



people policies

Travel Policy



Policy

Implementation

1. This policy will take effect from 24th October 2022.

Scope

2. This policy applies to all employees, except those who work in schools where the Council is the employer in law, for whom there are separate arrangements. Schools are encouraged to adopt similar provisions to those set out in this policy.
3. The policy for councillors is as recommended by the **Independent Remuneration Panel**.
4. This policy does not cover international travel, which is set out in the Council's **International Travel Policy and approval process**.

Policy

5. Business travel takes place where attendance is required at locations in and outside of Bristol, including for the purposes of work-related learning and development.
6. Wherever practicable, technology (such as phone or video conferencing) should be used to avoid the need for travel, thus reducing traffic congestion and pollution.
7. Claims for business travel should be submitted via **iTrent Employee Self Service (ESS)** within one month of the date of travel. Any claims submitted more than three months after the date of travel will be rejected, unless exceptional circumstances (eg, severe ill-health) have made it impossible to submit the claim within time – HR Business Partner approval is required in such cases.
8. Active travel (such as walking and cycling), electric bikes and bus services should be used where practicable. Bicycle (including electric bicycle) mileage will be paid at the **HMRC approved mileage rate** (20p per mile as at the date of this policy). Where managers identify potential service and/or financial benefits, daily or weekly bus tickets or electric scooters (where legal) may be reimbursed for business travel.
9. Business journeys may be taken by the quickest rather than the shortest route. Where a business journey begins or ends at an employee's home, the journey may be claimed providing it is not to or from the employee's contractual workplace or to a regular fixed destination that could be considered as commuting, which is not a claimable employment expense. Where an employee lives outside the city and is travelling to a location either within or outside of Bristol they may only claim travel expenses from the city boundary.
10. **Car club and pool vehicles** should be booked and used in accordance with the relevant **protocols**.
11. Hackney carriages/private hire taxis should only be used for business travel in Bristol as a reasonable adjustment for a Disabled employee or for a lone worker outside of normal business hours. Outside of Bristol, use of taxis should be kept to a minimum but can be used to bridge the gap between destinations and the public transport connection.
12. Trains or coaches should be used for business journeys beyond the boundaries of Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire and should be booked **well in advance to benefit from the lowest fares**.
13. For long journeys where the destination cannot easily be reached by train/coach **hire cars should be booked in advance via Fleet Services**.
14. Air travel within the UK is not permitted unless the journey will take longer than 6 hours by road or rail. Where travel by air is appropriate, the lowest, logical airfare should be used.

15. Where travel by motor vehicle is an essential aspect of a post heads of service will classify them as either:
- Essential vehicle user - where the duties of the post cannot be efficiently delivered without the use of a motor vehicle (regardless of whether the vehicle is provided by the Council or the employee).
 - Occasional vehicle user – where the duties of the post can be efficiently delivered using a number of different modes of business travel, but there is an occasional requirement to use a motor vehicle (regardless of whether the vehicle is provided by the Council or the employee).
16. Heads of service will keep these designations under regular review.
17. The Council aims to provide an appropriate motor vehicle to each essential vehicle user. However, it is recognised that this may take some time because of the financial implications for services. Heads of service should give priority to essential vehicle users who are required to travel more than 6,000 miles per year. In the meantime essential and occasional vehicle users may be required to provide their own motor vehicle for business travel, which must be used in accordance with the Council's **Transport Own Vehicle Users (Grey Fleet) Arrangement**.

Council vehicles

18. Private use of Council vehicles is not permitted. It is accepted that home to work travel is not “ordinary commuting” (as defined by HMRC) where the employee is travelling to their first job rather than their contractual workplace.
19. Fuel for Council vehicles should normally be drawn from Council-controlled stocks and recorded against the vehicle for usage monitoring purposes. Where fuel is purchased elsewhere, this must be done in accordance with the appropriate Fleet Services procedure.

Private vehicles

20. Business travel mileage for private vehicles may only be claimed by those who are in posts designated as either essential or occasional vehicle users and by others who are not in designated posts in connection with learning and development activities or as a reasonable adjustment.
21. Mileage will be paid at the **HMRC approved mileage rates** (45p per mile for cars and vans and 24p per mile for motor cycles for the first 10,000 miles as at the date of this policy) unless a company car is used, in which case **HMRC Advisory Fuel Rates** apply.
22. The Council can recover an amount in respect of VAT included in the fuel element of the mileage rate. VAT receipts (dated in advance of the journeys claimed) should be retained for these claims. Details of payments made to you for the use of your own vehicle, offset by HMRC's approved level of reimbursement will be reported in accordance with the HMRC reporting procedure. You should enter details on your tax returns.

Parking

23. Parking permits covering Council-maintained on- and off-street parking spaces (but not multi-storey car parks) may be issued for essential vehicle users whose jobs require daily visits to locations where parking charges apply where approved by the Head of Human Resources or their nominee.
24. Parking fees incurred by occasional vehicle users and essential vehicle users who don't have parking permits may be reclaimed via **iTrent Employee Self Service (ESS)** except for parking at or near an employee's contractual workplace, which will not be reimbursed.
25. Where on-site parking is available, a space may be offered to an employee while they await the outcome of a Blue Badge application.

Clean Air Zone (CAZ) Charges

32.

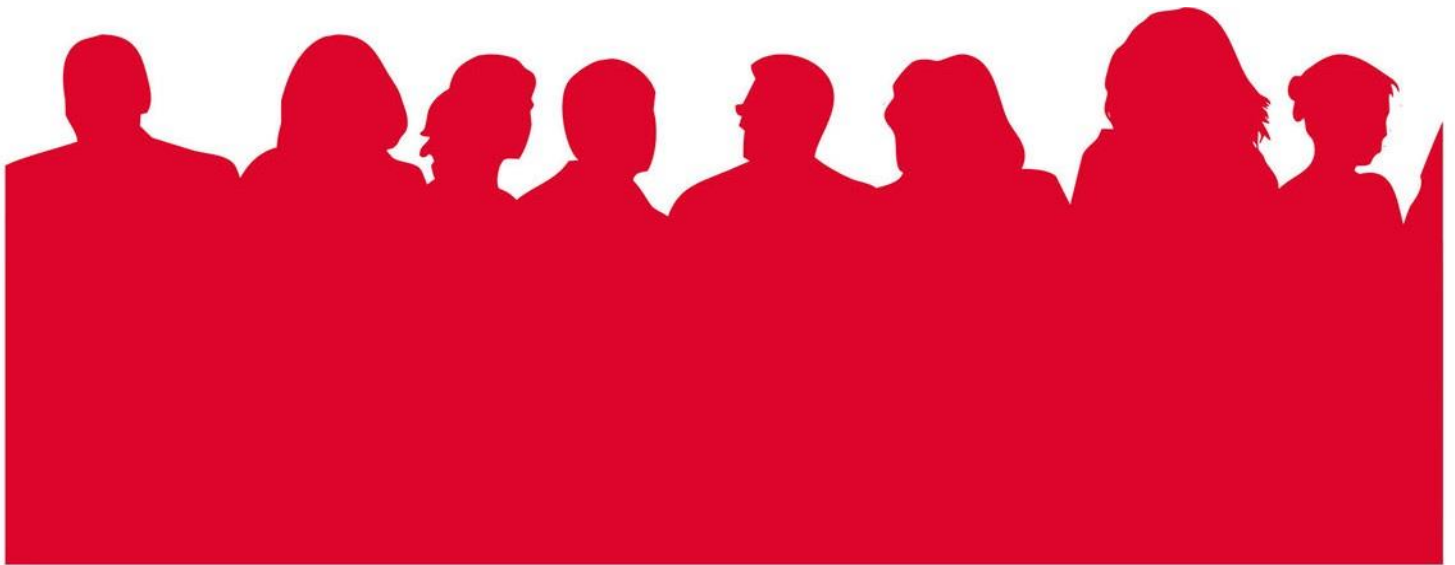
26. CAZ charges will be reimbursed in respect of emergency callouts where use of a compliant vehicle is not feasible.
27. Where an employee is required to use a non-compliant BCC vehicle and is required to drive into or through the CAZ, they may claim reimbursement for this through the expenses system.
28. Services should pay the CAZ charges (but not penalty charge notices) up to six days before or up to six days after a non-compliant council fleet vehicle has to enter the zone, or following an emergency callout. This should be done via the publicly-accessible payment system using (for example) a council purchasing card. This will avoid the need for drivers to pay it themselves and then reclaim it via the expenses system. It is important that the date of entry is correctly recorded on the payment system.

Fines/penalty charge notices

29. Under no circumstances will fines/penalty charge notices and associated charges for parking or traffic offences be reimbursed or met on any employee's behalf.

Hotel accommodation and subsistence

30. Hotel accommodation should only be used where it is essential and with prior approval of the relevant budget holder. It must be booked in line with the **current procedure**. The maximum permitted rate (including VAT) is £120 per night. The approver has discretion to allow an increased limit where evidence demonstrates that the limit is inadequate.
31. Where an overnight stay is required a maximum of £20 can be claimed for food and drink, regardless of whether breakfast is included in the price of a hotel room. Claims must be fully supported by itemised receipts. Alcohol cannot form part of any claim.



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The audience of this document is made aware that a physical copy may not be the latest available version. The latest version, which supersedes all previous versions, is available on The Source.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

History of most recent policy changes – must be completed

| Version | Date | Change |
|---------|------------|-------------------------------------|
| V1.02 | 20/06/2024 | Hotel rates and subsistence updated |
| v1.01 | 24/10/2022 | New policy adopted |

