

SECTION SIX

TRAVELLING, SUBSISTENCE AND HOUSING

1. Expenses of Candidates for Appointment

(a) All candidates for interview shall be informed that they may claim expenses as follows:-

(i) **Travelling**

Travel expenses covering the cost of the journey via the cheapest method (bus, train or car) will be paid on production of a receipt where appropriate. If a car is used candidates may claim the non-designated car user mileage rate determined by the Council from time to time.

(ii)

Subsistence

Subsistence reimbursements can be made for breakfast, lunch and evening meal at the current rates in the financial provisions table. These are maximum reimbursement amounts and are subject to a valid receipt being submitted.

- (b) Claims for expenses, as outlined in (a) above, shall normally be paid into a bank account, details to be provided by the candidate.
- (c) Should the candidate withdraw from the interview process or refuse an offer of employment then no expenses will be paid.

2. Travelling Expenses (NJC for LGS Part 2.13)

(a) An employee, who in the performance of their duties, has necessarily to undertake journeys and has incurred additional expense, shall be reimbursed as follows:-

(i) **Railway, tram and bus fares**

Normally only the cost of journeys either from the administrative centre and back or for the actual journey made, whichever is less, shall be reimbursed on production of a receipt. Employees shall normally be reimbursed at standard rates. If, however, an employee wishes to use a car as an alternative to travel by public transport, they should seek authorisation to do so from their manager to claim the appropriate car mileage rate, as determined by the Council from time to time.

(ii) **Parking Meter and Car Parking Charges**

An employee shall be permitted to claim any car parking charges necessarily incurred in the performance of his/her

duties. (Excluding existing car park permit arrangements within the Borough)

(iii) **Taxi and Car Hire Charges**

An employee shall be permitted to claim any taxi and/or car hire charges (including gratuities and/or V.A.T.) necessarily incurred in the performance of his/her duties.

- (b) Reimbursement will only be made where a claim is submitted within 3 months of the date the additional expense was incurred.

3. Subsistence Payments (NJC for LGS Part 2.13)

- (a) Subsistence reimbursements are available for:

- Breakfast;
- Lunch;
- Evening meal / Networking

Please refer to the financial provisions table for the current rates. The rates will be reviewed at 1st April every year, based on the Retail Price Index for food.

Payments are applicable when an employee has occurred additional expense when they were required to travel out of the Borough in the course of their duties.

The amounts are maximum reimbursement amounts and are subject to a valid receipt being submitted.

Employees may not claim reimbursement for alcoholic beverages either through subsistence or petty cash claims.

- (b) Overnight Accommodation:

Employees necessarily incurring additional expense in the course of their work in respect of overnight accommodation will be reimbursed approved accommodation expenses. These will ordinarily be booked in advance and paid for via a purchase order. (Meal costs will be reimbursed on the above basis).

- (c) Travel with Elected Members

Where an employee is required to travel to a conference, seminar or other authorised meeting in the company of an Elected Member they shall be allowed to claim the same travel, subsistence and overnight allowance as the Elected Member.

(d) Reimbursement

Reimbursement will be made where a claim is submitted within 3 months of the date additional expense was incurred.

4. Use of Car as an alternative to Travel by Public Transport

If, under agreed circumstances, a car is used as an alternative to travel by public transport, the car mileage rate shall be in accordance with the non designated car user mileage rate (lowest rate).

5. Relocation – Excess Travel Expenses (NJC for LGS Part 2.13)

If an employee is relocated, they can claim excess travel expenses for their journey from and to their new place of work.

(a) Being relocated means that their place of work is permanently changed by the Council, or by another circumstance beyond their control. Their old place of work is stated on their Statement of Particulars.

(b) They can claim the difference between the cost of travelling both ways if this is more than a stated amount per week* (refer to financial table for latest figure):-

- The cost of their journey from home to their old place of work; and
- The cost of that journey from home to their new place of work

* This is based on 5 days travel. If they work less than five days a week, this amount will be reduced in proportion.

(c) Excess travel expenses will be paid for a period of:-

- (i) 2 years where the employee is graded scp 6 or below, ie up to the maximum of Grade 6; and
- (ii) 1 year where the employee is graded scp 7 or above, ie Grade 7 or above

(d) Payment is from the date the change of location took place. If they are promoted or change job voluntarily during this protection period their excess travel will stop.

(e) Excess travel is paid for days that they are at work and not for days that they are sick or on annual leave or absent for other reasons.

(f) The expenses will be based on standard class public transport fares, or the agreed mileage rate if they use a car to get to work.

- (g) If they are a designated approved or priority car user, they will be paid at the appropriate rate, otherwise the lowest rate will apply (refer to financial table for latest figure).
- (h) They will be entitled to claim after four weeks at their new location, but the claim will be backdated to the day they started.

6. Removal Expenses

- (a) The Council will pay removal expenses (refer to financial table for latest figure) to employees joining the Council if the new employee moves from outside a radius of 30 miles to within a 10 mile radius of the Borough of Bury's boundary.
- (b) The amount is towards the cost of the following:-
 - (i) The full cost or a contribution to the transport and insurance in transit of their household furniture or property. They must produce three competitive quotes for the cost of the transport and insurance. The nature and quantity of the items being transported must also be reasonable. The Council will pay an amount the same as the lowest quote produced. Normally the Council will pay the expenses after the removal has taken place. However, in some circumstances the Council can pay in advance if the employee confirms in writing, to the Chief Executive that they will repay the expenses if the removal does not take place.

Where it is agreed by the appropriate Chief Officer that the cost of transportation of household furniture or property would be disproportionate to the value of the property being relocated, expenses may be claimed towards the cost of the purchase of new household items. In all cases, any items purchased will be limited to reasonable essentials and full reimbursement will not be made for items considered to be luxury or non-essential. The decision of the appropriate Chief Officer as to the level of reasonable reimbursement will be final. Any such claims must be evidenced through submission of receipts.

- (ii) A disturbance allowance to cover or contribute to any of the following:-
 - (i) The cost of storing furniture and property for a period no greater than eleven months from the date of appointment, promotion or transfer. The employee must produce two competitive quotes for the cost of the storage and we will pay the amount of the lowest quote. Bury Council facilities should be used where possible for storage.

- (ii) Travelling expenses or subsistence allowances for the employee and dependants from their old home. This will be paid at either:
- The cost of the journey on public transport (subject to receipts – rail fares at standard rates) or
 - The lowest mileage rate (see financial table for latest figure).

This will be paid when the employee is searching for accommodation or for moving into their new residence.

If agreed with the appropriate Chief Officer the employee may be allowed to travel from their former residence to their new workplace/administrative centre instead of lodging. In this case, they will be paid travelling expenses as above instead of lodging. The payments made must not be greater than if they had entered into lodgings.

In cases of international appointments, the employee and dependants may claim the cost of a single journey from their point of origin to the UK. Any additional journeys linked to relocation would only be agreed in exceptional circumstances and at the discretion of the relevant Chief Officer.

- (iii) A weekly lodging allowance for five days including bed, breakfast and dinner (see financial table for latest figure). This allowance will be paid for up to three months if they are unable to find accommodation immediately. In agreement with the Chief Executive this period may be extended to a maximum of 6 months. Travelling expenses, paid as above, if they are in temporary accommodation and have to travel to their previous home.
- (iv) Other expenses connected to moving house (for example, replacement of curtains, fixtures and fittings and installation of electrical appliances etc).

NOTE: To claim any disturbance allowances they must demonstrate the expenses actually incurred, e.g. by producing receipts.

- (v) In cases of international relocation, expenses directly associated with the employee's compliance with legislation and requirements for entry and the terms of their visa (for example immunisations, English language proficiency certification, professional registration or recognition of qualifications).

- (c) A contribution towards any legal costs, estate agent's costs and mortgage redemption fees during purchasing the house
- (d) The employee can take up to two days paid special leave to move home. This can be taken to move into temporary accommodation, their new home or a service tenancy.
- (e) The expenses described above can only be paid within 12 months of the appointment.
 - (i) If the employee leaves Bury's employment within 2 years of the date of appointment they will be required to repay any removal expenses paid to them. This will be on a graduated scale reducing one twenty-fourth of every month's service since the date of the appointment.
 - (ii) If the appropriate chief officer considers that there are grounds for not recovering the expenses they should submit a report to the Chief Executive who will then make a decision based on the report.

7. Authorised Use of a Motor Car

- (a) A Chief Officer may authorise an employee, who must be insured for business purposes and who has not been designated by the Council as either an approved or priority car user, to use his/her motor car for official journeys under the following circumstances: -
 - (i) Official equipment etc. has had to be carried and it was not possible or convenient for such equipment etc to be carried on public transport.
 - (ii) An official passenger has had to be carried and it was not appropriate for the passenger to travel on public transport.
 - (iii) Public transport was not available or was inadequate because of a restricted or inconvenient service; and
 - (iv) The use of a private car as opposed to public transport could be shown to result in a net financial saving to the Council and/or a saving in staff time;
- (b) Under the circumstances outlined in (a) above, the employee concerned shall be paid a rate which is aligned to the threshold set by HM Revenue & Customs (non designated user car mileage rate (lowest rate) in the financial provisions – refer to financial table for latest figure).
- (c) any employee who is authorised to use his motor car under any of the circumstances outlined in (a) above, shall maintain a record, in the approved logbook according to the instructions laid down by the

chief financial services officer (Head of Human Resources) from time to time, of all official journeys undertaken, showing full particulars of the appropriate reason(s) for the journey and the places visited (including starting and finishing points); such record shall normally be kept in his/her motor car and shall be available for inspection, on request.

8. Calculation of Official Mileage

An employee, who has either been authorised to use his/her car for official journeys or has been designated by the Council as either an approved or priority car user, shall calculate the mileage he/she has actually travelled as follows:-

(a) Normal Office Hours

- (i) the method of calculating official mileage for all authorised journeys shall be such that the travelling expenses of an employee shall be paid in respect of journeys either from his/her administrative centre and back or for the actual journey made, whichever is the lesser;
- (ii) accordingly, if a journey is made during office hours from the administrative centre to one or more points and back to the administrative centre, the cost of the actual mileage travelled may be claimed, as appropriate, in accordance with the Scheme of Conditions of Service;
- (iii) if, however, the journey is:-

EITHER

- from home to one or more points and back to home; OR
- from home to one or more points on the way to the administrative centre; OR
- from the administrative centre to one or more points on the way home;

the mileage should be calculated as if the journey has been made by the shortest route from the administrative centre and back. The cost of that mileage may be claimed if it is less than the actual mileage from home to home; otherwise, the cost of the actual mileage is to be claimed, as appropriate, in accordance with the Scheme.

Advice on the calculation of official mileage is available on request from HR teams.

(b) Outside Normal Office Hours

- (i) when an employee, outside their normal hours of work, necessarily travels from their home to carry out duties other than at their administrative centre, they may claim the cost of the actual mileage travelled, as appropriate, in accordance with the Scheme of Conditions of Service;
- (ii) if authorised journeys are made by an employee, outside their normal hours of work, to carry out duties at their administrative centre, they may claim the cost of actual mileage from home to administrative centre back to home, as appropriate, in accordance with the Scheme of Conditions of Service; and
- (iii) should an employee's duties not finish until after 11.30 p.m. they shall be reimbursed the actual cost of the journey from their administrative centre to home.

9. Motor Car Allowances (NJC for LGS Part 3.6)

The following general conditions relating to the use of cars by officers shall apply locally:-

- (a) Employees whose posts are changed from an priority car user allowance to an approved car user allowance shall be 'cushioned' as follows:-
 - (i) payment of three months of priority car user lump sum allowance plus mileage at priority car user rate;
 - (ii) payment for three months of one half of priority car user lump sum allowance plus mileage at priority car user rate; and
 - (iii) payment thereafter for mileage at approved user rate;
- (b) An employee, who undertakes official journeys by car, shall carry any official passengers without any additional payment;
- (c) Any employee, who has either been designated as a priority or approved car user shall ensure that their motor insurance covers them for accidents caused to and/or by passengers during official journeys. Employees not so designated shall not be authorised to use their private motor car for official journeys unless their policy of insurance provides such cover;
- (d) The Chief Executive shall be authorised to calculate and recalculate break-even points in respect of mileage levels for vehicles of all cubic capacities;
- (e) Designations are subject to annual review and may change;
- (f) If an employee is a priority car user and uses a vehicle with a cubic capacity in excess of 1199cc, he/she shall receive the priority car

user rate for vehicles with a cubic capacity of 1000-1199cc, as determined from time to time;

- (g) Any employee who is designated by the Council as either a priority or an approved car user shall maintain a record, in the approved logbook, according to the instruction laid down by the Head of Human Resources from time to time, of all official journeys undertaken, showing full particulars of the purpose of the journey, the places visited (including starting and finishing points) and the names of any official passengers carried; such record shall normally be kept in his/her motor car and shall be available for inspection on request, by either his/her Chief Officer, Head of Human Resources or Internal Audit.
- (h) A lump sum payment shall not be made to a designated priority car user who does not provide a private motor car; in other circumstances the provisions of Paragraph 6.3 of the NA on P&CS shall apply; and
- (i) Any employee shall submit a claim for reimbursement of mileage allowances by a date not later than six months after the first of the official journeys, in respect of which the claim is submitted, was undertaken.

10. Bicycle Allowance

An allowance (refer to financial table for latest figure) per annum shall be paid to an officer who regularly uses a bicycle in the performance of their official duties. To qualify for this, a minimum of 50 miles per annum would be required.

11. Motor Cycle Allowances

An officer, who if under agreed circumstances uses a motorcycle in the performance of their official duties, shall be paid the appropriate allowances as determined (refer to financial table for latest figure).