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| Policy Name | Travel & Subsistence |
| Policy Category | Finance |
| Policy Number | FI003 |
| Officer Responsible | Finance Manager |
| Equality Impact Assessment Complete | None |
| Scottish Housing Regulator Standards | 3.1 |
| Application | LHA, LCR & LHAPS |
| Date to Board | November 2023 |
| Next Review Date | November 2028 |

General

This policy will apply to Staff and Board of Management Members of Lochaber Housing Association, LCR & LHAPS. The policy deals with allowances paid for travel and also for out of pocket expenses incurred when attending training courses, conferences and Board of Management Meetings of the Association.

Travel Expenses

All staff are expected to meet the cost of travelling to and from their normal place of work.

If staff have to travel on behalf of the Association, they are entitled to claim the costs of travel.

In terms of car expenses, the Association will pay mileage rates only with regard to mileage incurred in relation to the Association's activities. No mileage will be paid with regard to the private use of any vehicle. Normally, mileage will be calculated from and return to the place of work. However, in certain circumstances, mileage will be reimbursed on the basis of claims made from and return to home. This would be in the case where an individual staff member is out on visits, or attending a meeting, without actually going into the office and returning home in the evening. The appropriate mileage rate is set out in Appendix 1.

The cost of journeys by public transport will be reimbursed on production of receipts. In the event of rail travel, the appropriate level for reimbursement will be the cost of standard class travel only.

Any other travel, including air travel, will only be authorised in exceptional circumstances by the Chief Executive, Customer Services Manager or Chairperson.

If there is a good reason where a taxi has to be used as a mode of transport, then the costs can be reimbursed on production of receipts.

Board of Management Members travelling to attend Association meetings will normally have their travel expenses paid either from home or from work and the mileage to home after the meeting. The mileage paid will be as set out in **(Appendix 1)**.

As with staff members, where public transport is used, then the cost will be reimbursed on the production of receipts, including rail travel, where the assumption will be that the travel is by standard class only. Similarly, where taxi fares are appropriate, these will be reimbursed on the production of receipts.

Any other travel, including air travel, will usually be booked through the Association but where Board of Management Members are, exceptionally, making their own flight arrangements, these in turn, will be reimbursed on production of receipts.

For long distance travel, those who wish to claim travel expenses should use professional judgement and seek to obtain value for money. This is especially important where train travel may be more appropriate than car travel.

Subsistence

All fair and reasonable subsistence expenses shall be reimbursed on production of receipts where staff and Board of Management Members are prevented from taking a meal at their home or place of work because of the Association's business.

Where staff and Board of Management Members are attending all day courses or all day meetings on behalf of the Association, then a claim can be made for breakfast and lunch, unless it is provided at a reasonable amount as dictated by the circumstances.

Overnight Stay

Where a member of staff or Board of Management Member are required to make an overnight stay in performance of official duties, the Association will normally book the accommodation directly. In so doing, the maximum price paid will not normally exceed the amount detailed in Appendix 1. Any accommodation must be authorised by a member of the Management Team before being booked.

Where a staff or Board of Management Member are able to choose to stay with friends or family a hospitality gift of £25 per night may be paid to the host(ess).

Miscellaneous Expenses

Occasionally other reasonable expenses incurred by employees may be refunded by the Association. These include, but are not limited to, prescription glasses, childcare costs, driving lessons. Each claim will be considered on its own merits without setting any precedent for the future.

Business Insurance

Employees using their own vehicle for business travel must have their vehicle comprehensively insured and specifically state for business purposes.

A copy of the insurance certificate must be provided to the Finance Co-ordinator before travelling for business purposes takes place and expenses are submitted. Copies of annual renewal certificates must also be submitted.

The Association will not accept responsibility for any damage to an employees' car or for injury to the occupants whilst the car is being used for business purposes.

Employees are solely responsible for ensuring the roadworthiness of the vehicle prior to any journey.

Claiming of Expenses

All expenses and allowances should be claimed at the end of each calendar month using the approved form **(Appendix 2)**.

The Claim Form must have all appropriate receipts attached, be signed and dated by the claimant and authorised by the relevant line manager.

Payment will be included in the following monthly salary transfer

Equality, Diversity, and Inclusion

We are committed to ensuring equal opportunities and fair treatment and will;

- provide equality, fairness, and respect for all in our employment, whether temporary, part-time or full-time
- provide equality, fairness, and respect for all Board of Management members
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.

We are committed to removing any barriers to communication. Therefore, if required this Policy can be produced in another format e.g. braille, large print, etc. In addition, where English is not the employee/board member's first language, the Association will provide on request written information in the first language.

Data Protection

The organisation will treat personal data in line with our obligations under the current data protection regulations and our own data protection policy. Information regarding how your data will be used and the basis for processing your data is provided in the LHA Group's privacy notices.