

# *Stepney Primary School*



*A Small School With Great Expectations*

## **Travelling & Subsistence Policy**

At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff.

## **TRAVELLING AND SUBSISTENCE POLICY**

### **INTRODUCTION**

1. The aim of the Travelling and Subsistence Policy and the accompanying guidelines is to ensure that the conditions of service relating to the reimbursement of travelling and subsistence expenditure are correctly and consistently applied throughout the City Council.

### **GENERAL PRINCIPLES**

2. The City Council supports the principle that employees must be fully reimbursed for properly authorised travelling and subsistence expenses, incurred whilst on Council business. However, the Policy is not intended to over compensate employees and individuals have a responsibility to ensure not only that claims are reasonable, but also that the claims are reimbursement of expenditure incurred. Employees should, therefore be aware that, in addition to being a good employer, the City Council has financial responsibilities as a public sector Authority. In plain terms, no one should be out of pocket, or using sub-standard accommodation and subsistence, but situations which warrant payment of expenses are not intended to result in a profit for the claimant.
3. The City Council's expenditure on travelling and subsistence must be carefully controlled and monitored and the most cost-effective means of travel and subsistence should be used, wherever possible, except in emergencies or in exceptional circumstances.
4. All employees must obtain prior approval from their Head of Service or his/her delegated representative, before the event for which the claim is being submitted, takes place.
5. Comprehensive, well documented systems must be established within departments to ensure that all travelling and subsistence claims are pre-authorised and properly checked, recorded and monitored, so that they may be easily audited when required. A model administrative procedure is shown at Appendix 1.
6. All claims for subsistence, mileage and reimbursement of other travel expenditure should contain sufficient detail to enable them to be easily and precisely monitored and audited.

### **SCOPE**

7. Reimbursement of expenditure and subsistence is paid in accordance with the National Agreement on Pay and Conditions of Service.
8. These guidelines, therefore, apply to all employees of the City Council except employees in schools with delegated powers unless adopted by the Governing Body.

## **SCHEME OF CONDITIONS OF SERVICE - GENERAL**

9. The National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service states that:-

“Employees necessarily incurring additional expense in the course of their work in respect of travel, meals, or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with local arrangements”.

## **TRAVELLING AND SUBSISTENCE - GUIDELINES**

### **AUTHORITY TO APPROVE SUBSISTENCE CLAIMS**

10. Head of Service have delegated authority to approve subsistence claims, subject to their being satisfied that the criteria for eligibility, shown below, have been met.
11. Subsistence expenses will not be paid where the claimant has not actually travelled outside of the City boundary, unless there are some exceptional circumstances which justify payment. Payment in the event of such circumstances must be approved by the Head of Service. In any event, subsistence expenses will not be paid where overtime or enhanced rates are being paid.

### **CRITERIA FOR ELIGIBILITY WHEN TRAVELLING OUTSIDE THE CITY BOUNDARY (Appendix 1)**

12. In order to qualify for payment of subsistence expenses, when travelling outside the City boundary, claimants must meet all of the following criteria:-
- (a) Normal Meal Arrangements  
Normally, employees will take their meals at home, or at their place of work, or at their departmental headquarters or other establishment. Where their normal arrangements are not possible, due to carrying out official duties, with the authority of their Head of Service, a claim for subsistence expenses may be made. In all posts, employees establish 'normal meal arrangements' and no employee should be claiming subsistence expenses on a daily basis as a matter of routine, i.e. if it is normal to eat in a restaurant or canteen, the employee is following his/her normal meal arrangements and therefore cannot claim subsistence. The timing of a normal lunch period has no direct bearing on the entitlement to subsistence expenses. It is the nature of the meal and where it is taken that constitutes 'normal meal arrangements'. Employees who are working overtime, and who are being paid enhanced rates for doing so, will not normally be entitled to subsistence expenses, in addition.
  - (b) Additional Expenditure  
There must have been additional expenditure. All claims for subsistence must be accompanied by supporting receipts and must not

include alcoholic drinks or tips. Service charges which are incorporated into the receipt will be payable.

(c) Unavoidable Expenditure

Any additional expenditure claimed must have been unavoidable. In some circumstances claims for subsistence can be reduced by organising work in such a way that the necessity to deviate from normal meal arrangements is avoided.

### **MANAGERS' RESPONSIBILITIES**

13. Managers must give consideration to what expenditure would normally be incurred and, where possible, guidance should be given to employees before they incur expenditure. Some guidance will be available on the claim form, but where there are unusual circumstances which are not covered by the guidance, these should be discussed with the manager, before the event. If there is no apparent additional expenditure, or no apparent reason for not following normal meal arrangements, payment may be refused, after due clarification with the employee.
14. In authorising claims, managers are accepting that additional expense was incurred or that the reasons given for the expenditure were unavoidable. In the case of mileage claims full details of each trip are required so that individual journeys may be checked if necessary.
15. In determining whether additional expenditure was unavoidable, managers should consider whether the employee could have followed normal meal arrangements.
16. The need for any clarification should not unduly delay the processing of claims for subsistence expenses.

### **EMPLOYEES' RESPONSIBILITIES**

17. Employees are responsible for ensuring that all the necessary approvals have been obtained, procedures have been followed and documentation has been fully completed, in accordance with departmental procedures, prior to the event for which the claim is being submitted. Failure to do so may result in non payment of the expenses.
18. An explanation of the reasons for making the claim should be provided, together with receipts. Claims can only be made if more money has been spent on a meal than would normally have been spent. Once it has been established that there has been additional expenditure, the full cost of the meal will be reimbursed, subject to the agreement of the Head of Service that the expenditure was reasonable.
19. Employees are responsible for certifying that additional expenditure has been incurred and, if so, for producing appropriate receipts.

20. Where it is not possible to obtain a receipt, for example, from parking meters or pay phones, expenses may be paid providing the expenditure has been reasonable. If employees anticipate that they will spend significantly more than the guidelines they should consult their manager in advance.

#### **VALID TIMES FOR REIMBURSEMENT OF MEAL EXPENSES**

21. Subject to the above general principles and the criteria for eligibility (paragraph 12), meal expenses may be claimed for out of town journeys as follows:-

Breakfast	if duty commences before 7.30 am
Lunch	if duty commences before 11.30 am
Tea	if duty continues after 6.30 pm
Evening meal	if duty continues after 8.30 pm

22. These times refer to the performance of official duties and not to the employee's normal travel to and from work.

#### **MEALS TAKEN ON TRAINS**

23. Expenditure on meals which have to be taken on trains will normally be considered as reasonable.

#### **ADVANCE OF CASH FROM THE FINANCE DIVISION**

24. Employees who are required to work out of town for prolonged periods may incur substantial expenditure. A facility exists for obtaining an advance from the Finance Division on production of a memorandum from the employee's Head of Service. The cash advance is signed for by the applicant and is deducted from the final claim. It is important, therefore, that a detailed claim is submitted as soon as possible after the duty has been carried out so that the expenditure can be checked and allocated to the appropriate budget.

#### **MEAL EXPENSES – GUIDELINE RATES**

25. Guideline rates for individual meals are stated in the Allowances – Rates of Payments document Allowances – Rates of Payments. These are updated annually, taking into account the retail price index.

Receipts must be obtained for all meals and the actual cost will be reimbursed, subject to the Head of Service agreeing that the expenditure was reasonable. Heads of Service will have the discretion to approve claims which exceed the guidelines shown, providing there is evidence to show that the claimant has good reason for the additional expenditure.

#### **METHOD OF PAYMENT – CLAIM FORMS**

26. Employees making claims for subsistence should use the Travel & Subsistence Expense Claim (Monthly) TS 3... form available on the Workforce Strategy/Forms intranet site. (Appendix 3) These claims will be reimbursed in the employee's salary.

27. In exceptional cases, the Travel & Subsistence Expense Claim (Cash) (TS2... may be used if urgent reimbursement is needed. (Appendix 2) If the TS2 form has been used and authorised it should be taken to the Banking Section, Citizen Engagement, located on the Ground Floor of the Treasury Building for cash reimbursement. When collecting a cash reimbursement, employees should avoid the period from 12.00noon to 2.30pm. Employees should ensure that they use the most up to date forms. The form should be obtained prior to the event. Heads of Service will be advised of rate changes.
28. Car Mileage Allowances are payable through the payroll, using the Car Mileage Claim Form (see Appendix 3.) obtainable from departmental staffing/administration sections. Mileage forms are to be submitted promptly at the end of each month, for payment at the end of the following month.

### **OVERNIGHT PROVISION**

29. For overnight stays in the performance of their official duties, employees are expected to use the services of the authorised provider of hotel accommodation bookings. The 'How to Book Hotel Accommodation' process is available from the Corporate Procurement site on the internet, Policies & Procedures.
30. If employees wish to take meals at the hotel, they may do so provided that a receipt/invoice/itemised bill is obtained to allow any reimbursement to be claimed. The Head of Service must satisfy him/herself about the reasonableness of the claim for meals. This may vary with circumstances, for example, whether Elected Members are present, the type of conference being attended, whether there is a need to provide hospitality for guests. Where necessary, for reasons of safety, employees may take meals in their hotels, even where a meal could be obtained more cheaply elsewhere.
31. Where meals are taken outside the hotel, receipts/invoices/itemised bills must be obtained.
32. Private entertainment expenses will not be met by the City Council; these are a matter for the employee.
33. Incidental expenses such as taxis to and from the conference centre, a morning newspaper, one private telephone call per night, of reasonable duration, and morning tea/coffee will be refunded by the City Council. Receipts/invoices/itemised bills must be obtained.
34. The Inland Revenue require staff incurring such expenses without receipts to keep a detailed record of their spending in support of their claim as, otherwise, a taxable benefit will arise.

## **OVERNIGHT EXPENSES**

35. The limits provided to Expotel for overnight stays (i.e., to cover the cost of bed and breakfast in a hotel) are shown in the Allowances – Rates of Payments document Allowances – Rates of Payments.

If actual expenditure is less than these figures, only the actual expenditure will be paid. In addition to these expenses, appropriate meal expenses may be claimed up to the guidance amounts quoted in the Allowances – Rates of Payments document Allowances – Rates of Payments.

36. Any claims for bed and breakfast made through the payroll expense system will be passed to Corporate Procurement for further investigation. Payment may be delayed as a result.

## **DUTIES OUTSIDE THE UNITED KINGDOM**

37. Employees engaged on duties outside the United Kingdom will be subject to the same principles for travel and subsistence as those within the UK; that is, actual expenditure will be reimbursed on production of receipts providing that the expenses claimed are reasonable. Wherever possible, the authorised provider of hotel accommodation bookings should be used and a corporate credit card should be issued, on which all reasonable expenditure may be made. The 'How to Book Hotel Accommodation' process is available from the Corporate Procurement side on the intranet Policies & Procedures. The guidance amounts for subsistence expenses do not apply for journeys outside the UK, but the Head of Service must be satisfied that the expenditure is reasonable in all cases.

Telephone calls should be made from public phone facilities, where possible. Employees are advised to obtain phone cards and obtain receipts. Mobile Phones are not to be used for personal call to the UK.

Where necessary, for reasons of safety, employees may take meals in their hotels, even where a meal could be obtained more cheaply elsewhere.

## **TRAVELLING – GENERAL**

38. The Scheme of Conditions of Service states that:-

“Travelling expenses necessarily incurred by employees in the performance of their official duties will be reimbursed, after authorisation, by the employing authority”.

39. Employees have a responsibility to ensure that claims are a true and reasonable record of their travel and/or subsistence, in accordance with the policy guidelines.

40. It is not intended that the policy should over compensate employees and result in a profit and at the same time no employee should be out of pocket.
41. In general, all travelling undertaken must be via the most economical route at the lowest possible expense to the City Council, other than in exceptional circumstances when authorised by the Head of Service, or in unforeseen or emergency situations.
42. In the interests of economy, all modes of transport should be considered. For example, if there are a number of employees travelling to one venue at the same time, the use of lease cars (if employees with lease cars are also travelling) is likely to be the most economical mode of transport. Alternatively, where lease cars are not available, it may be more cost effective to hire a minibus or coach, in some circumstances, than to pay for public transport or casual/essential users' allowances, parking fees, bridge tolls, etc..

### **PUBLIC TRANSPORT**

43. Where public transport is being used, this should normally be booked in advance, giving as much notice as possible. Service Areas will, from time to time, be notified of any discounts or offers available to the Council and should make full use of them, wherever possible.
44. Travel on public transport should normally be in standard accommodation.

#### Train Travel

All train tickets for any journey are to be ordered through the authorised provider for rail travel requirements. The 'How to Book Train Tickets' process is available from the Corporate Procurement site on the intranet Policies & Procedures.

45. Any train fare claims made through the payroll expense system will be passed to Corporate Procurement for further investigation. Payment may be delayed as a result. The only exception to this when 2<sup>nd</sup> class rail is being claimed against mileage. (see paragraph 58)

### **CAR USERS**

46. Car users may be classified as:-

- Casual Car Users
- Essential Car Users
- Lease Car Users

Heads of Service will authorise employees as either casual or essential users. Lease cars will be allocated in accordance with the City Council's Car Leasing Scheme.

The Head of Service needs to be satisfied that any post identified and granted an essential car user allowance is essential to the needs of the service and cost effective. The allowance that employees receive is in recognition of the need for an to contribute to the costs incurred in having a vehicle available for work. For further information refer to the Essential Car Users Allowance Policy.

47. The mileage rates for all car users are available from the Allowances – Rates of Payments document Allowances – Rates of Payments.

### **Lease Car Users**

Lease car users receive only the petrol element of the car allowances shown in the Allowances – Rates of Payments document Allowances – Rates of Payments.

48. In the case of all official journeys undertaken by the employee, using his/her own car, the employee must be an authorised car user. That is, he/she must be authorised by the Head of Service as a car user. The employee is required to sign the declaration on the Car Mileage Claim Form TS4 confirming that he/she is authorised to use his/hr own car on the Council's business. Failure to do so may result in the employee not being covered by vehicle insurance and non payment of car allowances.

### **TRAVELLING TO AND FROM VENUES IN THE CITY ON COUNCIL BUSINESS, OTHER THAN TRAINING**

49. If employees incur a cost whilst travelling to and from venues in the city, reimbursement will be authorised either by way of mileage for authorised casual and essential car users or by submitting a subsistence claim with bus and/or taxi receipts. The most economical mode of transport should be considered at all times, please refer to paragraphs 38 and 39 of the Travel and Subsistence Guidelines.

### **Car Insurance**

50. Employees using their own cars are personally responsible for ensuring that they have suitable insurance cover. The motor insurance document should be endorsed to the effect that they are covered "for use on the employer's business". Any charge levied by the employee's insurers for such additional cover will be the employee's responsibility.
51. Service Area Administration teams will carry out initial checks and, thereafter, random checks of authorised car users, to ensure that insurance documents comply with the Road Traffic Act. In addition, the Head of Audit may require the insurance document to be presented to the Audit and Insurance Section from time to time. Employees will be reminded of insurance issues through Hull Talk at regular intervals.

## **OUT OF TOWN JOURNEYS**

52. Except in the case of employees participating in the City Council's Car Leasing Scheme, most out of town journeys should be undertaken using rail or public transport networks. However, where Heads of Service are satisfied that it would be advantageous to the City Council, approval for the use of an employee's private car outside the City boundary should be granted.
53. To determine whether it would be advantageous to the City Council, the following criteria should be used:-
- (a) Financial Savings – involves comparing the cost of paying mileage allowances with costs of rail fare, additional bus or taxi fares and any extra subsistence payable that would not have been necessary if the journey had been undertaken by car, e.g. overnight accommodation and subsistence.
  - (b) Accessibility of Venue – whether it is possible to undertake the full journey by public transport.
  - (c) Additional Time Spent in the Office – for example, where the use of a car means an employee can spend substantially more time in the office and the Group Director/Assistant Chief Executive considers that to be beneficial.
  - (d) Transportation of Equipment etc. – where heavy equipment is being carried and it would be unreasonable to expect employees to use public transport.
54. It is important, for budgetary control purposes, to ensure that all journeys outside the City boundary are authorised by the Head of Service (or designated representative) prior to the journey being undertaken. Failure to do so may result in allowances being withheld. Heads of Service will be responsible for ensuring that a Service Area Administration system is in existence.
55. Subsistence expenses, car parking fees and bridge/road tolls are payable in addition to mileage allowances, providing vouchers/receipts are obtained and submitted with the claim.

## **TRAVELLING TO AN OUT OF TOWN VENUE DIRECTLY FROM HOME**

56. Employees who are travelling directly from home to an out of town venue may claim the lower of:-
- (a) the total mileage for the journey;
  - (b) the total mileage from the employee's normal place of work to that destination.

57. Employees who are reporting to work before and after the out of town journey may claim the full mileage (from office to out of town venue and return).

#### **WHERE CAR MILEAGE IS NOT APPROVED BUT THE EMPLOYEE WISHES TO TRAVEL BY CAR**

58. Where the Head of Service decides that it would be more economical for a car user to travel out of town by public transport, the employee may, if he/she wishes to do so, travel by car and claim the standard public transport fare, subject to the insurance requirements referred to in paragraphs 56 and 57. If passengers are being carried, the driver may claim one (only) additional standard public transport fare. In both cases the fare claimed should be the lowest possible fare available for the specific journey, taking into account day returns and other special offers. This must be confirmed through the rail enquiry service.
59. Normal subsistence and car parking fees may also be claimed whilst out of town on Council business.
60. Where employees are required to travel outside the city, for example to attend a meeting or conference and choose to travel by car, upon return to the city normal travel and parking arrangements will resume and city centre car parking charges will not be reimbursed.

#### **JOURNEYS UNDERTAKEN OUTSIDE NORMAL WORKING HOURS**

61. Where the Head of Service requires an employee to attend his/her place of work, or other venue, outside of normal working hours, the payment of car mileage allowance for home to office and return journeys will be approved, subject to a maximum payment of 20 miles each way from the City boundary, for:-
- second and subsequent home to office and return journeys on a normal working day and;
  - all home to office and return journeys on other days.

All journeys involving home to office mileage will be subject to income tax.

#### **CAR LEASING SCHEME**

62. Employees participating in the City Council's Car Leasing Scheme must use their leased vehicles for all journeys, except where the Head of Service has approved a different mode of transport for operational reasons.

#### **TRAINING AT VENUES WITHIN THE CITY BOUNDARY**

63. For the purpose of the travelling and subsistence policy 'training' falls into two categories:
- (i) In-house training – this is mainly work-related training, or training of a more general nature, normally identified through achievement and

development interviews, as a requirement of the post or to meet an organisational need. It would normally be held at a departmental venue or at other venues within the City.

- (ii) Qualification courses – courses which often culminate in a qualifying examination. They may be held at a college or university and involve attendance on an evening or day/half day release basis. Sometimes attendance is on a full time, or sandwich basis. Alternatively, study may be through work based learning (e.g. NVQs), correspondence or open learning.
64. In either case, subsistence will not be paid in respect of training which takes place within the City boundary.
65. Travelling expenses will be paid for in-house training on the same basis as stated in paragraphs 57 and 58 and car parking charges may also be claimed, by authorised car users. If employees are required to attend their normal place of work prior to, or after the training event, they will be entitled to claim appropriate travelling expenses (e.g. bus tokens, mileage allowance) when travelling to the venue from work and vice versa. However, where there are other approved car users making these journeys they may be required to carry passengers in order to minimise the costs.
66. In the case of qualifying courses, as defined above, travelling expenses will not be paid for training which takes place within the City boundary.
67. Where the course centre is outside the City boundary, travelling expenses will be reimbursed at either the cost of public transport (standard rail fare, if the train is used) or if a car is used, at the petrol element of the car mileage rate, plus car-parking costs (providing this is cheaper than the public transport rates).
68. Where a car is used, the employee must be an authorised car user and the distance will be calculated on the same basis as stated in paragraphs 57 and 58.
69. Travelling expenses will also be reimbursed, on the above basis, if the employee is required to travel to a location which is outside the City boundary, other than the course centre, as part of the course.

#### **OUT OF POCKET EXPENSES FOR OVERNIGHT STAYS**

70. Payment in respect of unavoidable out of pocket expenses may be claimed by employees attending residential courses, conferences and other events involving an overnight stay on official Council business, up to the guidance figures shown in the Allowances – Rate of Payments document Allowances – Rates of Payment. Expenditure must be supported by receipts and only the actual amount spent will be paid. These expenses are payable for each night involving an overnight stay, subject to the weekly guidance figure. The guidance amounts, which are amended annually, in accordance with the retail

price index, are shown in the Allowances – Rate of Payments document Allowances – Rates of Payments.

### **ADDITIONAL TRAVELLING COSTS ARISING FROM A COMPULSORY CHANGE IN PLACE OF WORK.**

71. The NJC for Local Government Services' National Agreement on Pay and Conditions of Service states that:-
- “Employees will be reimbursed the additional costs arising from a compulsory change in their place of work, according to locally negotiated schemes establishing approved items of expenditure and periods of reimbursement.”
72. The excess travelling allowance will be paid for a period of 4 years, unless the employee ceases to be eligible for the allowance before that time, either as a result of a change in travel arrangements or due to a promotion.
73. The rate of excess travelling allowance will be the lowest public transport rate, or, in the case of an authorised car user, the lease car rate (i.e. the petrol element of the casual car users' allowance). The lease car rate will also apply to unauthorised car users who prefer to travel to work by private car, providing the mileage costs do not exceed public transport costs.
74. Excess travel costs will only be paid if the additional weekly travelling costs, excluding car parking, amount to more than the figure stated in Allowances – Rates of Pay document Allowances – Rates of Payments.

### **CHANGES IN CIRCUMSTANCES**

75. Employees are responsible for notifying their departments of any changes in circumstances and/or costs, which could affect the payment, or the rate of payment, of excess travelling allowances.

### **COUNCIL CAR PARKING PASS**

76. The Council currently offer a subsidised car park pass to all its employees at a significantly reduced rate on the cost of the standard commuter pass. This allows the employee to park in the city centre long-stay car parks at any time during opening hours, including weekends, with no restrictions on return parking.

### **PARKING WITHIN THE CITY CENTRE**

77. The Council has financial responsibilities as a public sector authority and as such will not be able to reimburse employees car parking charges incurred whilst parking in the city centre. Car parking tickets etc will not be authorised for payment, other than the provisions already set out in the Travel and Subsistence Guidelines relating to attendance at training/conference events.

### **CORPORATE CREDIT CARD**

78. The facility of a Corporate Credit Card exists for issue to employees following the Head of Service's recommendation to the Head of Corporate Finance. The card will only be issued where benefit to the City Council can realistically

be achieved and is to be used for all reasonable subsistence-type expenditure, excluding hotel accommodation and train tickets (see paragraphs 29 - 34 and paragraphs 44 - 45), incurred by the employee or other employees accompanying him/her on the trip.

Further information is given in the Corporate Head of Finance's Code of Practice CIPFA Code of Practice, which is to be issued to each nominated employee on receipt of the card.

### **WORK AT NORMAL PLACE OF EMPLOYMENT – EMPLOYEES ABOVE THE NORMAL SALARY LIMIT FOR OVERTIME PAYMENTS**

79. The guidance amounts for subsistence will also apply to employees working at their normal place of employment, but outside their normal hours, and who are above the salary limit for overtime payments. In these cases tea and evening meal rates will not both be paid in respect of the same evening's work, except on Saturdays and Sundays.
80. Similarly, employees who are above the salary limit for overtime, who are required at the request of the Head of Service to attend evening meetings, will be entitled to the meal rates in accordance with the Allowances – Rate of Payments document Allowances – Rates of Payments.
81. In the case of payments made under paragraphs 79 and 80 these will be paid monthly via the payroll so that income tax may be deducted. The full guidance amounts will be paid and receipts will not be required in these cases.
82. The provisions in paragraphs 79 and 80 above will not apply to employees in receipt of planned overtime payments.
83. Where employees go home from work and are required to return to work later, to attend an evening meeting, they will be entitled to claim travelling expenses in respect of the second journey to work, subject to a maximum claim of 20 miles each way from the City boundary.

### **DISPUTES**

84. In the event of alleged unfair treatment and/or disputes involving the amount of subsistence to be reimbursed, representations should be made, in writing, to the Manager. If the issue is still not resolved, employees must use the Council's Grievance Policy, Procedure and Guidelines (Grievance Policy, Grievance Procedure, Grievance Guidelines) to progress the matter. to progress the matter.

This policy has been updated by Mrs M Codd in accordance with the Local Authorities updates (June 2009).  
Summer 2011

To be reviewed 2014

**REQUEST TO UNDERTAKE BUSINESS / ATTEND A TRAINING COURSE  
OUTSIDE THE CITY BOUNDARY**

Name of officer making request:

Title, Venue and Purpose of Business:

Name(s) / Section(s) of Officer(s) for whom approval is sought:

Name(s) of members of the Council to attend:

Travelling Dates and Times (Estimated):

Depart Hull:      Date .....      Time : .....      Arriving Venue: Date.....      Time : .....  
 Depart Venue:      Date .....      Time : .....      Arriving Hull:      Date.....      Time: .....

Are you planning to break the journey? Please state any other arrangements:

Expenses being claimed – please tick boxes

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Casual user's car allowance | <input type="checkbox"/> Overnight subsistence                 | <input type="checkbox"/> Meals                      |
| <input type="checkbox"/> Lease car mileage           | <input type="checkbox"/> 1st / 2 <sup>nd</sup> class rail fare | <input type="checkbox"/> Other (please state below) |

Other expenses:  
 .....

What is being provided by the host / venue at no cost to the Council, e.g. hotel / meals?

Budget provision checked and business approved by: .....Date.....

Copy to:

Officer making the request  
 Finance Team

**If a rail warrant is required, complete details overleaf**

## Appendix 1

**Supply RAIL WARRANT(S) for the member(s) and officer(s) detailed overleaf/named below\***. Additional forms to be completed, for this part only, where different travelling arrangements apply.

<b>Names</b>

<b>Journey</b>	
From:	To:
Single/ Return*	
1 <sup>st</sup> / 2 <sup>nd</sup> Class*	

<b>Outward</b>		
Date: _____	Time: _____	Seat Reservation: Yes/No*
Window/Aisle Seat*	Facing/Back to* direction of travel	
*Delete as appropriate		

<b>Inward</b>		
Date: _____	Time: _____	Seat Reservation: Yes/No*
Window/Aisle Seat*	Facing/Back to* direction of travel	
* Delete as appropriate		

FOR FINANCE TEAM USE ONLY						
PREFIX	IDENTITY				<b>Estimate d Cost</b> £	Actual Cost £
CRE ....	AS WARRANT NUMBER					
Cost Centre	Sub	Other		%	.	.
					.	.
					.	.
Date Application Received					Warrant Number	
Date Invoice passed for payment						

<b>TRAVEL AND SUBSISTENCE CLAIMS</b>					
NAME OF CLAIMANT	RAIL WARRANT ISSUED?	AMOUNT £		DATE PASSED FOR PAYMENT	INITIALS
		.			
		.			
		.			





