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| Youth Cymru Logo JPEG | **Travel, subsistence and TOIL Procedures** |

**Travel and Subsistence**

The aim of this procedural guidance is to make reclaiming expenses as simple as possible whilst making sure that the claims meet the rules and regulations that Youth Cymru has to adhere.

Youth Cymru will reimburse any expenditure made by a member of staff that meets these principles:

* It was necessarily incurred on Youth Cymru business – the expenditure supported Youth Cymru’s objectives
* It was reasonable – the amount spent is in proportion to the aim
* It represents value for money – the most effective economical and efficient most were chosen.

Where possible staff should agree with their line manager the terms under which expenses will be reimbursed before travelling.

Youth Cymru will reimburse actual expenditure capped within categories and subject to the production of a valid receipt.

Subsistence and mileage rates will be reviewed annually.

**Role and responsibilities**

All staff are responsible for obtaining the best value for money option and for claiming legitimate reimbursement within a month.

Line managers are responsible for checking claims are valid and for approving them for payment promptly.

When considering journeys each staff member should consider which mode of transport would provide best value for money to Youth Cymru bearing in mind distance to be travelled, the relative convenience of rail, road or air transport and the number of travellers.

Line managers should refuse or restrict claims they do not feel are justified.

**Errors**

If finance or an internal audit finds an error the claimant and manager will be informed. The claim will be corrected and any under/over payment will be paid/recovered. All claims may be subject to an audit.

**Travel costs**

All staff are responsible for meeting the cost of travel from home to their usual workplace. Staffs’ home cannot be classed as the usual place of work unless agreed formally with line mangers.

Claims can be made for travels by hire care, private motorcycle or bicycle

Claims for travel by private car or motorcycle should be made in line with the mileage rate of 45p per mile (2017/2018). Additional claim for fuel, “wear and tear” or similar expenditure is not permitted.

The standard mileage rate may be claimed where one or more passengers are carried and documents or heavy items are carried

Employees driving a private vehicle for work are responsible for ensuring their vehicle is insured for business use. In order to qualify for mileage allowance insurance policies must permit the use of vehicles in connection with business.

Youth Cymru will not compensate employees for any additional costs associated with upgrading their insurance policy to cover business use.

If involved in an accident while driving on official business it must be reported to a line manager.

Youth Cymru will not be held liable for any fines or penalties incurred whilst using a vehicle on official business (e.g. speeding fines or parking tickets)

Private hire or taxis services may be used as an alternative to public transport, usually when travelling between transport termini and place of work. Line managers needs to be satisfied that traveling by taxi was necessary.

**Travel by Train**

For all staff travel by train will be at standard class and you should take advantage of discounted fares whenever possible. Travel in a higher class may be allowed e.g. if there are no standard class seats available and a seat for work is needed. This must have approval from line managers before the journey.

**Air Travel**

Flights within Europe must be at standard class and discounted fares must be taken advantage of wherever possible. International flights outside Europe should normally be at standard class – any exceptions must be approved by line managers.

Rail travel must be considered as an alternative when travelling within Europe and for domestic travel.

All staff must ensure they hold a full and valid passport when travelling internationally. Staff are responsible for arranging their own travel insurance.

Travellers cheque and foreign currency should be ordered through personal banks and claimed back when presenting valid receipts for expenditure.

**Claiming**

All claims for travel will be made on youth Cymru’s Travel and Subsistence claim form (see appendix) When completing the claim indicate Budget Line (project) where possible.

Claiming will be reimbursed by finance and made by bank transfer into an identified bank accounts.

Claims to be made monthly before the 31st of each month.

**Time off in Lieu Scheme and Out of Office Expenses**

Where possible flexi working must be used to avoid the accumulation of toil.

All overtime must be approved in advance and signed off with your line manager. Any requests for TOIL must be made in writing to the line manager using the TOIL request form.

It will normally be expected that when requesting permission to accrue TOIL there will be a plan for when this time will be taken back.

Staff are entitled to take TOIL for additional hours worked (Sunday toil 1.5hrs per 1hr).

If working additional hours then TOIL needs to be taken within one month of the day on which it was accrued. TOIL not taken within these timescales will be lost and there will not be an entitlement to any payment in lieu.

In order to take any Time Off In Lieu accrued authorisation should be obtained from line managers in advance. Requests to take TOIL will normally be granted unless there are specific reasons for refusing. These might include lack of cover, approaching deadlines, requirements to attend meetings etc.

**Overnight Stays**

When required to work away from home the working day is up until 9pm or until the end of a compulsory meal.

**Expenses Allowance** (when working away)

Breakfast (if travelling before 7.30am) - £8

Lunch - £8

Evening meal - £20

If staying with family or friends and additional - £20.00 Evening Meal

**Signed:** .. ...............................................................

**Position:** ...Acting Joint CEO.......................................................

**Latest review/approved dated:** .........7th April 2018.......................

**Appendix**

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| Youth Cymru Logo JPEG | **Travel and Subsistence Claim Form** |

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| --- | --- |
| **Name** |  |
| **Role** |  |
| **Claim Period**  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Journey and Places Visited** | **Purpose of Journey** | **Budget line** | **Miles Travelled** | **Subsistence****(include receipts)** |
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|  | **Total Mileage** |  |  |
|  | **Total subsistence** |  |  |
|  | **Total Claim** |  |  |

I certify that the above claim is correct, the mileage was actually travelled on Youth Cymru business, and where subsistence is claimed additional expenditure has been incurred. I confirm that the expenses outlined are not claimed from any other source.

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| --- | --- | --- | --- |
| Signature |  | Date |  |
| Authorised  |  | Date |  |