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Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

Travel and Subsistence Policy

Initiated by: People Team
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Version 1

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1. Introduction

This policy deals with the reimbursement of necessary extra costs of meals, accommodation and travel incurred by employees who, with the agreement of their line manager, use their own motor vehicles, bicycles or public transport to make journeys or stay away from home in the performance of their duties.

The policy should be read in conjunction with the NHS Wales - local agreement on the reimbursement of travel costs (which replaces Section 17), Section 18: Subsistence allowances and Annex 14: Subsistence allowances of the NHS Terms and Conditions of Service handbook (contained in Appendices 1,2 & 3). Terms and conditions of service relating specifically to consultants are contained in Appendices 4 & 5.

Expenses relating to attendance at training courses, conferences or events should be claimed in accordance with the guidance laid out with the HEIW Access to Learning and Development policy. Authorisation to attend must be obtained before transport or accommodation is booked.

Where queries relate to claims for increased travelling costs due to change of work base when HEIW was established, reference should be made to the HEIW Relocation Policy.

This policy has been developed using an evidence based Integrated Equality Impact Assessment as part of HEIW legal requirement to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- Advance equality of opportunity between persons who share a relevant protective characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Please note this policy links across to other HEIW policies and schemes as listed below:

- HEIW Access to Learning and Development policy
- HEIW Relocation Policy
- HEIW New and Expectant Mothers
- All Wales Dignity at Work
- HEIW Diversity and Inclusion (currently in draft as at Jan 2020)
- Anti-Violence Collaboration Wales

2. Scope

For all HEIW staff, including staff previously employed by Cardiff University, subsistence rates are the normal NHS rates as set out in the NHS Terms and Conditions of Service handbook. It's important to note, subsistence rates are non-contractual and therefore fall outside of any TUPE arrangements.

3. Principles

HEIW staff should not be out of pocket for expenditure incurred whilst on official business, but they are expected to act reasonably, ensure that journeys are essential and seek out the best value for money when making arrangements.

For example;

- Skype, live streaming or similar remote access communication systems should be used instead of travelling where practicable,
- advantage should always be taken of early booking discounts, and agency booking fees avoided,
- where possible, car sharing should be utilised,
- it should not be assumed that the best value hotel is always the nearest,
- a short train journey may be more cost effective than paying for parking all day,

Subject to prior agreement, expenses can be claimed for travel by road or public transport, including allowances payable for transporting passengers and/or heavy equipment, toll fees and parking in accordance with this policy. Employees using their own vehicle or bicycle will have any mileage in excess of miles travelled to and from base reimbursed. Where the employee's home is their base, all mileage is claimable.

When an employee stays overnight in a hotel, guesthouse, or other commercial accommodation with the agreement of the employer, the overnight costs can be mitigated by pre-booking via the Finance Team or claimed back via expenses. When the maximum limit is exceeded for genuine business reasons (e.g. even some cheaper hotels in London exceed maximum limit), additional assistance is at the discretion of a senior manager. There is some provision for meal allowances.

The employee and their line manager should agree on the most suitable means of transport for routine journeys. If a particular journey is unusual, in terms of distance or purpose, the mode of travel should be agreed before the journey starts. Consideration will need to be given to any 'reasonable adjustments' that may need to be made to enable a member of staff to travel and participate in all aspects of their role at HEIW.

The onus is on the employee and their line manager to ensure that costs are kept to a minimum, but **staff wellbeing and safety should never be compromised** in doing so. This may apply, although not exclusively, when an employee is travelling alone or late at night, when excessive travelling time can be reduced significantly by using an alternative, but more expensive, mode of transport or when a heavy load is being carried e.g. it would be acceptable to use a taxi to avoid compromising personal safety when no alternative transport is available. It may also apply if an employee finds themselves being harassed or bullied or unable to travel at a particular time due to their 'protected characteristic', including if they are unexpectedly delayed on business and running late to meet caring responsibilities.

It is recognised that these decisions may need to be made on the spur of the moment and, on these occasions, additional expenditure will be honoured.

Consideration for additional cost should also be given in respect of staff who by the nature of a particular disability are reliant on a personal helper to support them during periods of business travel.

Employees working away from their base are expected to claim day subsistence only if circumstances dictate that they have had to pay more for a meal than they would have spent at their base.

4. Claim Procedure

When travel is frequent or complicated, causing the expenditure to exceed what the employee is able to afford until reimbursement is received, the Finance Team can be called upon to support. In this case the employee must get quotes and raise a service desk ticket / requisition with reference to the guidance ([Requisition Process Guide](#)) at least 10 days in advance of travelling. It is the responsibility of the budget holder to identify best value spend and assure value for money.

Alternatively for mileage, subsistence or when the amount to be claimed is not known in advance, there is unexpected expenditure or insufficient lead time, the employee is expected to pay and then claim back on expenses ([HEIW Employee Expenses Form For Reimbursement of UK Expenses](#)).

All subsistence claimed must be in respect of valid, actual expenditure incurred and all expenditure should be supported by valid receipts. Approval of unsupported claims will be at the discretion of the line manager.

All claims should be submitted monthly and at the very latest within three months of the expenditure being incurred.

There is specific guidance on the intranet for booking a taxi ([How to book a taxi](#)).

To ensure compliance with procurement systems, there are certain circumstances where the Finance team will always make all the arrangements. This is typically where the total bill will exceed £5000. International flights and associated travel, accommodation etc. will automatically fall into this category and always be booked by the Finance Team, as will group bookings where the aggregated cost may exceed £5000.

5. Flights and International Travel

Air travel should only be used in exceptional circumstances, where any other mode of transport is impractical i.e. travel abroad, or where it can be demonstrated that it is more cost effective in comparison to other forms of travel. Tickets must be booked in advance in order to secure the best deal and seats reserved in economy or standard class only. All international travel must be approved by the Executive Team and booked by the Finance Team.

Where travel, international or otherwise, is linked to a learning or development opportunity, authorisation to attend must be obtained in accordance with the guidance laid out with the HEIW Access to Learning and Development policy before transport or accommodation is booked.

6. Monitoring

This policy will be reviewed as necessary and at least every 3 years.

Appendix 1:

Excerpt from NHS Wales – Local agreement on the reimbursement of travel costs to replace Section 17 of the National Terms and Conditions of Service Handbook (as at 04/03/2019)

Notes

“17.5 When using their vehicles in the performance of their duties employees must ensure they possess a valid driving licence, “motoring organisation test (MOT) certificate” and motor insurance which covers business travel, that he or she is fit to drive and drives safely and that they obey the relevant laws e.g. speed limits. The employee must inform the employer if there is a change in status.

17.6 When authorising the use of a vehicle, the employer must ensure that the driver has a valid driving licence and MOT certificate and has motor insurance which covers business travel. “

“Rates of reimbursement

17.9 Employees who use their vehicles to make journeys in the performance of their duties e.g. to provide care in the patient’s home, will be reimbursed their motoring costs at the appropriate rates shown in Table 7. These rates of reimbursement apply to journeys undertaken on and after 1 January 2015.

17.10 The rates of reimbursement are set out in Table 7 below.

Table 7: Rates of reimbursement from 1 January 2015

| Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|--|------------------------------|
| Type of vehicle/allowance | Annual mileage up to 10,000 miles (standard rate) | Annual mileage over 10,000 miles (standard rate) | All eligible miles travelled |
| Car (all types of fuel) | 45 pence per mile | 25 pence per mile | |
| Motor cycle | | | 24 pence per mile |
| Bicycle | | | 20 pence per mile |
| Passenger allowance | | | 5 pence per mile |
| Reserve rate (see 17.17 below) | | | 28 pence per mile |
| Carrying heavy or bulky equipment (see 17.22 below) | | | 3 pence per mile |

17.11 The rates of reimbursement in Table 7, columns 2 and 3 and the rate of reimbursement for motorcycles in column 4 will apply from 1 January 2015 and are those set out by HMRC as approved mileage allowance payments (AMAP rates). These rates of reimbursement will be adjusted in accordance with the published AMAP rate. The rates will apply to all journeys undertaken on and after 1 January 2015.

17.12 The reserve rate in column 4 will move in line with the mechanism identified in, Annex L (Paragraph 11).”

Review

17.13 After 1 January 2015 any changes to the AMAP rate will be automatically applied to the standard rate of reimbursement and the rate for motorcycle users. The reserve rate in Table 7, will move in line with any changes agreed by a NHS Staff Council review in line with the provisions in Annex L.

17.14 With the exception of the mechanism to determine the “Reserve Rate” as noted in paragraphs 17.12 and 17.13, Annex L does not apply.

Eligible mileage

17.15 Employees will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey. Normally, the miles eligible for reimbursement are those travelled from the agreed work base and back. However, when the journey being reimbursed starts at a location other than the agreed work base, for example home (where home is not the agreed work base), the mileage eligible for reimbursement will be as set out in the example in Table 8.

Passenger rate

17.16 With the exception of lease, pool or hire vehicle users, where other employees or members of an NHS organisation are conveyed in the same vehicle on NHS business and their fares would otherwise be payable by the employer, the passenger allowance in Table 7 will be payable to the vehicle driver.

Reserve rate of reimbursement

17.17 A reserve rate of reimbursement, as in Table 7, will apply to employees using their own vehicles for business purposes in the following situations:

- if an employee unreasonably declines the employers’ offer of a lease vehicle:
- in determining reasonableness the employer and employee should seek to reach a joint agreement as to whether a lease vehicle is appropriate and the timeframe by which the new arrangements will apply. All the relevant circumstances of the employee and employer will be considered including an employee’s personal need for a particular type of car and the employers’ need

to provide a cost effective option for business travel;

□ when employees are required to return to work or work overtime in line with Section 3 on any day, and incur additional travel to work expenses on that day. This provision will apply if the employee chooses to be paid for the extra hours or takes time off in lieu (TOIL – see Section 3);

□ when a claim for excess mileage is made in situations where there is a compulsory change of base, either permanent or temporary, resulting in extra daily travelling expenses. The period of payment will be for local partnerships to determine, subject to a maximum period of 4 years from the date of transfer. (For those employees using public transport see paragraph 17.25);

□ if an employee uses his or her own vehicle when suitable public transport is available and appropriate in the circumstances, subject to a maximum of the public transport cost which would have been incurred (see paragraph 17.7) and the rules on eligible miles in paragraph 17.15 and Table 8.

□ in line with the situation noted above, where an individual chooses to use either a Pedal Cycle or a Motor Cycle when eligible for the Reserve rate, then the rate of reimbursement will be the Pedal Cycle or Motor Cycle rate as set out in Table 7 Column 4.

Table 8: Eligible mileage: illustrative example
In this example the distance from the employee’s home to the agreed base is 15 miles

| | Distance | Eligible miles |
|---------------------------|--------------------|--|
| Journey (outward) | | |
| Home to base | 15 miles | None |
| Home to first call | Less than 15 miles | Eligible mileage starts after 15 miles have been travelled |
| Home to first call | More than 15 miles | Eligible mileage starts from home, less 15 miles |
| Journey (return) | | |
| Last call to base | All | Eligible mileage ends at base |
| Base to home | 15 miles | None |
| Last call to home | Less than 15 miles | Eligible mileage ends 15 miles from home |
| Last call to home | More than 15 miles | Eligible mileage ends 15 miles from home |

Attendance on training courses

17.18 Additional travel costs incurred when attending courses, conferences or events at the employer’s instigation will be reimbursed at the standard rates in Table 7 when the employer agrees that travel costs should be reimbursed.

17.19 Subject to the prior agreement of the employer, travel costs incurred when staff attend training courses or conferences and events, in circumstances when the attendance is not required by the employer, will be reimbursed at the reserve rate in Table 7, in line with the rules on eligible mileage in paragraph 17.15 and Table 8.

“Out of pocket” expenses in respect of business travel

17.20 This paragraph applies to employees for whom regular travel in a motor vehicle is an essential part of their duties. During a period when the employee’s vehicle is temporarily “off the road” for repairs, “out of pocket” expenses in respect of business travel by other appropriate forms of transport, should be borne by the employer. Reimbursement of these expenses will be subject to the rule on eligible mileage in paragraph 17.15 and Table 8.

Other allowances

17.21 Employees who necessarily incur charges in the performance of their duties, in relation to parking, garage costs, tolls and ferries shall be refunded these expenses on production of receipts, whenever these are available. Charges for overnight garaging or parking, however, shall not be reimbursed unless the employee is entitled to night subsistence. This does not include reimbursement of parking charges incurred as a result of attendance at the employee’s normal place of work.

Transporting equipment

17.22 Employees who use their vehicles in the performance of their duties may be required to take equipment with them. Employers have a duty of care under the Health and Safety at Work Act 1974 and related legislation, to ensure that this does not cause a risk to the health and safety of the employee. Employees should not be allowed to carry equipment which is heavy or bulky, unless a risk assessment has been carried out beforehand. When, after the necessary assessment has demonstrated it is safe to carry equipment, an allowance (see Table 7) shall be paid for all eligible miles (see paragraph 17.15 and Table 8) for which the equipment is carried, provided that either:

- the equipment exceeds a weight which could reasonably be carried by hand;
or
- the equipment cannot be carried in the boot of the vehicle and is so bulky as to reduce the seating capacity of the vehicle.

Pedal cyclists

17.23 Employees who use pedal cycles to make journeys in the performance of their duties will be reimbursed for eligible miles travelled at the rate in Table 7 (see paragraph 17.15 and Table 8 for eligible miles).

Public transport

17.24 If an employee uses public transport for business purposes, the cost of bus fares and standard rail fares should be reimbursed.

17.25 Where there is a compulsory change of base, either permanent or temporary, resulting in extra public transport costs for the employee, these extra costs will be reimbursed, subject to a maximum period of four years from the date of transfer. (For those employees using their own vehicles for business purposes and incurring additional costs see paragraph 17.17). “

Appendix 2:

Section 18: Subsistence allowances of the NHS Terms and Conditions of Service handbook (as at 04/03/2019)

18.1 Where locally, staff and employer representatives agree arrangements which are more appropriate to local operational circumstances or which provide benefits to staff beyond those provided by this section, or are agreed as operationally preferable, those local arrangements will apply.

18.2 The purpose of this section is to reimburse staff for the necessary extra costs of meals, accommodation and travel arising as a result of official duties away from home. Business expenses which may arise, such as the cost of a fax or official telephone calls, may be reimbursed with certificated proof of expenditure.

Night subsistence:

Short overnight stays in hotels, guesthouses and commercial accommodation

18.3 When an employee stays overnight in a hotel, guesthouse, or other commercial accommodation with the agreement of the employer, the overnight costs will be reimbursed as follows:

- the actual, receipted cost of bed and breakfast, up to the normal maximum limit set out in Annex 14; plus
- a meals allowance, to cover the cost of a main evening meal and one other day-time meal, at the rate set out in Annex 14.

18.4 Where the maximum limit is exceeded for genuine business reasons (e.g. the choice of hotel was not within the employee's control or cheaper hotels were fully booked) additional assistance may be granted at the discretion of the employer.

Short overnight stays in non-commercial accommodation

18.5 Where an employee stays for short overnight periods with friends or relatives or in a caravan or other non-commercial accommodation, the flat rate sum set out in paragraph 3 of

Annex 14 is payable. This includes an allowance for meals. No receipts will be required.

18.6 Employees staying in accommodation provided by the employer or host organisation shall be entitled to an allowance to cover meals which are not provided free of charge, up to the total set out in paragraph 2 of Annex 14.

18.7 Where accommodation and meals are provided without charge to employees, e.g. on residential training courses, an incidental expenses allowance at the rate set out in paragraph 6 of Annex 14 will be payable. All payments of this allowance are subject to the deductions of appropriate tax and National Insurance contributions via the payroll system.

Travelling overnight in a sleeping berth (rail or boat)

18.8 The cost of a sleeping berth (rail or boat) and meals, excluding alcoholic drinks, will be reimbursed subject to the production of vouchers.

Short-term temporary absence travel costs.

18.9 Travel costs between the hotel and temporary place of work will be separately reimbursed on an actual cost basis.

Long-term overnight stays

18.10 After the first 30 nights' stay in the same location the entitlement to night subsistence shall be reduced to the maximum rates set out in paragraph 4 of Annex 14. Meals allowances are not payable to these employees. Those who continue to stay in non-commercial accommodation will continue to be entitled to the rate set out in paragraph 3 of Annex 14.

Day subsistence:

18.11 A meal allowance is payable when an employee is necessarily absent from home on official business and more than five miles from their base, by the shortest practicable route, on official business. Day meals allowance rates are set out in paragraph 5 of Annex 14. These allowances are not paid where meals are provided free at the temporary place of work.

18.12 A day meals allowance is payable only when an employee necessarily spends more on a meal/meals than would have been spent at their place of work. An employee shall certify accordingly, on each occasion for which day meals allowance is claimed but a receipt is not required.

18.13 Normally, an employee claiming a lunch meal allowance would be expected to be away from his/her base for a period of more than five hours and covering the normal lunch time period of 12:00 pm to 2:00 pm. To claim an evening meals allowance an employee would normally be expected to be away from base for more than ten hours and unable to return to base or home before 7:00 pm and as a result of the late return is required to have an evening meal. Employees may qualify for both lunch and evening meal allowance in some circumstances. There will be occasions where, due to the time of departure, there will be the necessity to take a meal but the conditions relating to the time absent from the base are not met. This, and any other exceptions to the rules, may be allowed at the discretion of the employer.

18.14 The scope and level of any other payments will be determined by the employer, according to local needs, on a vouched basis.

Late night duties allowance:

18.15 An employee who is required to work late at night, in addition to a day duty, may be paid an evening meal allowance at the rate set out in paragraph 7 of Annex 14. It will be for the employer to determine who will be entitled and in what circumstances.

18.16 Late night duties allowance will be subject to deduction of appropriate tax and National Insurance contributions, via the payroll system.

Appendix 3:

Annex 14: Subsistence allowances of the NHS Terms and Conditions of Service handbook (Dated 05/01/2015)

| Schedule of recommended allowances: | |
|--|--|
| Night allowances: first 30 nights | Actual receipted cost of bed and breakfast up to a maximum of £55 (subject to the provisions of paragraph 18.3 if this is exceeded for genuine business reasons). |
| Meals allowance | Per 24 hour period: £20.00 |
| Night allowances in non-commercial accommodation | Per 24 hour period: £25.00 |
| Night allowances: after first 30 nights | Maximum amount payable: £35.00 |
| Day meals subsistence allowances | Lunch allowance (more than five hours away from base, including the lunchtime period between 12:00 pm to 2:00 pm) £5.00 Evening meal allowance (more than ten hours away from base and return after 7:00 pm) £15.00 |
| Incidental expenses allowance (this allowance is subject to a tax liability) | Per 24 hour period: £4.20 |
| Late night duties allowance (this allowance is subject to a tax liability) | Per 24 hour period: £3.25 |

Appendix 4:

NHS Employers Terms and Conditions: Consultants Schedule 21 Model provisions for expenses

These model provisions are designed to serve as the basis for agreements about the payment of consultant expenses for medical consultants employed by the NHS or contracted on an honorary basis. NHS employers and consultants may agree alternative provisions.

General

1. Travelling, subsistence, and other expenses incurred in the service of the employer shall be reimbursed to meet actual costs. Expenses do not form part of a consultant's pay and are not pensionable.

Submission of claims

2. In preparing claims, consultants shall indicate adequately the nature of the expenses involved and submit valid receipts; claims shall be submitted normally at intervals of not more than one month, and as soon as possible after the end of the period to which the claim relates.

Travelling expenses and mileage allowances

3. The provisions of Section 23 (except paragraphs 2.4 and 4) of the General Council Conditions of Service shall apply. In these provisions "principal place of work" shall be understood to mean "the hospital or other base from which the consultant conducts his or her main duties". Where a consultant has a joint contract with more than one employing organisation, the term "principal place of work" shall be interpreted as meaning the base from which the consultant conducts his or her main duties within that joint contract, irrespective of employing organisation.

Mileage allowances payable

4. Except where a consultant has been allocated a lease car, mileage allowances shall be payable in accordance with the rates specified at paragraphs 15 to 26 of these provisions, as appropriate, where consultants use their private vehicle for any official journey on behalf of their employing organisation, ...

5. No allowance shall be payable for their normal daily journey between their home and their principal place of work, except as provided for in paragraphs 6 to 11.

Home-to- principal place of work mileage:

Official journeys beginning at home

7. Mileage allowance will be paid for official journeys on behalf of the employing organisation where consultants travel by private car between their home and places other than their principal place of work, subject to a maximum of the distance between the consultant's principal place of work and the place visited, plus ten miles, for each single journey (twenty miles for a return journey).

...

Subsequent official journeys

9. In addition, consultants may claim mileage allowance for one return journey daily between their home and their principal place of work, up to a maximum of ten miles in each direction, on days when they subsequently use their car for an official journey.

...

Rates of mileage allowance: regular user allowances

15. Allowances at regular user rates shall be paid to consultants who:

(i) are classified by the employing organisation as regular or essential users and choose not, or are unable, to avail themselves of a Lease Car in accordance with paragraphs 32 to 40; or

(ii) are new appointees to whom the employing organisation has deemed it uneconomic, or is unable, to offer a Lease Car in accordance with paragraphs 32 to 40; and

(iii) are required by their employing organisation to use their own car on NHS business and, in so doing, either:

(a) travel an average of more than 3,500 miles a year; or

(b) travel an average of at least 1,250 miles a year, and:

(c) necessarily use their car on an average of three days a week; or

(d) spend an average of at least 50% of their time on such travel, including the duties performed during the visits; or

(iv) are consultants who are classified as essential users.

Essential users allowance

16. Essential users are consultants who:

(i) travel on average at least 1,250 miles (other than normal travel between their home or their practice premises and their principal place of work) each year; and

(ii) either have ultimate clinical responsibility, or on-call responsibility normally controlled by a rota system, for the diagnosis and treatment of patients in hospital with emergency conditions which require them to be immediately available for recall; and are expected to be recalled to hospital in emergency at an average rate (taken over the year, but excluding period of leave) of twice or more during a working week;

(iii) or whose duties require them to pay frequent visits to places away from their principal place of work (e.g. to clinics, schools, residential establishments and other places, for instance, in connection with the control of infectious diseases and food poisoning), or who are liable to be called out in an emergency in connection with statutory duties relating to the control of communicable disease and food poisoning or the compulsory removal to suitable premises of persons in need of care and attention.

Change in circumstances

17. If there is a change in a consultant's duties, or if the official mileage falls below that on which a regular or essential user classification was based and which is likely to continue, the application to the consultant of the regular user agreement should be reconsidered. Any decrease in the annual official mileage or the frequency of travel, etc. which is attributable to circumstances such as prolonged sick leave or the temporary closure of one place of duty should be ignored for this purpose.

Non-Classification as regular user

18. Where an employing organisation does not consider that a consultant, other than one to whom paragraph 35 of these provisions applies, should be classified as a regular or essential user, and if this gives rise to any serious difficulty, the consultant shall have recourse to local grievance procedures

...

Standard mileage rates

23. Mileage allowances at standard rates will be paid to consultants who use their own vehicles for official journeys, other than in the circumstances described in paragraphs 15, 24 and 35 of these provisions, provided that a consultant may opt to be paid mileage allowances at standard rates, notwithstanding his or her entitlement to payment at regular user rates.

Public transport mileage rate

24. The foregoing rates shall not apply if a consultant uses a private motor vehicle in circumstances where travel by a public service (e.g. rail, bus) would be appropriate. For such journeys, an allowance at the public transport rate shall be paid, unless this is higher than the rate that would be payable at the standard, regular user or special rate. Further guidance on the application of the public transport mileage rate is attached at Annex B.

Passenger allowances

25. Where other employees or members of an employing organisation are conveyed in the same vehicle, other than a Lease Car, on the business of the National Health Service and their fares by a public service would otherwise be payable by the employing organisation, passenger mileage allowance shall be paid.

Garage expenses, tolls and ferries

26. Subject to the production of vouchers wherever possible, consultants using their private motor vehicles on an official journey at the standard, regular user or special rate of mileage allowance shall be refunded reasonable garage and parking expenses and charges for tolls and ferries necessarily incurred, except that charges for overnight garaging or parking shall not be reimbursed, unless the consultant is entitled to night subsistence allowance for overnight absence. Similar expenses may also be refunded to consultants only entitled to the public transport rate of mileage allowance, provided that the total reimbursement for an official journey does not exceed the cost which would otherwise have been incurred on public transport, including the fares of any official passengers.

Pedal cycles

31. Consultants using pedal cycles for official journeys may be reimbursed at the rate set out in Annex A, Table 1.

Appendix 5:

NHS Employers Terms and Conditions: Consultants

Schedule 21 Model provisions for expenses

Annex A – Allowances and charges for private use –NHS consultants

Table 1: Mileage allowances

(NB These rates will be updated from time to time by the employing organisation)

1. Public transport rate: 24p per mile.

2. Regular user rates: Motor car

| Engine capacity | (cc) | 501 to 1000 | 1,001 to 1,500 | 1,501 to 2,000 | over 2,000 |
|----------------------|------|-------------|----------------|----------------|------------|
| Up to 9,000 miles | (p) | 29.7 | 36.9 | 44.0 | 44.0 |
| 9,001 - 15,000 miles | (p) | 17.8 | 20.1 | 22.6 | 22.6 |
| Thereafter | (p) | 17.8 | 20.1 | 22.6 | 22.6 |

3. Standard rates: Motor car

| Engine capacity | (cc) | 501 to 1000 | 1,001 to 1,500 | 1,501 to 2,000 | over 2,000 |
|----------------------|------|-------------|----------------|----------------|------------|
| Up to 3,500 miles | (p) | 37.4 | 47.3 | 58.3 | 58.3 |
| 3,501 - 9,000 miles | (p) | 23.0 | 28.2 | 33.5 | 41.0 |
| 9,001 - 15,000 miles | (p) | 17.8 | 20.1 | 22.7 | 25.5 |
| Thereafter | (p) | 17.8 | 20.1 | 22.6 | 22.6 |

4. Other motor vehicles:

| Engine capacity | (cc) | Up to 125 | Over125 |
|---------------------|------|-----------|---------|
| Up to 5,000 miles | (p) | 17.8 | 27.8 |
| 3,501 - 9,000 miles | (p) | 6.7 | 9.9 |

5. Passenger allowance: Each passenger: 5 p per mile

6. Pedal cycles: 10p per mile