

STAFF TRAVEL POLICY

1. Introduction

This policy pulls together the relevant information relating to Staff Travel within the College and should be read in conjunction with the full policies it refers to and Policies within the Staff Handbook.

2. Eligibility

To qualify for Staff Travel, claimants must be employed by the College on the permanent payroll on a permanent or fixed term contract. This contract must be in force during the period of staff travel.

The claimant must normally have completed their probationary period and not be in their notice period at the time of the travel. If, in exceptional circumstances, an employee is unable to meet this requirement, this Policy provides for the Head of HR / HR Manager to exercise discretion, depending on the circumstances.

3. Financial Regulations

Excerpt from Section 7 of the above Regulations

Travel and subsistence costs in respect of staff undertaking journeys etc on College business will be reimbursed in accordance with the current procedures and standards and any applicable scales approved from time to time by the Executive Group. Note that first class travel expenses in excess of the normal rates require prior approval by the Principal/College Secretary – see **Appendix I**.

Appendix I gives detailed procedures incorporating the rules and limits which are to be observed if expenses are to be reimbursed. Example expenses' claim forms are included.

Excerpt from Appendix I-1

1.1 General Principles

Before incurring business travel expenses, staff should have due regard at all times for the need for economy in the mode of travel. Permission must be obtained from the Head of School or Department or other senior members of staff prior to travel expense being incurred. Staff are expected to obtain all travel tickets and car hire through the College's appointed suppliers and to obtain discounts, Apex and special offers etc wherever possible. As the annual spend on travel services is above the EU Directive on procurement of services the College must use nominated supplier(s) as official travel agents. Only in exceptional circumstances should staff in the course of travel purchase tickets, for example during a lengthy trip abroad: explanations must be stated on the claim.

Travel tickets are to be obtained before the journey from the nominated travel agents and the cost invoiced through the Finance Department and charged to the travellers' School or Department. Where possible, accommodation should be booked and paid for in the same way. On occasions where it is necessary to use a non authorised College

supplier, the College credit card should be used to effect payment. A full explanation must be given setting out the inappropriateness of existing College suppliers.

The cheapest alternatives shall be selected unless otherwise approved by the Head of School/Department. Wherever possible bills shall be submitted in support of the claim and the budget signatory should indicate on the expenses claim that this is accepted as the cheapest of the alternatives available.

The College's Travel Insurance Policy covers staff members travelling in the U.K. and abroad in normal circumstances. There should be no need to obtain additional insurance cover. Queries concerning travel insurance cover should be addressed to the College Secretary.

1.3 Mode of Travel

The budget holder in accordance with the guidance in the Financial Regulations must determine the mode of authorised travel for any journey.

1.3.5 Taxis

Exceptionally, local taxi fares may be claimed through personal expense claims stating the date, reason, destination of journey and justification for failure to use nominated suppliers.

Excerpt from Appendix I-2

2.1 Meals claimable: 5 hours 5 miles restriction

Where the duties of a business journey or the distance involved make it necessary for an employee to stay at that place, a claim for accommodation and subsistence can be made. The refund will be no more than the costs incurred and receipts must be produced. There is a restriction on meals where no overnight stay is involved: the claimant must be out of the office for more than 5 hours and at a distance of more than 5 miles before a claim for a meal can be made. The payment of expenses to the employee must do no more than cover the costs incurred and receipts should be produced.

2.3 Incidental Personal Expenses

In general personal expenses such as laundry, newspapers, mini bar, video hire etc are not allowable.

Other personal expenses including personal telephone use will be refunded up to a limit of £5 per overnight stay in the U.K. and £10 per overnight stay abroad. Receipts should be produced and if the limit is exceeded the amount refunded will be restricted to the £5 or £10 limit.

2.6 Mobile Phones

Calls on privately owned mobile phones are claimable within the terms set out in section 2.5 above. Where the College provides mobile phones any personal use must be reimbursed at actual cost of calls plus a contribution for service rental. Currently service rental should be provided for at a mark up of 15% on call cost.

4. Transport, Travel Expenses/Subsistence Allowances & Insurance

Excerpt from above Policy

3.7 Travelling Expenses and Subsistence Allowance

The College shall reimburse reasonable expenditure incurred by staff travelling in the United Kingdom on approved College business as follows:

- economy air fares and airport bus charges;
- rail fares; including seat reservation charges;
- car travel at the rate per mile approved;
- actual and reasonable expenses incurred for meals and hotel and/or sleeper accommodation up to the level of subsistence payable to civil servants (see below).

Taxi fares shall be claimed only where it can be shown that there was no reasonable alternative method of transport or where it was essential to save time.

The cheapest of these alternatives shall be selected, unless otherwise approved by the Head of School/Department. Wherever possible, bills shall be submitted in support of the claim and the budget signatory should indicate on the expenses claim that this is accepted as the cheapest of the alternatives available.

5. Health & Safety

Excerpt from above Policy

7.5 Accident Reporting

Major injuries, accidents or dangerous occurrences must be reported to the Safety Officer immediately and all others within seven days. This includes events off College premises such as field trips.

6. Data Protection

Excerpt from above Policy

12.1 Data Protection Principles

Data must not:

- Be transferred to countries without acceptable data protection laws unless explicit prior consent has been obtained.

Personal data covers both facts and opinions about you as an employee. It also includes information regarding the intentions of the data controller towards employees although in some limited circumstances, exemptions will apply. Processing data incorporates the concepts of obtaining, holding and disclosing personal information.

12.4 Data Security

You are responsible for ensuring that:

- Any data which you hold, is kept securely, e.g. using a locked filing cabinet or drawer, or using passwords to protect computer documents, or kept only on disk which itself is kept securely.
- Personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised party.

7. Repayment

An employee who claims travel expenditure under this Policy must give a written undertaking that, if they are unable to travel due to reasons within their control, or leave this post for any reason prior to the travel, they will repay an appropriate proportion of the costs incurred by the College. Each individual situation in which this arises will be discussed with the Head of HR/HR Manager.

8. Additional Information

- The College's Head of HR/HR Manager's decision is final in relation to Staff Travel expenses.
- The College reserves the right to suspend the Staff Travel Policy without notice if required.