

Expenses Policy

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Lincolnshire Community Health Services NHS Trust

Expenses Policy

Version	Section/Para/ Appendix	Version/Description of Amendments	Date	Author
1		Initial Version	February 2010	Paul Butler / Helen Robertson / Jim Gallagher / Rachael Ellis-Ingamells / Nadine Thomas
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
3	Whole document	Full review of policy and new mileage rates added	June 2013	Lyndsey Clapham
3.1	Amending Appendix F	Amending appendix F	January 2014	Rachael Ellis-Ingamells
3.2	Section 4.4.1 Appendix F	Minor Amendment Approved by EPG 3 rd Feb 2014 - Excess travel for lease car users remove reference to 13.5p	January 2014	Julie Bembridge
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
	Appendix E	Amended application form to add section for details of claims for public transport	March 2016	Lyndsey Clapham
	Appendices documents	Updated address for workforce services centre	March 2016	Lyndsey Clapham

5	Section 2.1 Appendix B, C, D	Amended to reflect the simplification of the process Amended Appendix B, C, D	January 2017 January 2017	Carol Haycock Carol Haycock
6	Whole document	Amended to simplify the document Create expenses guidelines Take out forms from policy and create online forms as separate documents	May 2019	Tracey Langley

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Lincolnshire Community Health Services NHS Trust

Expenses Policy

Policy Statement

Background	The Trust reimburses employees for expenses incurred whilst engaged on the Trust's business in line with relevant Terms and Conditions of Service. An Electronic Expense System (EES) exists for this reimbursement.
Statement	<p>This policy sets out the arrangements for directly employed staff to claim reimbursement for business miles.</p> <p>Chairs and 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).</p>
Responsibilities	<p>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</p> <p>Managers need to ensure that all submitted expenses are correct and comply with the policy and guidelines before approving</p>
Training	Via the use of the electronic system's embedded guidelines and help facilities.
Dissemination	Website
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 Expense Claims

1.1 Claims

Claims should be submitted

for this and loading them on the expenses system. Further information can be found in 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. Before incurring any expenses outside the scope of this policy, staff should obtain approval from their line manager.

1.2 Receipts

Receipts (itemised receipts) will be used as evidence to support electronic expense claims. Employees are responsible Section 1 of the Expense Guidelines.

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 Expense Forms 1 and 2)) and provide evidence of satisfactory business insurance cover, a current valid driver license, and, where applicable, a valid MOT Certificate. Satisfactory business 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 Trust 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 to 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 and HMRC mileage rates. The HMRC rates also apply to those who have a lease car. For further information see Section 2 of the Expenses Guidelines.

Medical and Dental staff should refer to NHS Employers, Medical and Dental Terms and Conditions of Service for the appropriate rates.

2.3 Travel time in lieu

Employment contracts state that employees are expected to be mobile and work from other bases. Travel mileage is paid in accordance with Agenda for Change mileage allowances. Employees are expected to reach their first destination for the start of their working day and services should not be delayed due to employees travelling to different venues.

Where an employee is required to attend a meeting, training or deliver services at a base or venue other than their usual base at the start of the working day (or travelling back from at the end of the working day) the additional time taken after an extra 25 miles/ 30 minutes can be reimbursed as time in lieu. This means the first 25 miles / 30 minutes in addition to the employees usual home to base journey is not accrued as time in lieu and is undertaken in accordance with providing flexibility, as outlined in employment contracts.

Any time in lieu accrued from travel should be agreed with the manager, ideally in advance of the journey(s).

2.4 Lease Vehicles

Where employees are travelling in excess of 3,500 miles in a year, a lease car may be offered in line with the employee's Terms and Condition of Employment.

Employees should only be offered a lease car when it is deemed essential for their job role and also the needs of the service.

Further guidance on the lease car scheme can be found in LCHS Lease Vehicle Policy.

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.

3.3 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.

3.4 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 who shall be reimbursed at a reserve rate. 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.

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. For further information see Section 3 of the Expenses Guidelines.

5 Subsistence Allowance

- 5.1 Where employees incur extra costs for meals, accommodation and travel arising as a result of official duties away from home these will be reimbursed but must be approved in advance by your manager. 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).

6. Associated Policies

Transforming Services Matters – Managing and supporting people through organisational change

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 Rachel Higgins, Equality and Human Rights Lead.

Name of Policy/Procedure/Function*	Expenses Policy
Equality Analysis Carried out by:	Tracey Langley
Date:	May 2019
Equality & Human rights Lead:	Rachel Higgins
Director:	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 reimbursement 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:			Tracey Langley	
Date:			May 2019	
Agreed by: Equality & Human Rights Lead			Rachel Higgins	

NHSR 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>HR team will monitor the use of the policy whilst administering the electronic expenses systems.</p> <p>Authorising managers are responsible for ensuring amounts claims are right and proper.</p>	<p>Quarterly report to line managers on spend in services areas.</p>	<p>HR team</p>	<p>Quarterly monitoring</p>	<p>HR team</p>	<p>HR team</p>	<p>HR team</p>