

PERSONNEL MEMORANDUM 6



BUSINESS TRAVEL

Scope and Purpose: Personnel Memoranda (PM)

1. This new Memorandum replaces NIMs 6, 46, 62, 66 and 76, which should now be destroyed. Personnel Memoranda set out personnel procedures for managers to follow or give guidance or information on personnel related or people management issues. Managers are expected to make themselves aware of the content of PMs and use them for future reference, whenever necessary.
2. FDMs/Conservators/Heads of Branches/Business Unit Managers should ensure that their managers see new PMs. This PM should also be made available to all staff who undertake travelling including those who use official vehicles.
3. This PM and other travel information are available on [eConnect](#). The contents of this PM are listed on page 4, which includes hyperlinks if using the document electronically.

Scope and Purpose: PM6

4. The PM is intended for anyone in the Commission who:
 - ◇ May travel on official business;
 - ◇ Makes travel arrangements for themselves or for others;
 - ◇ Is involved in authorising or checking travel claims; or
 - ◇ Is responsible for managing a T&S budget.
5. The main aims of this PM are to:
 - ◇ Ensure that managers balance the health and safety of the individual with the needs of the organisation and costs when travel is undertaken;
 - ◇ Help managers and staff manage the cost of travel in planning their work;
 - ◇ Help managers and staff make informed travel choices;
 - ◇ Provide detailed procedures for the authorisation and checking of travel claims.
6. The main changes from existing procedures are:

Approval Level for Claims (para 43)	◇ Approval of C180 T&S Claims is now at Pay Band 5 level and above.
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Accommodation Check	<ul style="list-style-type: none"> ◇ Following the Commission's move to a system of claiming actual receipted costs for overnight accommodation the 5% accommodation check is no longer required. A detailed check of one in ten claims (10%) continues to be required and guidance is provided in Annex C.
Private Car Licence & Insurance Check (para 49)	<ul style="list-style-type: none"> ◇ We have replaced the 25% annual check with a 100% check for staff using their car on official business for the first time.
Designation of Private Car Users	<ul style="list-style-type: none"> ◇ We have found that the designation of low/medium/high car users (covered in NIM76) is largely no longer used by cost centres and is now replaced by a general need for managers to consider a range of factors in managing travel, including staff health and safety, comfort and convenience. Staff should consider a range of travel options, though this is to be balanced by a sensible approach for jobs which involve high mileage (e.g. daily travel).
Standard & Public Transport Rates (paras 37 & 38)	<ul style="list-style-type: none"> ◇ We have clarified the rules for claiming Standard Rate and Public Transport Rate mileage allowances. We have withdrawn the C177 procedure for approving travel at Standard Rate and removed the Territorial Directors'/Chief Conservators' designation of journeys of over 60/120 miles as Standard Rate. Cost Centre Managers can now produce a list of regular journeys within their area with the preferred method of travel (see paragraph 26). Staff and managers should consider the cost effectiveness of using a private car at Standard Rate if the journey involves travelling to a place more than 60 miles away or the journey is over 120 miles in one day (paragraph 38).
Retention of C180 Claim Form and E171 Claim Recording Form (paras 52 & 53)	<ul style="list-style-type: none"> ◇ These forms are now available for use electronically – the C180 must however be printed off for hand written 'ruling off' and approval. ◇ Under Inland Revenue regulations the retention period for C180 forms is 3 years after the end of the tax year to which they apply. Government Accounting terms state that prime

	financial documents should be retained for 7 years (the current financial year plus the six previous years). C180's are included in this and should be retained for 7 years.
New Guidance on Health and Safety Issues, paragraph 5.	◇ See also Operational Guidance Booklet 22 – Driving at Work

Background

7. Many of the NIMs listed in paragraph 1 are out of date or no longer applicable and it was therefore decided to review all guidance relating to travel. This PM brings together any relevant guidance within the old NIMs, not already covered within the Handbook, and provides additional and more detailed guidance for staff and managers who travel on business. Staff Handbook Chapter 14 will be amended to provide information in an easier to follow format and will continue to provide the basic principles and rules for staff travelling on business.

Action

8. The NIMs listed at paragraph 1 should be deleted. This PM should be read by managers and staff who travel in their job. It can be accessed through eConnect allowing easy reference for all staff to consider before making travel arrangements. Within the text of the PM, individuals who are required to take action at specific points are **highlighted in bold italics**.

Examples of travel cost comparisons are also provided throughout in grey shading (these are at July 2002 prices and are only provided to show the type of travel cost comparisons staff should consider prior to travel – **they should not be used to justify specific travel methods**).

Contacts

9. Contact Martin Finlayson (0131 314 6518) or Fiona Wright (0131 314 6204) in Personnel Policy if you need further advice about any aspect of this Memorandum.
10. A full list of relevant contact numbers relating to the content of this PM is provided in Annex 4.

W J Anderson

Director Personnel

12 December 2002

(Amended February 2003 to change the C180 retention period to 7 years)

PM6 Contents

(Electronic copies have hyperlinks – just click on the subject you want to go to)

	Paragraph
T&S Information	1
T&S Basic Principles	3
Work Related Travel by Road: Health & Safety	5
Managing Costs	6
Planning Events Involving Travel	8
Travel Services (including Carlson Wagonlit)	10
Method of Travel	13
Public Transport	14
β Bus/Coach	14
φ Rail	16
ω Air	18
T Use of Taxis	25
Ψ Car	26
Ψ CAPES Car Leasing Scheme	30
Ψ Self Drive Hire Cars	32
Ψ Private Car	36
Standard Rate/Public Transport Rate	37
120 Mile Rule	38
θ/ρ Pedal Cycles & Motorcycles	39
Standing Imprests & Temporary Advances	40
Approving & Completing Claims	42
Checking Travel Claims	46
E171's	52
Retention of C180's	53
T&S Information List	Annex A
Travel Management Aide-Memoire	Annex B
Detailed Check of C180 Claims	Annex C
Contact Details	Annex D

PERSONNEL MEMORANDUM 6

File Ref: PP5/9



BUSINESS TRAVEL

Travel & Subsistence (T&S) Information

1. T&S information for Commission staff is contained mainly within three separate documents:
 - ◇ **Staff Handbook Chapter 14 UK Travel & Subsistence and other Allowances** - gives information to all staff on basic principles and rules when travelling on business;
 - ◇ **Staff Notice 16 Travel & Subsistence Rates** – current T&S rates. Re-issued when changes are made to these rates;
 - ◇ **Personnel Memorandum (PM) 6 Business Travel** – detailed management and staff guidance on travelling by the most cost effective means, balanced against the needs of staff, together with procedures for authorising and checking claims.
2. These documents can be viewed on eConnect site (Personnel content area). It is recommended that staff access the documents through eConnect, as this will always contain the most up to date version. **Other T&S related documents including Overseas Travel and CAPES are listed in Annex A.**

Basic Principles

3. Official business travel is defined as journeys that staff have to undertake to carry out the Commission's business. Costs that are necessarily incurred will be fully reimbursed within the framework of this guidance.
4. The Commission spends in the region of £3m each year on T&S expenditure (excluding staff transfer costs). The health and welfare of staff, and effective and productive use of their time is paramount but, alongside this, expenditure on travel can be managed by both individual staff and Cost Centre Managers in order to make the most effective use of the limited resources available to the organisation. A number of factors need to be considered in managing travel:
 - ◇ Travelling only when necessary;
 - ◇ Trying to use the most economically advantageous method of travel;
 - ◇ Environmental impact. The Commission is committed to promoting 'green' travel and you are encouraged to opt for public rather than private transport, where this is a viable and cost effective option, and to use fuel efficient cars;
 - ◇ Considering the health, safety and welfare of staff e.g. a train journey or flight may be less stressful and tiring than a long car journey made in one day;
 - ◇ Making the best use of the individual's time.

Travel by Road: Health and Safety

5. Travel by car is one of the highest risk forms of transport. Common sense preventative measures should be taken to reduce the risk of accidents occurring in the course of business. For example:
 - ◇ avoiding car journeys where other viable travel options are available;
 - ◇ not making long journeys by car before or after a full day's work, when an overnight stay is a practical option: cost should not be an issue where there would be clear health and safety advantages in staging the journey;
 - ◇ building in rest periods during long car journeys: take a break every two hours;
 - ◇ not using mobile phones when driving (see HSM 17 Mobile Phones for further safety advice);
 - ◇ identifying safer and best routes e.g. by avoiding accident blackspots where possible and obtaining a route plan from the AA;
 - ◇ ensuring that you are competent to drive e.g. advanced driving courses, refresher lessons for infrequent drivers, re-assessment of driving skills and regular eyesight tests;
 - ◇ review driving experiences and take action where necessary (e.g. if you feel tired or stressed reduce the time you spend driving or consider alternative methods of travel);

High-mileage drivers are known to suffer higher levels of back discomfort or pain:

- ◇ use a 'good posture' guide to avoid back pain when driving on a frequent basis. See the [Driving Ergonomics website](#).

Further guidance is available in Operational Guidance Booklet 22 – Driving at Work

Managing Costs

6. Travel is essential in the Commission for the efficient management of the business. The Commission's aims, in managing the T&S budget, are to obtain value for money whilst ensuring the welfare and health and safety of staff - which is paramount.
7. **Cost Centre Managers** should:
 - ◇ Ensure that T&S funds are spent within the rules;
 - ◇ Ensure that staff who have to travel are aware of the guidance in this PM;
 - ◇ Ensure that adequate systems are in place to plan, monitor and control T&S costs effectively;
 - ◇ Ensure that the health and safety of staff, including work-life balance, issues are given due attention. The safety, comfort and convenience of staff should be a key factor in planning journeys.

Planning Events Involving Travel

8. There are a variety of factors to bear in mind when planning events involving travel - many have a direct effect on cost. These are covered in Annex B – Travel Management Aide-Memoire.
9. The Commission has a well-established **video conferencing** facility based on around 50 units spread throughout the country. If you don't have a facility in your own office you may be able to use one at a nearby location. The list of locations with PC/video conferencing facilities is held on eConnect. This is a 'no additional cost' facility for locations with an IP address (see list of locations with video conferencing facilities on eConnect), as they use the existing Commission network.

One government department estimates that meetings via videoconference can save an average of £100 travel costs for every person attending a meeting

Travel Services

10. The Commission uses the services of Carlson Wagonlit (CWT) with whom air, hire car and rail reservations should normally be made. CWT is an independent business travel agent which, in addition to providing rail and hire car facilities, provides discounted flexible airfares to the public sector. You should therefore use the services of CWT:

- ◇ for advice about the most cost effective way to make a journey by rail, air or sea;
- ◇ Whenever practicable for rail, air and sea bookings, unless it is known that cheaper fares are obtainable elsewhere.

The simplest method for booking is to phone the CWT office to discuss details then follow up with a faxed confirmation on form C181. Contact details for CWT are shown in Annex D:

11. Staff can use the services of the Expotel – Government Hotel & Conference Booking Service for accommodation or conference bookings. Expotel will try, where possible to book accommodation within the Commission's 'Booking Limits'. They mainly book hotel style accommodation within major cities so those seeking B&B style accommodation in rural areas may want to make their own arrangements. For those travelling to London and other major cities Expotel should be able to provide discounted rates. As with previous booking agencies used the booking is made by the company but the bill is settled direct with the hotel on your arrival/departure. Contact details for Expotel are in Annex D and a newsletter with details of the service is available on eConnect.
12. Personnel Services manage the CWT contract (and our car hire contracts). If you have any specific questions or comments regarding the service please contact Marion Quigley (0131 314 6459) or Ed Gunkel (0131 314 6314).

Method of Travel

13. The normal means of travel within the Commission are:

- ◇ **public transport**, i.e. rail, coach and bus, aircraft, ferries etc;
- ◇ **officially provided transport**, i.e. FC vehicles, self-drive hire cars and CAPES cars;

- ◇ **privately owned transport**, i.e. motor cars, motorcycles or bicycles owned by the employee.

Staff are expected to use the most efficient and economic means of travel using discounted and saver fares where possible, but there is a need to balance cost savings with how well staff time will be used and health and safety issues.

Detailed rules for reimbursement of costs of travel by these means are set out in the Staff Handbook Chapter 14. Changes to rates are notified by Staff Notice.

Public Transport

β Bus/Coach

14. Although travel by bus or coach is usually the cheapest option, it is now seldom used because of longer journey times, and the difficulty of working during the journey. Much of the travel within the Commission is also within rural areas where coach and bus travel may not be available. However, this option may be viable in some situations e.g. where there are good direct intercity services.
15. CWT don't provide details on bus or coach travel but you can obtain information by contacting companies direct. **See Annex D.**

A coach from Edinburgh to Inverness takes around 4 hours compared to the train at 3 hours 30 minutes. The cost of the coach journey is around £25 (you may be able to obtain a cheaper fare if you're able to book in advance) compared to around £38 for the train (standard saver), £75 for a hire car or £81 for a private car (PTR rate). At standard car rate of 40ppm, the cost is £130.

φ Rail

16. Travel by rail is one of the 'greenest' methods of travel and can be fairly economical when advance fares are used. One of the main advantages is the ability to relax or work whilst travelling e.g. catching up on reading. Particular points to bear in mind when arranging rail travel are:
 - ◇ First Class train travel (see entitlement in [Staff Handbook Chapter 14](#), paragraph 14013) is now one of the most expensive public transport options in the UK;
 - ◇ There is a wide range of rail tariffs so you should seek advice from CWT on the discounts available;
 - ◇ You should plan your journey as far ahead as possible to maximise the opportunity to benefit from any special discounts for early booking (e.g. Apex, Advance). Bear in mind that you won't get a refund for many of the cheaper tickets;
 - ◇ Where a member of staff aged 25 or less regularly travels standard class on official business, it may be worthwhile to reimburse the cost of a 'young person's railcard' (£18 for a 12 month card in November 2002). This card allows a discount of one-third on most types of standard rail tickets;

- ◇ Consider the relative costs/benefits of executive packages (which may include meals or car park vouchers or tube tickets) against straightforward tickets;
17. Rail bookings should be made through CWT whenever possible. A user friendly Railtrack Timetable is also on eConnect if you want to view times yourself. Alternatively you can call National Rail Enquiries on Tel: 08457 48 49 50.

The Edinburgh/London (Kings Cross) service now runs every 30 minutes taking around 4 hours 30 minutes. The cost for a standard saver return ticket is about £85 (compared to £250 for some return fares from Edinburgh to London Heathrow with British Midland). A 1st class rail return is £260 and an Executive Package (including meal vouchers and car parking) is £257.

U Air

18. Air travel can be an expensive form of transport if full business class tickets are purchased. It is also less environmentally friendly than train travel. However, it can be cost effective in terms of staff time and is lower risk than car travel. Use it when:
- ◇ it is cheaper than other means of travel (e.g. discount fares);
 - ◇ there is an overall cost advantage because of savings in overnight subsistence and/or staff time;
 - ◇ the urgency of the journey justifies the extra cost;
 - ◇ it is the most suitable method of travel for an individual (e.g. to avoid stress or fatigue arising from a long car journey or a long working day).
19. CWT have consolidated the buying power of some 15 Government Departments to get discounts on many major airlines, including British Midland, KLM UK and Air France (excluded from this discount scheme are British Airways). Discounts are available on over 140 routes. The level of discount varies by airline, and also by route within airline, but can be up to 50%. Details of these discounted 'Public Sector Air Fares' are on eConnect.
20. Staff should only book more expensive carriers, than those listed on the 'Public Sector Air Fares' list, where a particular carrier is the only airline for a particular route or the alternative airline provides more suitable flying times for you and allows you to return home at a more reasonable time.
21. Where available staff should try to use **lower-cost air carriers** such as easyJet or Virgin Express where these meet your travel needs. Savings are considerable and business users now account for 30-50% of their passengers. When booking you should check the flexibility of your ticket and be certain of your travel arrangements as many low cost carriers won't give a refund or allow alterations. Bookings can be made through CWT, and there are currently no additional costs for this service. Direct bookings can be made through the Internet. Payment must be made by credit card and you should use either the **Government Procurement Card (GPC)** or your personal credit card, claiming back for the latter on a C180 form with a receipt or travel documentation. The timetables for low-cost carriers are on eConnect.
22. The **Government Procurement Card (GPC)** is now the preferred method of paying for all flights booked through CWT. When making bookings through CWT that will be paid

with the GPC, advise CWT that their account **703224** is to be used for the transaction. That CWT account is only for GPC transactions, and all other bookings will be made through their normal systems. Under arrangements agreed with Personnel Services, CWT will ask for the GPC card details when you first use this facility so that these can be securely stored in their database for subsequent transactions.

23. Airline 'Club Cards' allow regular travellers to accrue 'air miles'. **These must not be used for personal travel and anyone who does so will be subject to disciplinary action.** However, once sufficient air miles have accrued to cover the cost of a full fare they can be used for Commission business travel. Arrangements to do this should be made direct with the airline, not CWT.
24. CWT provides data on airline use within the Commission, by cost centre. A quarterly summary of this information is provided to senior managers. It is the responsibility of **Cost Centre Managers** to ensure that their staff are using the most cost effective airlines available. If managers would like further details on this service or would like to discuss additional information that could be provided please contact Marion Quigley (0131 314 6459) or Ed Gunkel (0131 314 6314) in Personnel Services, Silvan House.

A business class return flight from Edinburgh to Heathrow costs around £300 with British Airways compared to £250 with British Midland through CWT. A return flight with Go from Edinburgh to Stansted is around £158 and easyJet Edinburgh to London Gatwick can be around £112 return (these fares can be dependent on advance bookings or restricted to certain times). The expensive Edinburgh to Bristol flight through British Airways (£330) is cheaper with Go (£156). You can check details on the eConnect site (**see Annex C**) or go direct to the Internet sites (**see Annex D**)

T Use of Taxis

25. Taxis can be expensive. Taxi or mini-cab fares will be reimbursed only in the following circumstances:
- ◇ when it is the most cost effective option of travel e.g. to save on car parking fees; or
 - ◇ for journeys for which there is no other suitable method of transport; or
 - ◇ when heavy luggage has to be transported; or
 - ◇ where a real saving of official time is important and can be demonstrated; or
 - ◇ where there are clear safety issues e.g. staff travelling alone, particularly at night; or
 - ◇ where the onward journey would be otherwise disrupted e.g. a missed flight; or
 - ◇ staff are not able-bodied.

All claims for taxi fares should state clearly the reason for the use of taxis. Receipts must be provided.

Ψ Car

26. The Commission has four methods of travel by car and it is the individual and cost centre manager's responsibility to ensure that the most cost effective and efficient methods are

being used. This need not involve individuals 'costing' every journey. For example **Cost Centre Managers** could consider producing a list of regular journeys within their area with the preferred method of travel (based on cost comparisons). **MES** can provide managers with cost comparison information for official vehicles and CAPES cars to help with decision making. They could also look at levels of mileage that individual staff are required to do in their job, where journeys typically begin and end, and form a view, on operational grounds, as to the best method of travel for any individual for his/her normal daily work. However, for information purposes the four methods (in descending order of cost-effectiveness) are:

- ◇ **FC official vehicles** – are provided to staff requiring a car for daily travel. No allowances are paid and the service is managed by Mechanical Engineering Services (MES). **Staff** who are provided with official vehicles should note the appropriate rules in Chapter 14 of the Staff Handbook and guidance provided by MES. The vehicle cannot be used for private use;
- ◇ **CAPES Car Leasing Scheme** – there is an annual mileage eligibility threshold of 5000 miles and **Cost Centre Managers** should only authorise a CAPES car when annual business is at or above this level. Private use is paid for as part of the charge. Further information is contained in Personnel Memorandum 1 or by contacting Mechanical Engineering Services;
- ◇ **Self Drive Hire Cars** – generally the most cost effective method for longer journeys of 120 miles (round trip) or more;
- ◇ **Private Car** – usually only more cost effective for shorter journeys. There are insurance requirements for claiming mileage and staff are required to maintain their vehicle to a good road-worthy standard, as well as having a MOT certificate.

27. Where high levels of travel are required for the job, **Cost Centre Managers** should consider the CAPES option or an official car when it can be returned to the work location at the end of the day. It is not reasonable to expect a private car to be provided by an employee for his/her job where other forms of transport are not practical.

28. Although driving may seem the most convenient way of travelling, it may have significant disadvantages for some journeys:

- ◇ It may be the least 'green' option;
- ◇ There are higher risks of having an accident (see Operational Guidance Booklet 22 – Driving at Work);
- ◇ You cannot work or relax, as you would be able to on a train;
- ◇ It can be more stressful and tiring. See paragraph 5.

29. If you do decide to drive, you should consider whether you could further reduce the cost to the Commission by sharing the car with colleagues who are also travelling. If you carry official passengers who are travelling on business while using a private car on official business you may claim an additional passenger supplement (see Staff Notice 16). These are not currently paid to CAPES drivers.

Car Leasing Scheme for Employees (CAPES)

30. **Managers** should contact MES Stirling to obtain advice on the relative cost effectiveness of this method. See also Personnel Memorandum 1 – CAPES Car Leasing Scheme for Employees and mileage rates are given in Staff Notice 16 (CAPES ADDENDUM). Both these documents are available on eConnect.
31. **Staff** who use a CAPES vehicle for official business should continue to review the cost effectiveness of their journeys and may find that, at certain times, other forms of transport should be used. **Cost Centre Managers** are also expected to review the mileage of anyone with a CAPES car on an annual basis.

Self Drive Hire Cars

32. Particular points to note in connection with hire cars are:
- ◇ Generally speaking the higher the mileage the more cost effective it is to hire a car. However, using your own car may be more cost effective than using a hire car if your mileage each day is low.
 - ◇ Avoid booking a hire car for days on which the car will not be used for official business (e.g. when attending a residential course) unless there are clear cost advantages overall.
 - ◇ Include fuel, as well as the daily hire charges, in estimating the cost of the journey;
 - ◇ Delivery and collection charges can be substantial – consider whether the benefits of having a car delivered to your home outweigh the costs.
33. Cars that are required for business purposes only can be hired at discounted rates from National Car Rental and from Avis. Staff may use an alternative provider if that is cheaper, or if National and Avis do not have a local depot. Bookings for hired cars from National and Avis can be made through CWT. Unless you specifically request an Avis car, your booking will automatically be made with National.
34. The **Government Procurement Card (GPC)** is now the preferred method of paying for National cars booked through CWT. Avis do not offer this facility. When making bookings through CWT, that will be paid with the GPC, you should advise CWT that the National account **A094400** is to be quoted to National for the transaction. That National account is only for GPC transactions and CWT will make all other bookings in accordance with their usual procedures.
35. Current hire car rates for National and Avis, together with cost comparisons between the two companies, are on eConnect.

The cost to travel by hire car from Edinburgh to Inverness, and return in one day, would be about £75 (National one day rate for class C £25 + home delivery & collection £20 + fuel £30). Using your own car would cost the Commission about £80 at PTR rate (25p x 324 miles) or £130 at standard rate of 40ppm. Having the car delivered to your office location within normal office hours could make additional savings in hire car charges.

Private Car

36. You may use a private car for official business if:

- ◇ You can show that its use would be cost-effective – but note that a long journey is likely to be more cost effective in a hire car;
- ◇ There are clear overall advantages to you using your own car e.g. you travel on a daily basis, but much of your travel starts and ends at home. Discuss and agree this approach with your manager;
- ◇ You satisfy the Commission's requirements regarding insurance cover and road-worthiness before making the journey (see Staff Handbook Chapter 14).

Even if it is appropriate to use your own car for many journeys, there may be some where there are clear cost advantages in using a hire car.

37. The Commission has two private car mileage categories - Standard Rate (SR) and Public Transport Rate (PTR). The rate payable depends on the type of journey and the cost.

- ◇ **Standard Rate** is the higher rate intended to cover all costs associated with running a vehicle. It can be claimed when no other form of transport is available or cost effective (eg public transport or hire car are either not available or are more costly). But see paragraph 38. Staff are expected to claim standard rate of mileage allowance only:
 - For journeys which do not involve the Commission in more expense than would otherwise be incurred; or
 - Where other advantages (such as time) outweigh the extra cost.

The standard rate of motor mileage allowance **is** payable when:

- You are using the vehicle for a journey which the Commission recognises as appropriate for official travel by private motor vehicle, because it is clearly in the public interest to be used; and
- Using your car is more cost effective than using public transport or a hire car ; and
- You have fully comprehensive insurance which contains a clause permitting the use of the vehicle for business; and
- If you are travelling over 120 miles in one day, only if you can justify using your private car in preference to a hire car or public transport (see paragraph 38).

or

- You are disabled and unable to use public transport and have fully comprehensive insurance which contains a clause permitting the use of the vehicle for business;

Examples of when staff **cannot** expect to claim Standard Rate and where claims may be refused:

- where an official car is available;

- when it was clearly unreasonable, on cost grounds, for staff to have used their private car in the particular circumstances e.g. where hire car or public transport would be cheaper and there is no benefit to the Commission in the use of a private car (see paragraph 38);
- where the journey could be made as a passenger in the car of another employee covering substantially the same route;
- for a journey made regularly between two offices or other official stations within 60 miles of each other, where:
 - adequate public transport facilities exist; **and**
 - there is no advantage in time/cost terms in the use of a private car.
- where their insurance is restricted to third party and does not meet the insurance requirements detailed in the Staff Handbook.

◇ **Public Transport Rate** is a lower rate intended to cover the marginal costs of the car only. It can be claimed when you use your car but another, more cost-effective method of travel is available and appropriate (such as rail or air). The Public Transport Rate of motor mileage allowance is payable to staff who:

- have 3rd party insurance cover with a specific clause permitting the use of the vehicle for business; or
- are using the vehicle for a journey which the Commission does not recognise as appropriate for official travel by private motor vehicle but has agreed to allow at PTR; or
- where the most cost effective means of travel were not used or where there were no other advantages which outweighed the extra costs (e.g. time saved) .

Managers may restrict claims for standard rate to the level of public transport rate for journeys:

- when it was clearly unreasonable for staff to have used their private car in the particular circumstances.

To travel from Edinburgh to Bristol in a private car would take around 7 hours (one way) and cost £190 (return) if claiming public transport rate and £305 at standard rate. The train would take a similar length of time and would cost around £106 for a standard return. A flight would cost around £156 return with Go. In this example the best method of travel would be public transport (rail or air) and if the individual chose to use their private car for the journey reimbursement would be restricted to public transport rate.

120 Mile Rule

38. Because of the relatively high cost of Standard Rate journeys alternative methods of travel should be considered when:

- ◇ travelling to a place which is more than 60 miles from the starting point of the journey, or for journeys which exceed 120 miles in any one day.

To hire a car for one day (including fuel costs) will normally cost less than a Standard Rate claim of 120 miles. This should be used as the breakeven point when considering the cost effectiveness of using your private car at Standard Rate i.e. if you're travelling to a place more than 60 miles away or the journey is over 120 miles in one day you should consider alternative methods of travel.

- If suitable public transport does not exist and self drive hire cars cannot be provided at reasonable cost you may claim mileage at the Standard Rate.
- If suitable public transport does exist or hire cars are available, and either method will cost less than the Standard Rate journey, you must use the alternative method of travel or restrict your private car journey claim to Public Transport Rate.
- Where other clear advantages (such as time) outweigh the extra cost of Standard Rate then this rate may be claimed. Managers authorising claims (Approving Officers) and Accounting Inspection teams will query any uneconomical Standard Rate claims.

A member of staff travelling from Edinburgh to Dumfries (78 miles) who has no official or CAPES car should in the first instance consider hire car or train. If this is available, and more cost effective than standard rate mileage (£62.40 at standard rate of 40 pence), it should be used. If a choice is made not to use the cheaper method, and there are no other factors that outweigh this (such as time), then the mileage rate reimbursed is PTR of 25 ppm. If no public transport or hire car is available, standard rate can be claimed.

Pedal Cycles & Motorcycles

39. Cycle is the greenest form of transport and mileage rates are available for both options – staff can use pedal cycles or motorcycles for official journeys. An advance of salary to assist with the purchase of a bicycle is available – for further information see chapter 12 (para 12180) of the Staff Handbook or contact Personnel Services.

Standing Imprests & Temporary Advances

40. Anyone who travels regularly may apply for a standing imprest (an advance of money to fund forthcoming travel and subsistence) by filling in a C180 claims form. **Authorising Officers** must satisfy themselves that the amount of the imprest is reasonable bearing in mind the level of expenses likely to be incurred between claims. Repayment will be required at any time if there is a change in the pattern of travelling. Immediate repayment is required if the individual ceases to be employed by the Forestry Commission and **Cost Centre Managers** should ensure this happens.
41. Staff may apply for a temporary advance, on a C180 claims form, to meet the expected expenses of a particular official commitment. Repayment should be made by deduction of the advance from the amount claimed on the C180 following the travel. If an advance is not actually used for the intended purpose, it must be repaid immediately. No further advances can be made whilst a prior advance remains outstanding.

Approving and Completing Claims

42. Fraudulent claims are treated as gross misconduct for which dismissal is the usual penalty. If **any member of staff** suspects irregularities by another member of staff, they

are required to report it to a more senior manager, who will follow the Disciplinary Procedures and Chapter 21 of the Finance Code.

43. Staff at Pay Band 1 and above may approve their own claims and are expected to apply the normal cost effectiveness criteria in planning their own travel. All other staff must have their claim approved by their manager, or by a member of staff appointed for that purpose. **Approving Officers** must be senior to the claimant and cannot be below Pay Band 5.
44. Claims for reimbursement of expenses are made on form C180 as soon as possible after travel. The form can be completed in paper or electronic format. An electronic version is available on eConnect and all other electronic versions (except Forest Research) must no longer be used. Although the C180 can be completed electronically it must always be ruled off with a hand written diagonal line and Section C (Declaration and Approval) must always be hand written.
45. **Approving Officers** must satisfy themselves that what they are approving is in accordance with the rules set out in this guidance and Staff Handbook, Chapter 14. The following guidance should be used.

Checking Travel Claims

46. Once a manager approves the claim, he/she should pass the claim form direct to the nominated person within the cost centre for checking and payment. Any claims involving staff transfer costs should be passed directly to Personnel Services for checking and payment. **Cost Centres** should complete a detailed check on a minimum of one in ten claims (10%). Those staff completing a C180 claim for the first time should always have their claim checked in detail.
47. The guidance in **Annex C** should be followed by all staff responsible for the detailed checking of C180 claims (10%). Any errors noted on claims should be notified to the Approving Officer.
48. Other claims (not included in the 10% detailed check) should be subject to a brief examination e.g. that the claim is signed and approved and the rates claimed are correct.
49. **Cost Centre Managers** must also designate someone to complete the following additional check :

◇ **Private Car Licence & Insurance Check (100%)**

All staff using their private vehicle on official business **for the first time** must have their driving licence checked and insurance verified for use on official business. If staff are likely to use their private vehicle, and standard rate or public transport rate mileage is paid, then the comprehensive or third party insurance certificate must provide specific cover for using the vehicle on official business.

After the first check no further checks are required as staff sign a declaration on every C180 stating that they hold a valid driving licence and their motor insurance policy covers the use of the vehicle on official business. Staff who do not hold valid insurance will be subject to disciplinary action.

- ◇ **No accommodation check** is required for claims for commercial accommodation (hotels & B&Bs) or non-commercial accommodation (e.g. staying with friends or relatives) although the address/telephone number must be added to the claim form (if

Authorising Officers, Auditors and Accounting Inspectors may also carry out additional spot checks on claims.

E171s

52. All claims processed should be recorded on E171 forms; these are checked by Accounting Inspection teams. The form is available on eConnect and can be completed and retained in an electronic format. The E171 should also be used to record 'Licence and Insurance' checks.

Retention of C180's

53. To comply with Inland Revenue regulations all completed C180 T&S claim forms, and receipts, must be retained for at least 3 years after the end of the tax year to which they apply. Government Accounting terms state that prime financial documents (incl invoices and claims) should be retained for 7 years. C180 claim forms and receipts should therefore be retained for 7 years.

W J Anderson

Director Personnel

12 December 2002

(Amended February 2003 to change the C180 retention period to 7 years)

TRAVEL & SUBSISTENCE INFORMATION IN THE FORESTRY COMMISSION

If using this form electronically you can go directly to the eConnect site that holds all travel information by clicking on [PERSONNEL CONTENT AREA/TRAVEL FOLDER](#).

Title	Content	Location/Retention
Staff Handbook Chapter 14 - UK Travel & Subsistence and other Allowances	Provides information to all staff on rules when travelling on official business.	Paper copies at all locations and an electronic version on eConnect – Personnel content area, Travel folder.
Personnel Memorandum (PM) 6 - Business Travel	Management and staff guidance on travelling by the most cost effective means together with procedures for authorising and checking claims.	Paper copies at all locations and an electronic version on eConnect – Personnel content area, Travel folder.
Staff Notice 16 - Travel & Subsistence Rates Staff Notice 16 – CAPES Addendum	Lists all T&S rates. Re-issued when rates are changed. CAPES mileage rates for the old scheme and the new CAPES 2000 scheme.	Paper copies at all locations and an electronic version on eConnect – Personnel content area, Travel folder. Individual copies must be provided to staff without access to a PC
Operational Guidance Booklet 22 – Driving at Work	Managing the health and safety of staff who drive at work	Paper copies at all locations and an electronic version on eConnect – Forest Enterprise Guidance.
Staff Handbook Chapter 15 – Overseas Travel & Subsistence	Provides information to all staff on rules when travelling overseas on official business.	Paper copies at all locations and an electronic version on eConnect – Personnel content area, Travel folder.
Personnel Memorandum (PM) 2 – Traffic Accidents and Prosecutions Under the Road Traffic Acts	Guidelines for dealing with traffic accidents on official business.	Paper copies at all locations and an electronic version on eConnect – Personnel content area, Travel folder.

Personnel Memorandum (PM) 1 – CAPES 2000 Car Leasing Scheme for Employees	Management and staff information on the CAPES 2000 scheme.	Paper copies at all locations and an electronic version on eConnect – Personnel content area, Travel folder.
CAPES Newsletter	Regular information sheet on CAPES matters.	Issued to all staff via e-mail or requested from Joneen Clarke, MES Tel: 01786 435603.
Car Hire Information	Preferred suppliers together with cost comparisons.	eConnect – Personnel content area, Travel folder
Public Sector Air Fares	Discounts and costs on discounted air fares achieved through the Government Travel Group.	eConnect – Personnel content area, Travel folder
Air Travel Timetables	Timetables for BA, BM, Go and easyJet.	eConnect – Personnel content area, Travel folder.
Railtrack Timetable		eConnect – Personnel content area, Travel folder.
T&S Forms	C180, E171, Accommodation Check Letters, Payment Confirmation.	eConnect – Personnel content area, Travel folder
Staff Handbook Chapter 11 – Hours, Overtime And Travelling Time	Rules that apply to the calculation and payment of time spent on official travel.	Paper copies at all locations and an electronic version on eConnect – Personnel content area, Travel folder.

TRAVEL MANAGEMENT AIDE-MEMOIRE

DECIDING WHETHER YOU NEED TO TRAVEL

Consider carefully whether you really need to travel. Take account of:

- ◇ Operational and developmental needs;
- ◇ Suitability of alternatives (e.g. video conferencing, teleconferencing, e-mail)
- ◇ Costs (direct travel and subsistence and indirect staff time)
- ◇ Your own health and welfare (will a long journey or long hours day cause you stress or fatigue or do you have home life plans that should take priority)

PLANNING VISITS/MEETINGS/EVENTS

If you decide that travel is necessary, minimise T&S Expenditure by:

- ◇ Making best possible use of time spent at the other location e.g. arrange other meetings (extending your visit and staying overnight may in some cases be more cost effective than making two separate trips);
- ◇ Planning as far ahead as possible to take account of cheaper fares;
- ◇ Fixing a time that will avoid the need for overnight stays or if the meeting is going to finish late arrange an overnight stay to avoid travel fatigue;
- ◇ Choose the most cost effective venue for meetings (to minimise the amount of total travel costs for those attending);
- ◇ Limit participants to those who are essential;
- ◇ Consider the comparative cost of the different travel options (road, rail, air etc). A car will usually be the cheapest option if it is shared with colleagues who have to make the same journey;
- ◇ The overall cost of the journey – taking account of additional costs such as travelling time, subsistence, taxi fares etc.
- ◇ Make the most effective use of your time (e.g. whether you will be able to or want to work while travelling, or will lose time waiting for a connecting train or flights).

ARRANGING TRAVEL

Organise the travel as cost-effectively as possible:

- ◇ Plan itinerary to follow shortest geographical route;
- ◇ Keep requirements as flexible as possible to benefit from discounts
- ◇ Consider: Comparative costs (both direct and indirect) of different transport options;
Most productive use of time;
Flexibility required;
Class of travel actually needed for the journey;
Environmental impact.
Book rail, air, sea and car hire tickets through CWT.
- ◇ Consult CWT if you need advice about the best way to make a journey;
- ◇ Take advantage of any special rates or discounts on offer;
- ◇ If travelling by car, consider comparative cost of different options (official/CAPES/hire car/private car) and the risk implications.

DETAILED CHECK OF C180 CLAIMS (10%)

Section A

- ◇ All personal details are completed and correct;
- ◇ All relevant receipts are attached and any errors corrected

Section B

- ◇ Appropriate sections are completed and the reason for the journey is given;
- ◇ The correct rates of allowances are claimed in accordance with Chapter 14 of the Staff Handbook and Staff Notice 16;
- ◇ Receipts are attached for actual accommodation costs, they match the amounts claimed and costs are within the booking limits (or approval to go above is noted) set in Staff Notice 16;
- ◇ If night subsistence is claimed the accommodation address is provided on the C180 or on a receipt;
- ◇ If a passenger supplement is claimed, the names of the passengers are provided;
- ◇ If equipment supplement is claimed, details of what was carried;
- ◇ Arithmetic is correct;
- ◇ The claim has been ruled off with a hand written diagonal line.

Section C

- ◇ The declaration has been signed and dated by the claimant and approved by a manager at Pay Band 5 level or above.

CONTACT DETAILS

National Rail Enquiries on Tel: 08457 48 49 50

Carlson Wagonlit Travel
16 West Register St
Edinburgh
EH2 2AA

Tel: (0131) 525 6070
Fax: (0131) 525 4570
E-mail: edinburgh2@cwt.co.uk

The contact details for Research staff at Alice Holt is Carlson Wagonlit Travel, 21 Charles Square, Bracknell, Berkshire RG12 1DF. Tel: 01344 868008 Fax: 01344 862120.

MES CAPES Tel: 01786 435603 or e-mail Joneen Clarke/Shonagh Nicol.

Expotel – Government Hotel & Conference Booking Service
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Stockport
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British Airways - www.british-airways.com
British Midland - www.flybmi.com
easyJet - www.easyjet.com.

Stagecoach are one of the largest UK bus operators in Britain – Tel: 0870 608 2 608
or check their Internet site: www.stagecoachplc.com/group

National Express are also one of the bigger groups - Tel: 08705 808080 internet
address: www.gobycoach.com).