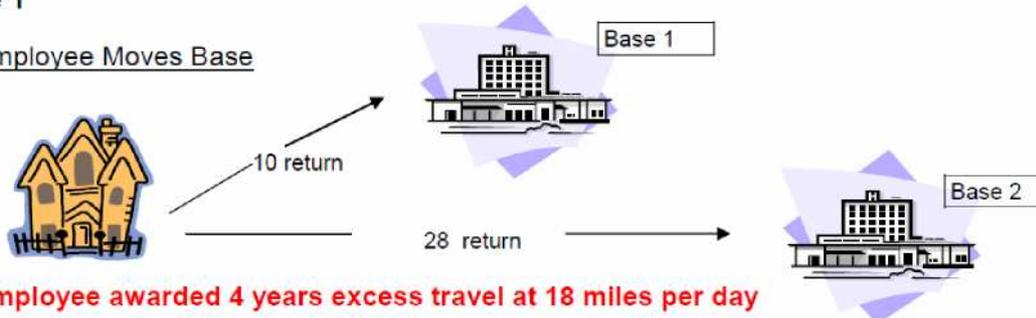
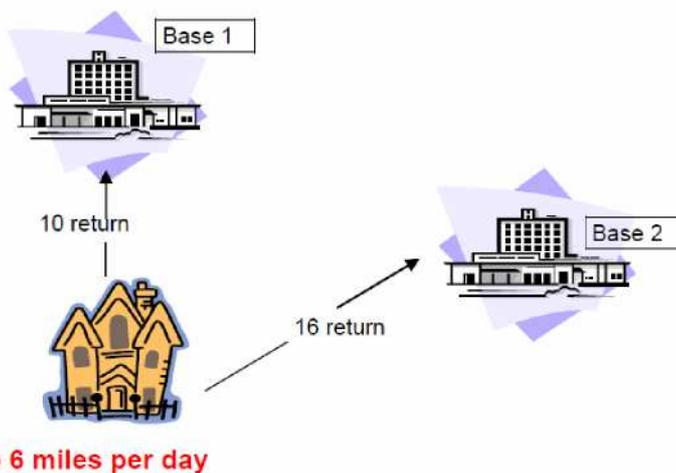
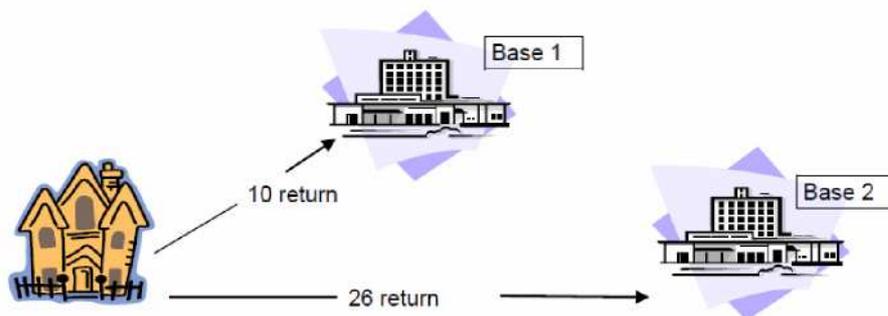
Designation: **Date:**

The completed form and a copy of the EF2 Change form confirming change of Base should now be forwarded to Workforce Service Centre, Beech House, Waterside South, Lincoln, LN5 7JH who will check your application and forward to Payroll for processing.

Appendix H

Example A. Employee moves house during excess travel period

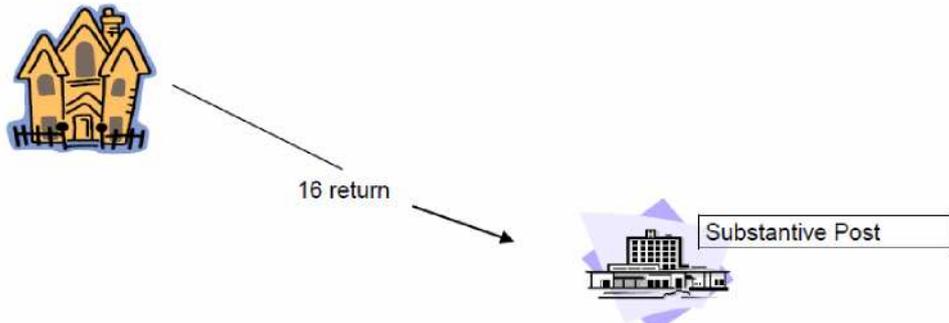
Example 1

a) Employee Moves Baseb) Twelve Months Later Employee Moves Home – Nearer to New Basec) Twelve Months Later Employee Moves Home Once More, Further Away From New Base but within original 18 miles excess travel awarded.

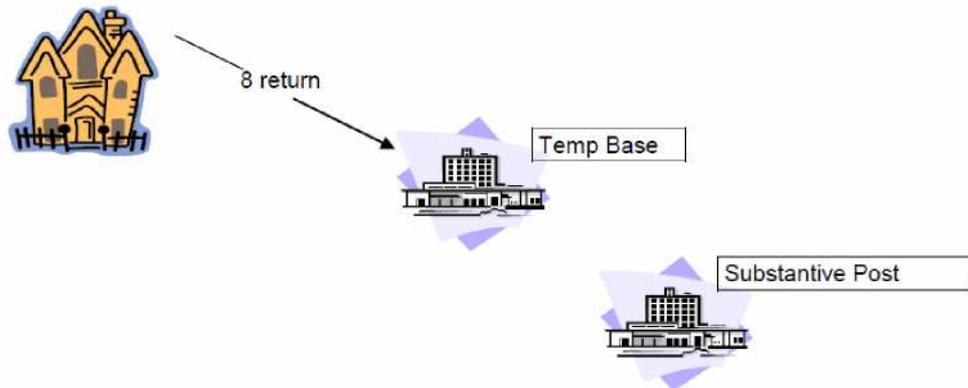
Example B: Temporary base prior to substantive post

Example 2

- a) Employee Joins Trust

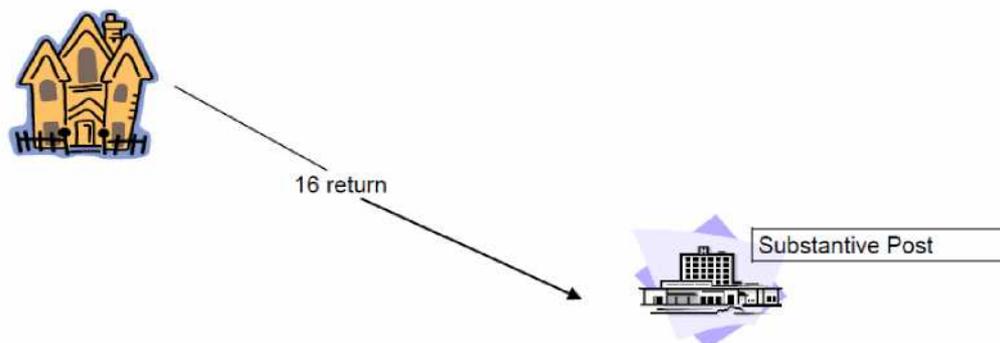


- b) Employee Moves Temporarily to New Base Which Is In the Process Of Closing Down



Assessed for Temporary Work Place Rule – no payment as no additional costs incurred.

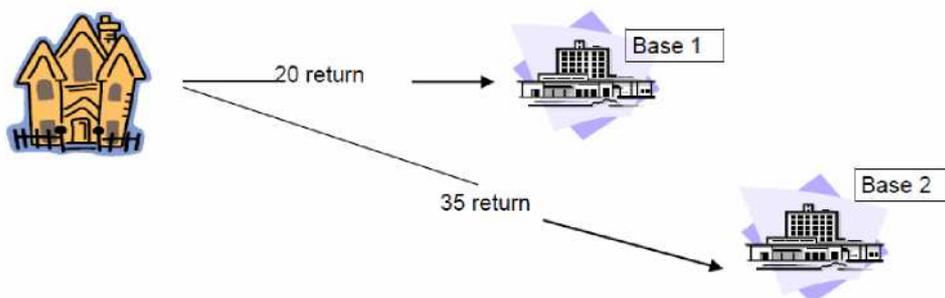
- c) Employee Moves Back Six Months Later To Substantive Post



No payment – employee travels home to base only.

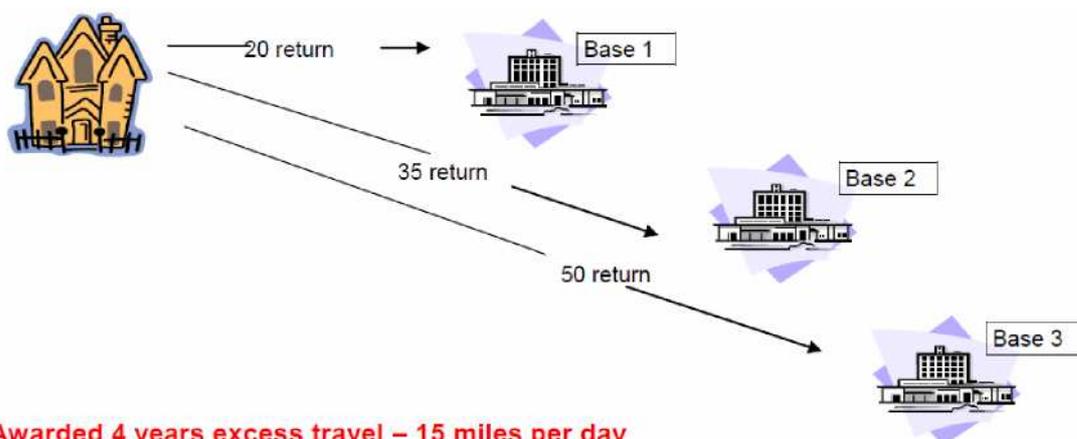
Example C Change of base after 12 months

a) Employee Moves Base



**Employee awarded 4 years excess travel – 15 miles per day.
(Paid for one year)**

b) Twelve Months Later Moves Base Again



Awarded 4 years excess travel – 15 miles per day

Payable as ;

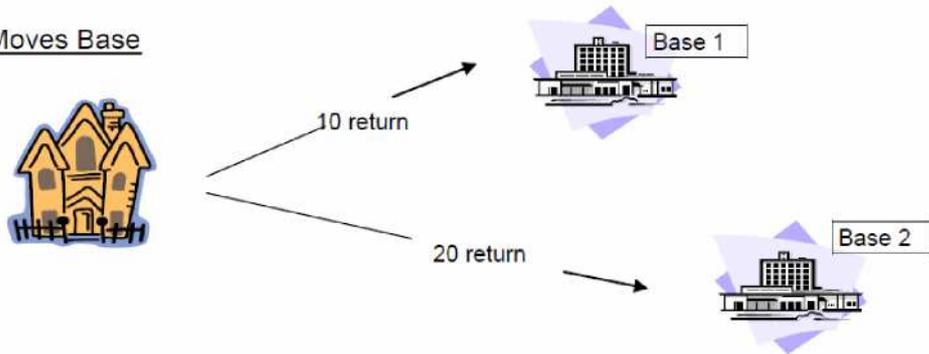
3 years at 30 miles per day (Home to Base 3 less home to base 1)

1 year at 15 miles per day (Home to Base 3 less home to base 2)

Example D: Employer rebands the post within 6 months of excess travel award

- a) Employer moves employees base and the employer regrades the post 6 months later

Employee Moves Base

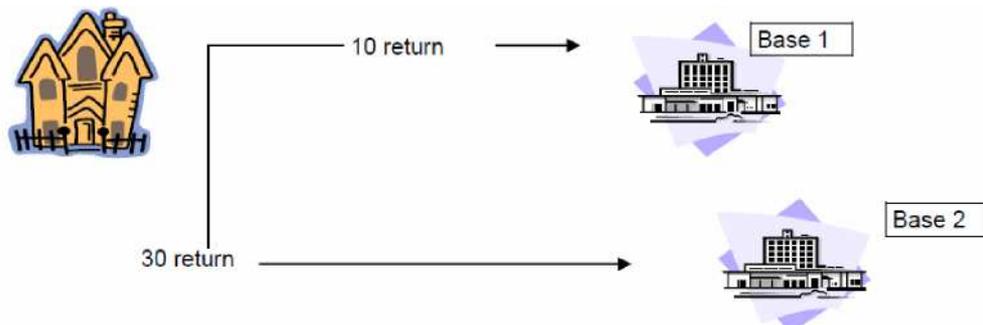


Excess payable at 10 miles per day for 4 years.

Post regraded, by employer, therefore excess travel remains.

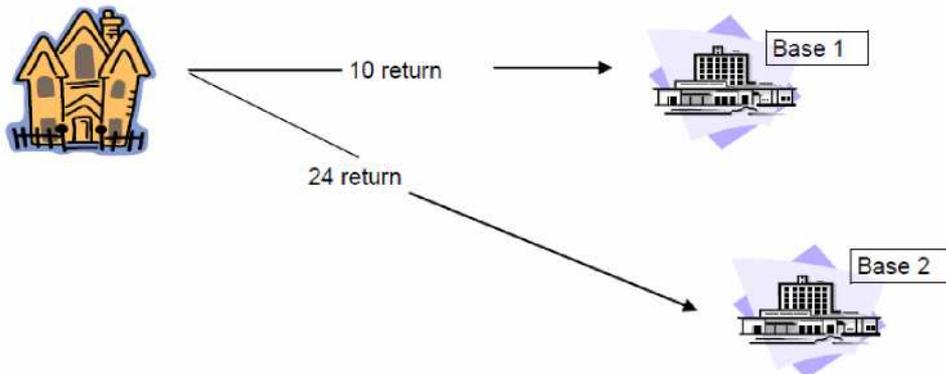
Example E: New road affects journey distance

a) Employee Moves Base



Excess travel awarded for 4 years 20 miles per day.

b) New Road Opens



Actual journey is now less - Excess reduced.

If new road increases the journey, excess remains at the original level.

Appendix I

Equality Analysis

Introduction

The general equality duty that is set out in the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The general equality duty does not specify how public authorities should analyse the effect of their existing and new policies and practices on equality, but doing so is an important part of complying with the general equality duty. It is up to each organisation to choose the most effective approach for them. This standard template is designed to help LCHS staff members to comply with the general duty.

Please complete the template by following the instructions in each box. Should you have any queries or suggestions on this template, please contact Qurban Hussain Equality and Human Rights Lead.

Name of Policy/Procedure/Function*	Expenses Policy
Equality Analysis Carried out by:	Julie Bembridge
Date:	17/2/2014
Equality & Human rights Lead:	Rachel Higgins
Director\General Manager:	Maz Fosh

***In this template the term policy\service is used as shorthand for what needs to be analysed. Policy\Service needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.**

Section 1 . to be completed for all policies

A.	Briefly give an outline of the key objectives of the policy; what it's intended outcome is and who the intended beneficiaries are expected to be	Provides guidance to how to claim business and excess travel expenses via the electronic system for re-imburement by LCHS		
B.	Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? Please give details	No		
C.	Is there is any evidence that the policy\service relates to an area with known inequalities? Please give details	No		
D.	Will/Does the implementation of the policy\service result in different impacts for protected?	No		
		Yes	No	
	Disability		X	
	Sexual Orientation		X	
	Sex		X	
	Gender Reassignment		X	
	Race		X	
	Marriage/Civil Partnership		X	
	Maternity/Pregnancy		X	
	Age		X	
	Religion or Belief		X	
	Carers		X	
If you have answered 'Yes' to any of the questions then you are required to carry out a full Equality Analysis – please go to section 2				
The above named policy has been considered and does not require a full equality analysis				
Equality Analysis Carried out by:			Julie Bembridge	
Date:			17/2/2014	
Agreed by: Equality & Human Rights Lead			Rachel Higgins	

Appendix K

NHSLA Monitoring

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individuals/ group/ committee	Frequency of monitoring/audit	Responsible individuals/ group/ committee (multidisciplinary) for review of results	Responsible individuals/ group/ committee for development of action plan	Responsible individuals/ group/ committee for monitoring of action plan
<p>E-Workforce Team will monitor the use of this policy whilst administering the electronic expenses system</p> <p>Authorising Managers are responsible for ensuring amounts claimed are right and proper</p>	<p>1/4ly reports to line managers on spend in business units</p>	<p>E-Workforce in conjunction with Employment Policy Group</p>	<p>1/4ly monitoring</p>	<p>E-Workforce Team in conjunction with Employment Policy Group</p>	<p>E-Workforce Team in conjunction with Employment Policy Group</p>	<p>E-Workforce Team in conjunction with Employment Policy Group</p>