



TRAVEL & SUBSISTENCE (Alternative V.2)

Policy Reference Number:

Policy Implementation Date:	December 2010
Last Amended:	December 2010
Policy Review Date:	November 2012



Haines Business Systems Ltd
© 2010 Business & Knowledge Gym

Travel & Subsistence (Alternative V.2)

General Rules

Staff employed on company business away from their usual place of work, and any staff member assigned to duties in the field will be paid travelling and subsistence expenses within the rates authorised by the company.

Travelling and subsistence allowances are payable only in respect of necessary absence from their usual place of work. All travelling duties should be planned so as to reduce the total amount of travel and maximise efficiency. Travel should, as a general rule, be undertaken by the shortest practicable route(s) and by the cheapest mode of conveyance. Staff should endeavour to use return tickets, contract, season and other cheap tickets wherever a saving can be made.

The subsistence allowance is not intended to meet the whole cost of subsistence when absent from home and office and is not intended to be a source of emolument or profit.

Travelling Expenses

Use of Own Transport

Staff assigned to field duties and who are required to use their own vehicle will be authorised to do so. This authorisation must come from an appropriate line manager, and recorded on file.

With the exception of those staff who have received authorisation to use their own transport for field duties, other staff may be authorised to use their own car or motorcycle for company business in the following circumstances:

- Where no public transport (e.g. bus or train) is available;
- Where public transport is available but the cost is equal to or greater than the cost of using their own vehicle;
- Where the use of public transport would result in the journey taking substantially longer than would be the case if the employee ...