



ALBYN HOUSING SOCIETY LIMITED

TITLE: Travel, Transport and Subsistence Policy

NO: COR

DATE: June 2006

Authorised by Committee of Management	27 June 2006
Review Date	June 2009 (Currently under review)

Travel, Transport and Subsistence Policy

Scope

This policy refers to all arrangements for travel and subsistence made for Committee of Management and Staff to enable them to perform their duties as required by Albyn.

The policy is meant to cover all instances when travel and other costs are incurred by Committee of Management and staff of Albyn however where specific reference is not covered individuals should use their judgement.

The Policy has been written primary for Staff and Committee of Management Members. In principal the procedures and rates should be applied to all ad hoc payments for travel and subsistence except where specific contracts with suppliers, consultants apply.

Objectives

All Committee Members and Staff should ensure that arrangements made to travel are as effectively and efficient as possible. Decisions on arrangements should take into account the following

- ◆ Cost
- ◆ Time Taken
- ◆ Individual requirements
- ◆ Convenience
- ◆ Other members of Staff or Committee of Management
- ◆ Health & Safety Requirements eg excessively long day

Specific Principals

Arrangements for travel and hotel bookings will normally be made by reception staff (Invergordon) under guidance from The PA to Chief Executive, or Finance & IT Director.

The preferred mode of transport within Highland and Moray is vehicle.

The preferred mode of transport out with the Highland and Moray is Public Transport. Under specific circumstances vehicles may be used. Normal the vehicle used should be a company vehicle, or hire vehicle. The specific circumstances would include inadequate public transport, or in appropriate transport. These decisions should be made in conjunction with the appropriate manager. If specific circumstances are not agreed staff or Committee Members may use they own vehicle, the expense claim will be limited to the cost of standard class public transport.

All expenditure incurred while performing the duties as required by Albyn will be reimbursed on production of supporting documentation. In the case of the use of Company Credit Cards the validity of the expenditure will be determined by Finance Service Area in line with this policy

Expenses should be claimed monthly by the staff and when every incurred for Committee Members. Special arrangements may be made to make payment prior to the expenses being incurred (eg conferences or training).

Expense limits have been detailed as part of Appendix 1

Expenses to be claimed by staff using the form available electronically, reproduced as Appendix 2.

Expenses to be claimed by Committee Members using the form as detailed in Appendix 3.

Vehicle Arrangements

Company Vehicles will be provided to those employees entitled where based on seniority or mileage qualification – see appendix 1.

Company Vehicles will be supplied under Contract Hire arrangements and the conditions of use are detailed.

Certain staff will be defined as essential user – see appendix for limits. Essential users will be expected to have available appropriate transport for at least 80% of the time (equal to full time staff).

Staff not entitled to a company vehicle or classified as an Essential User will be classed as Casual Users and will be paid the appropriate mileage rate as detailed in the appendix 1.

Committee of Management Members and will be paid at the Inland Revenue and Customs authorised mileage rate and the rates are detailed in the appendix 1.

Health and Safety and Insurance Requirements

Company Vehicle Drivers are required as part of the Company Vehicle Handbook to complete various documents assess Health and Safety. Insurance arrangements are organised by Albyn's Finance Service Area.

All staff and Committee Members who are not supplied a Company Vehicle are required to annually (November) to certify insurance details to the Finance Officer. A copy of the certification is attached as Appendix 4.

All staff and Committee Members who are not supplied a Company Vehicle are required every three years or when a material change occurs to their transport arrangements to provide an updated completed form for Health and Safety reasons. A copy of the form is attached as Appendix 5.

Other Issues

Staff travel to and from their normal place of work in their own time at their own expense. Where an employee is required by Albyn to travel to and from work for an additional session in any one working day, or weekend or public holiday, then normal travel costs will be refunded.

Carers allowance will be paid to staff (outwith normal hours of work) and Committee of Management Member if the care is being provided to children under 16 or to registered disabled. The care to be provided by non-family member or member of the household. The rate of payment is the National Legal minimum wage. The expense claim should be supported by a "Carer's Acknowledgement Form" Appendix 6.

Telephone expenses will be paid to Committee of Management members based on an itemised bill up to the maximise amount as detailed in Appendix 1. The claim should be accompanied with a completed form as detailed in appendix 7.

Review

The policy statement was adopted by the Society's Committee of Management on 27 June 2006. Communities Scotland guidance requires that all of the Society's policies are reviewed at least once over a three-year period. The effective date for the review of this policy statement is June 2009.