



PACTO

Pembrokeshire Association of Community Transport Organisations
Cymdeithas Mudiadau Cludiant Cymunedol Sir Benfro

Travel and Subsistence Policy

1. Scope

This policy applies to staff and volunteers working *directly* for the charity known jointly as Pembrokeshire Association of Community Transport Organisations. Staff and volunteers working for other community transport services and schemes which operate within Pembrokeshire are governed by their own policies and procedures.

2. Introduction

These Instructions set out the rules and procedures associated with incurring and claiming travel, subsistence and entertainment expenditure whilst engaged on PACTO business. All categories of allowable expenditure are identified, together with the circumstances where such expenditure is appropriate and any monetary limits placed thereon.

Expenditure incurred outside these instructions will be regarded as private expenditure and the cost must be borne by the relevant employee.

Receipts must be provided to support all claims for reimbursement of expenditure / settlement of invoices.

Expense claims should usually be submitted monthly (i.e. within 30 days of the end of the month in which the expense was incurred). We cannot guarantee payment of expenses submitted more than 3 months after they were incurred.

Only claims made on official PACTO Expenses Forms will be considered.

3. Expenditure on PACTO business

3.1 Overnight stays

Employees may elect to arrange overnight accommodation where it would be necessary for them to commence their journey before 6:00 am in order to arrive at the meeting in time for its start, or where the conclusion of the meeting would delay their arrival at home until after 11:00 pm.

Employees have the option of:

- Arranging hotel accommodation (see Appendix 1 for UK rates); or

- Claiming a flat rate overnight accommodation allowance for staying with friends or relatives. (The flat rate accommodation allowance is £25 for each night away from the employee's home base. Under Inland Revenue rules, this allowance is subject to tax and National Insurance, and is therefore paid via the payroll.)

3.2 Subsistence whilst away from normal place of work

Where an employee is away from their normal place of work on an extended business journey (see below), claims for receipted expenditure in accordance with the limits set out in Appendix 1, will be allowed:

- for breakfast where an employee is required to depart from home before 7:00am
- for dinner if arriving home after 9:00pm.

The employee limits may be exceeded when away on an extended business journey of at least 12 hours, provided that the total amount claimed for each complete day does not exceed the daily subsistence total.

Receipts or invoices must be provided to support all claims for expenditure. Any missing vouchers will only be reimbursed exceptionally and must be supported by a brief written explanation on the claim form.

3.3 Business Journeys

A business journey is one which involves travel from one place of work to another. Journeys between an employee's home and their normal place of work are not business journeys. When an employee travels from their home directly to a temporary place of work (e.g. a site visit) or returns from a temporary place of work directly to their home, the mileage that may be claimed is the lesser of the mileage actually incurred, and the mileage that would have been incurred if the journey had started and finished at the employee's normal place of work.

The principle applies to all forms of transport either public or private.

Full details of all business journeys should be clearly shown on the claim form and should identify the start and finishing destination plus dates and times of departure and return.

Employees required to travel on 'PACTO business must exercise sensible judgement in determining the 'greenest', most cost-effective means of carrying out the business journey. These include use of public transport, car sharing, use of hire car and use of own car at Fixed Profit Car Scheme (FPCS) rates – see Appendix 2. There is a presumption that travel to major towns and cities outside Wales will be undertaken by rail or car share wherever possible and that any amount thereby claimed under FPCS rates will be limited to the cost of the rail fare.

3.4 Attendance at PACTO Events

Staff attending PACTO events in a personal capacity, and not as a nominated representative of PACTO, will be responsible for their own costs.

Board members attending PACTO events as representatives of their own organisation will be responsible for all their costs.

Board members who are invited by PACTO to attend an event, for example, acting as a chair, a facilitator, a workshop leader, a speaker or a delegate, will be entitled to claim travel costs and subsistence in line with this policy.

3.5 Rail Travel

Standard class rail travel is to be used.

3.6 Hire of cars and taxis

Occasionally it may be necessary to use taxis whilst on PACTO business where other forms of public transport are not available. Receipts should be obtained and submitted with the claim.

The use of Hire Cars is strictly only permitted with prior authorisation of the line manager.

3.7 Other travel

The cost of bus and tube fares, car parking and toll fees incurred on PACTO business will be reimbursed. Tickets / receipts should be retained and submitted with the claim. Any missing vouchers will only be reimbursed exceptionally and must be supported by a brief written explanation on the claim form.

3.8 Travelling with non-PACTO personnel

If someone who is not a PACTO employee accompanies an employee on a business journey then any additional costs of travel, accommodation etc. must not be charged to PACTO.

3.9 Telephones

The cost of domestic telephone calls made on PACTO business will be reimbursed at the rate of five pence per call. Telephone calls made using individuals own mobile telephones on PACTO business will be reimbursed at the rate of ten pence per call.

If mobile telephones are issued they are for PACTO business use, and whilst the making of personal calls should not be the norm, it is recognised that exceptionally the making of private calls is unavoidable, in these cases the cost of the call(s) may be required to be reimbursed to PACTO. In all cases the

employee has a responsibility to use the phone in a proper and appropriate manner.

3.10 Additional expenses

Any further expenses incurred during PACTO business will only be reimbursed with prior written arrangement with the line manager. Line manager may seek guidance from the Personnel Sub-Group where needed.

4. Volunteer Expenses

4.1 Volunteer Expense Policy

PACTO believes that Volunteering should not cost anything but time and enthusiasm and volunteers should be aware of what can be claimed before they start. Reimbursable expenses include:

- Travel
- Meal costs during volunteering activity
- Child care costs/replacement care costs
- Costs of equipment fees and materials needed to carry out volunteering

Volunteer Expenses Guidelines

PACTO is committed to the implementation of a policy for the reimbursement of actual expenses incurred by volunteers in the course of voluntary activity provided that the expenditure was:

- genuinely incurred (i.e. the money was actually spent)
- authorised by PACTO
- wholly for PACTO's purpose AND necessary for the particular task being undertaken

Expenses will be reimbursed to meet the following costs:

- Travel expenses between home and place of volunteering. The mileage rate payable for travel by car will be 45p per mile and in the case of travel by public transport, receipts will be required. Accurate expense claim forms will need to be submitted in a timely manner for payment. Volunteers must inform the Inland Revenue of expenses received and their car insurance company of the change of use of their vehicle. Bridge toll and parking charges can also be reimbursed providing that tickets or receipts are submitted with the claim form.
- Actual expenditure incurred in the purchase of materials or services required to fulfil the tasks being undertaken. Any expenditure must be discussed with your supervisor or a member of PACTO staff before they are incurred.

- Actual costs of meals taken because of volunteering for more than 4 hours in 1 day. Meal expenses may also be claimed where we have specifically arranged for a volunteer to accompany a service user for lunch, even when that volunteer is on duty for less than 4 hours. Volunteer meal expenses are usually limited to £5 per day, unless the conditions in Section 3.1 or 3.2 above are met, when the subsistence limits in Appendix 1 will apply.

Volunteer meal expenses over £5 can be authorised where we (PACTO) require a volunteer to eat somewhere where it is not reasonable or possible for them to get a meal for less than £5. For example, where we have arranged for them to accompany a bus buddy client for lunch. Volunteers will be advised in advance by their supervisor where it will be acceptable to claim up to a higher limit. The maximum claim in these instances will usually be £7.50 per meal.

- Receipts must be provided.
- Actual costs of crèche, childminding fees or other dependent care incurred in order to be available for voluntary work. If children under 8 are receiving care at crèches or playgroups, they must be registered with the local authority. Receipts must be provided.

4.2 Volunteering and Welfare Benefits

As part of the volunteer recruitment and induction process, PACTO will make potential volunteers who are in receipt of benefits aware of the steps they may need to take to ensure they continue to comply with the terms of their benefit.

If you are getting benefits please talk to your Work Coach or another employee of Jobcentre Plus before starting. Volunteering can give you a much better chance of finding paid work so you can volunteer as many hours as you like while you are getting benefits as long as you keep to the conditions for getting them. PACTO can provide volunteers with a standard letter template answering all the relevant questions that the Job Centre needs to know about a volunteer placement in order to safeguard benefit payments.

If you are claiming Jobseeker's Allowance/Universal Credit

- You will still need to be actively seeking work.
- You will still need to be available for work
- You must be willing and able to attend a job interview with 48 hours notice. Volunteers should inform the organisation for whom they are volunteering that this may be the case.
- You may receive reimbursement of your expenses (such as travel costs); but no other payment for volunteering. The Jobcentre will need to be informed of expenses received.

If you are claiming Employment and Support Allowance, Income Support and Incapacity benefit.

- You may receive reimbursement of your expenses (such as travel costs); but no other payment for volunteering. The Jobcentre will need to be informed of expenses received: and
- You will still need to be available to attend Work Focused Interviews when asked to by Jobcentre Plus.

5. Monitoring and Review

This policy will be reviewed at least every two years, or more frequently if necessary to take account of changes in the organisation or legislation.

Signed: Rachel Cox (AMLETTED - TRUSTEE)

Signed: R. Dickey (Vice-chair)

Date: 1st July 2019.

**Subsistence Limits
(including drinks)**

Breakfast	Dinner	Daily Maximum
£5.00	£15.00	£20.00

Staff and volunteers may incur costs in excess of these limits but can only claim reimbursement for part of their costs, up to the limit shown.

Hotel Allowances (per night bed and breakfast)

Up to £75 per night (£100 per night within M25).

When staying in hotels at PACTO's expense, staff and volunteers will be required to seek the best value hotel of an acceptable quality and to endeavour to ensure that the best possible deal is obtained. Clarification of what is acceptable should be sought from the Line Manager, or if the Line Manager is not available, from any Trustee on the Personnel Working Group.

In all cases employees should retain all invoices and receipts.

Mileage Reimbursement Rates

Inland Revenue's Fixed Profit Car Scheme

First 10,000 miles in year 1 April to 31 st March	45p per mile
Additional miles in excess of 10,000	25p per mile