

Travel and Subsistence Policy

Created By: Ben Twist	Reviewed By: Jo King	Approved By: CCS Board
Effective Date: 12/06/15	Date Reviewed: 16/01/23	Date Approved: 07/04/23

Revision History

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	
1.1	26/05/15	Small changes and putting into standard form	Ben Twist
1.2	22/06/15	Formatting changes	Catriona Patterson
2.0	17/07/17	Updating and improving	Ben Twist
2.1	20/12/17	Updating and improving	Ben Twist
4.0	17/01/18	Formatting changes	Catriona Patterson
4.2	22/02/18	Corrected review date	Fiona MacLennan
4.4	20/06/18	Updating subsistence section and Creative Scotland logo	Mike Elm
4.5	16/01/23	Expanded policy to be more comprehensive.	Jo King

Policy:	This policy seeks to meet best practice in travel and subsistence and all relevant legislation.
Purpose:	Its purpose is to advise in the best practice for those working for Creative Carbon Scotland.
Scope:	All areas of our work are affected by this policy.
Related Policies & Procedures:	This policy will affect amongst other things staff and freelance contracts, choice of venues and locations for events. Equalities Policy and Event Planning Procedure are of particular relevance.
Responsibilities:	This policy applies to anyone who works or volunteers with Creative Carbon Scotland, including but not limited to:

trustees, staff, interns, freelance or casual staff and volunteers.

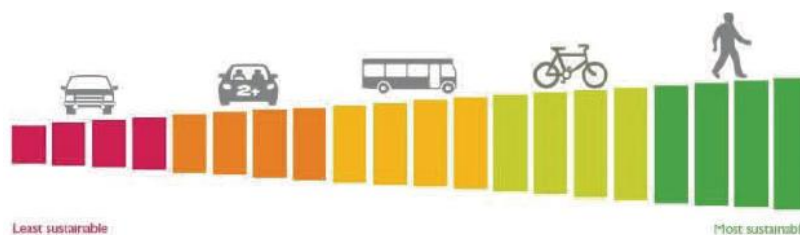
Our Policy

CCS will, in accordance with its policy and on the production of appropriate original invoices, receipts, etc reimburse you for any reasonable out of pocket expenses wholly, necessarily, and exclusively incurred in the performance of your duties. You must use all reasonable endeavours to keep such expenses within the budgeted sums set out in the current CCS budgets (consult your manager in advance if you are in any doubt).

Travel Policy

- With the exception of travel expenses to and from the normal place of work, travel expenses incurred by an employee whilst carrying out company business will be reimbursed by CCS.
- The first priority is to reduce travel for both CCS staff/freelancers and for attendees at events or meetings. At an early stage in planning the following should be considered:
 - Does this event/meeting/activity need to take place? How many people *really* need to attend?
 - Does this event/meeting/activity need to take place physically or could the outcomes be achieved using IT etc?
 - Are the minimum number of people travelling the furthest?
 - If travel is required, where should the meeting/event take place? Does the proposed location permit maximum sustainable travel?
- Choice of travel mode should be made according to the following hierarchy.

Sustainable Travel Hierarchy



Most sustainable	Walking, bicycle
	Bus, train, underground, tram
	Car with 3 or more passengers
	Taxi
	Car with fewer than 3 passengers
	Flight (direct: point to point, low-cost airline)
Least sustainable	Flight (including connections, legacy airline)

- Creative Carbon Scotland acknowledges that more sustainable modes of travel may take longer than higher carbon ones, and this should be built into schedules and projects.

Equally, rail travel may offer more opportunities for productive work time (or rest) than car travel or flight, and this will be considered when weighing time and financial costs of different modes. If appropriate, staff and freelancers may be expected to treat travel time as work time.

- Flights should not be taken for CCS delivery unless unavoidable.
- Where specific equipment or facilities related to more sustainable travel are needed (umbrellas, internet access etc), CCS will consider providing these if possible. Staff and freelancers should consult their line or project manager.
- Adaptation implications should be considered when booking any travel, taking into account possible alternatives in the event of situations that result from climate change, such as extreme weather.
- The current mileage rate when using your own car solely for CCS business is 25p per mile, unless otherwise agreed by your line or project manager. This has been calculated to cover the actual costs of running most cars. However, note that www.claimexpenses.com has the budget set at 25p/mile so users would need to enter a different rate for their trip if agreed.
- Anyone regularly driving on CCS business should take an eco-driving course, which can be arranged through CCS.
- For longer trips in distance or duration it may be more financially and environmentally efficient to hire a new and efficient car with unlimited mileage rather than use an employee's car, and this should be checked in advance; the most environmentally efficient hired cars should be selected where possible
- It is the responsibility of the employee/individual to ensure they have the appropriate insurance: where appropriate, additional costs may be claimed as an expense.
- Fines for road traffic offences, fixed penalty notices or failure to pay any congestion charges will not, under any circumstances, be met by CCS.
- The bicycle mileage rate is 20p per mile.

Subsistence Policy

- Bed and breakfast accommodation should be booked at the single room rate in a hotel or guest house of reasonable quality. Where the cost per night is greater than £75 prior authorisation should be sought from your line manager.
- Where possible accommodation should be booked in a provider that is registered with the Green Tourism Business Scheme or equivalent. Check sites such as <http://www.green-tourism.com/> for options. It is acceptable to pay a reasonable amount more to improve the environmental impacts of accommodation.
- Expenses up to the value of £20 can be claimed for a gift where accommodation when working away from home is with friends or family.
- To improve the environmental sustainability of meals, Creative Carbon Scotland will only reimburse costs for vegetarian or vegan meals.
- Reasonable subsistence costs are payable when you are unavoidably away from home for breakfast, or evening meals in the UK (even if you are not staying away from home). These are calculated as £5 for breakfast (if not provided with your accommodation) and up to £15 for an evening meal, in line with HMRC scale rates.

- When you are staying away from home reasonable subsistence costs are payable to cover meals that are not provided in line with the rates above and additionally up to £10 can be claimed for lunch.
- Per diems will be paid while travelling abroad at the rate of £25 per day where breakfast but no other meals are provided or £30 where no breakfast is provided with accommodation.

Administration

- Receipts must be submitted for the reimbursement of all expenses except per diems.
- No expenses will be paid without the submission of a claim, within one month of the travel, on www.claimexpenses.com, with all the correct mileage stated.
- All claims must be authorised by your line manager.
- CCS reserve the right not to pay expenses where supporting receipts or invoices are not provided or where the date of the expense is more than three months old.
- Where expenses are in a currency other than GBP £, ensure all claimsexpenses totals are detailed in £ at the converted rate to avoid confusion. Use the description field to detail the amount in Euros (or other currency) but always insert the total being claimed in £.
 - If expenses are paid for by card, your bank statement will detail the converted cost in £ and this amount should be claimed.
 - If expenses are paid for in cash, use a conversion site, i.e. <https://www.xe.com/>, to work out the equivalent amount in £ for your claim.
 - Remember all receipts must still be kept even if they are in a foreign currency.