

Extract taken from DfT Transnet. DfT Staff Handbook (for FOI response purposes)

## **9.02 UK travel**

### **General rules for UK travel**

**9.2.1** Official travel is any travel you need to make on official business away from your normal workplace(s). It includes:

1. first journey to and last journey from full time training courses, and attendance at part time courses (ie day release), but not evening classes
2. attendance at promotion or selection boards
3. journeys made on recall from annual leave;
4. attendance at courts as part of official duties;
5. daily travel to a detached duty office
6. emergency call out to the permanent office
7. additional attendance outside normal working hours
8. public transport disruption (see Part A of this Staff Handbook - Chapter 2 - Working in the Department also paragraph 9.2.36(b))
9. travel covered by paragraphs 9.3.18, 9.3.19, 9.3.21, 9.3.22 and 9.3.24.

**9.2.2** Official travel does not include:

1. travel between your home and your normal workplace(s) for attendance during normal working hours
2. travel on first taking up duty (unless this forms part of a new recruit's relocation costs as agreed in their appointment letter);
3. concessionary travel
4. journeys home at weekends while on detached duty or following a permanent transfer at public expense
5. any travel covered by an excess fares allowance in connection with detached duty or a permanent transfer at public expense

**9.2.3** You must only travel if it is necessary and when the official business cannot be settled by any other methods such as telephone or video conferencing.

**9.2.4** Bearing in mind your entitlements, you are encouraged to use the most cost effective method(s) of transport that will help you to reach your destination safely, in good time and in reasonable comfort. You will need to weigh up all the journey factors, taking into account the cost of travel, the official time involved and the costs of any associated subsistence (see Section 9.3) involved in the various options. The Department will take disciplinary action against you if any expense is considered to be unreasonable and could have been avoided had the journey been better planned. Official journeys may start from home (or end there) if that is the shortest and most cost effective route.

**9.2.5** Wherever practicable for travel in the UK, you must:

1. use public transport and
2. book your journeys through the Department's travel booking service (see Travel Services) who will be able to advise you on itineraries and to offer (or
3. match) the best value tickets. If you use the travel booking service, the cost of the travel tickets will be invoiced directly to the Department.

**9.2.6** If it is not possible, or if it is inefficient (in terms of cost or official time), to use public transport, the use of a hire car or privately owned vehicle may be authorised by

your line manager. However serious consideration should be given to the Department's commitment to 'green' issues before car use is authorised (see Travel Services). If a car is used as the only viable option, car sharing should always be considered.

**9.2.7** Staff will not suffer any detriment as a result of choosing not to use their own private vehicle for work purposes.

### **Travel receipts**

**9.2.8** Wherever possible receipts for all expenditure must be obtained and you must keep these for future reference by yourself, your certifying officer, auditor, or the Inland revenue. You must keep your receipts for the current year and preceding three years. If you leave the Department you should pass them to HRBS. Where occasionally it is not possible to provide receipts or travel tickets - for instance if you use a vending machine or when the travel ticket is retained by the operator, you must keep a note of the reason why your travel ticket or receipt are not available.

### **Gratuities**

**9.2.9** Gratuities will be reimbursed where they are included in the receipt and are not excessive. Your line managers will also authorise the reimbursement of reasonable and low value non-receipted gratuities where you have received help with heavy luggage or equipment or help with your luggage if you are pregnant or have a temporary or permanent disability.

### **Home to workplace journeys**

**9.2.10** Your journey from home to your normal workplace(s) is not official travel and these costs must not be claimed. However additional costs for the home to office journey may be allowed as set out in sub paragraphs 9.2.1 (f) and (g) and in paragraph 9.2.11.

### **Staying late at work**

**9.2.11** If you agree to stay at work late, you are entitled to claim motor mileage allowance for a return journey by car (at public transport rate - see Annex A) or the costs of a taxi home (see paragraph 9.2.16 (f)) if

1. it would be unreasonable, for reasons of personal safety, to use public transport or
2. if public transport is sporadic and unreliable or no longer available when you finish work

### **Travel by rail**

**9.2.12** Subject to the exceptions set out in this paragraph and paragraph 9.2.13, if you are below band 5, you must travel standard class. If you are in range 4.2, 4.7, 4.8, band 5 or above (or if you are in the Senior Civil Service) you may travel first class (certain other staff in band 4 may have the reserved right to travel first class - contact Human Resources if you believe you have this right). Before the higher cost travel is used, however, you must consider the business need and whether the extra expenditure is justified. Section 9.9 sets out how to make a claim.

**9.2.13** All staff may travel first class under the following conditions:

1. you need to travel with someone who is travelling first class
2. the facilities provided in standard class do not meet your needs because you are pregnant or suffering from a temporary or permanent disability
3. there are no seats available in standard class or in circumstances when it is necessary to buy a meal on the train and this is not possible when travelling in standard class
4. if you need to travel overnight and use a sleeping berth

## **Seat reservation**

**9.2.14** The costs of reserving a seat will be reimbursed. Section 9.9 sets out how to make a claim.

## **Bus/coach etc.**

**9.2.15** The costs of bus and coach fares used for official travel will be reimbursed. Section 9.9 sets out how to make a claim.

## **Use of taxis**

**9.2.16** You are entitled to be reimbursed for the use of a taxi:

1. when no other method of public transport is available (e.g. when travelling late at night)
2. when carrying heavy official papers, baggage or equipment
3. for reasons of personal safety
4. if you are unable to use public transport because of pregnancy or a temporary or permanent disability
5. if there will be an overall saving including any claim for subsistence or to ensure journey connection or arrival time
6. under the circumstances described in paragraph 9.2.11 it is more cost effective when travelling in a group

Section 9.9 sets out how to make a claim.

### **Air travel**

**9.2.17** Air travel should be considered for long distance travel within the UK. As domestic flights are normally of short duration, if you fly, you must travel economy class unless:

1. you are a Director or above in the Senior Civil Service (in which case you may travel in business/club class)
2. there are no tickets available in economy class
3. the facilities provided in economy class do not meet your needs if you are pregnant or suffering from a temporary or permanent disability
4. you accompany someone who is travelling in a higher class

Section 9.9 sets out how to make a claim.

### **Use of benefits accrued as a result of official travel**

**9.2.18** Benefits accrued as a result of official travel (for instance 'Air Miles') must not be used for personal travel. You are encouraged to use them to offset the cost of future official journeys. - see also Part A of this Staff Handbook, Chapter 3 - Personal conduct.

### **Travel by sea**

**9.2.19** If you need to travel within the UK by sea you may travel first class. If you need to travel overnight, you are entitled to be reimbursed the cost of a sleeping berth and the actual cost of breakfast. Section 9.9 sets out how to make a claim.

### **Use of privately owned motor vehicles for UK travel**

**9.2.20** You must not use a vehicle for official travel unless you satisfy the Department's ownership, insurance and documentation requirements (set out in paragraphs 9.2.25 to 9.2.28 below).

**9.2.21** If you use a motor vehicle for official travel in the UK:

1. you are entitled to be reimbursed at the motor mileage allowance rate set out in Annex A
2. you are entitled to be reimbursed for the amount of mileage set out in paragraph 9.2.35 and
3. your certifying officer is entitled to see the documents relating to ownership and insurance before certifying any claim for reimbursement

Section 9.9 sets out how to make a claim.

### **Motor mileage allowance**

**9.2.22** You are entitled to be paid motor mileage allowance either at public transport rate (PTR) or at standard mileage rate (SMR) - paragraphs 9.2.23 and 9.2.24 set out how to determine which rate applies. The current rates are set out in Annex A- you should note the maximum limit of 10,000 miles per annum that may be reimbursed at the higher SMR rate.

**9.2.23** If you could reasonably have used public transport for the journey in question, you must claim PTR. You are entitled to be reimbursed at PTR if you satisfy the vehicle ownership, insurance and documentation requirements set out in paragraphs 9.2.25 to 9.2.28.

**9.2.24** You are entitled to be reimbursed at SMR if you satisfy the vehicle ownership, insurance and documentation requirements set out in paragraphs 9.2.25 to 9.2.28 and

1. it is not practicable to use public transport for the journey or
2. if the total costs of the journey (including subsistence costs) are less than public transport because you share the journey with colleagues or
3. you need to carry heavy equipment or
4. you are pregnant or have a temporary or permanent disability which makes the use of public transport difficult

### **Ownership**

**9.2.25** The vehicle ownership requirements referred to in paragraphs 9.2.20, 9.2.21, 9.2.23 and 9.2.24 are that the motor vehicle in question:

1. is owned by you or being purchased by you on credit terms and is registered in your name or
2. has been hired by you for your private use or
3. is not registered in your name but is in your lawful possession where you have permission from the owner to use the vehicle and have adequate insurance cover as set out in paragraphs 9.2.26 to 9.2.28 (and paragraph 9.2.28 if you claim SMR).

### **Insurance**

**9.2.26** To be eligible to claim any motor mileage allowance (whether PTR or SMR) you must ensure that your private motor vehicle insurance policy contains either:

1. a clause permitting the use of the vehicle by you in person in connection with your business or
2. a clause specifically permitting the use of the vehicle by you in person on the business of the DfT or
3. where the vehicle is not registered in your name, has a clause specifically permitting use of the vehicle by you on the business of the DfT

**9.2.27** If you claim motor mileage allowance at PTR, your private motor vehicle insurance policy must meet the statutory requirements set out in Part IV of the Road Traffic Act 1988. In summary, that is cover, without financial limit, for any liability in respect of:

- bodily injury to or death of third parties
- bodily injury or death of any passengers and

with cover equal to or exceeding the statutory minimum requirement of £250,000

- damage to the property of third parties and/or passengers

**9.2.28** To claim motor mileage allowance at SMR, you must have a comprehensive insurance policy covering the risks set out in paragraphs 9.2.26 and 9.2.27 and also damage to or loss of the vehicle. You should note that some insurance policies that are otherwise fully comprehensive may exclude some liabilities.

### **Other documentation**

**9.2.29** In addition to the ownership and insurance sections any privately owned vehicle used by you on official business must comply with all other requirements for use on the public roads including having a current vehicle excise disc and where necessary a current test certificate. You must also have a current driving licence that entitles you to drive the vehicle. Injury benefits if travelling in a private motor vehicle.

**9.2.30** If you use a private motor vehicle for official travel or you are a passenger on official travel being carried in a private motor vehicle, you will, subject to paragraph 9.10.3, be treated as acting in the course of your duties for the purposes of the injury benefit provisions of the Civil Service Injury Benefit Scheme. Further information on the scheme and the Civil Service Compensation Scheme which provides benefits to staff who are injured off duty while away from home on official business are available from Central Pay and Pensions.

### **Hire cars**

**9.2.31** If it is more cost effective to use a hire car for journeys you cannot claim motor mileage allowance but you are entitled to be reimbursed all the costs associated with the hire of the vehicle. Details of how to hire a car, insurance requirements and other tips on hire cars are given in Travel Services. Section 9.9 sets out how to make a claim.

### **Motor cycles**

**9.2.32** You are entitled to be paid a mileage allowance if you use a motor cycle for official travel. The current rates to which you are entitled to be reimbursed are set out at Annex A. Paragraph 9.2.36 sets out the amount of mileage you can claim if you use a motor cycle for official travel and Section 9.9 sets out how to make a claim.

## **Pedal cycles**

**9.2.33** You are entitled to be paid a mileage allowance as set out in Annex A if you use a pedal cycle for official travel. Paragraph 9.2.35 sets out the current rates that you are entitled to claim and Section 9.9 sets out how to make a claim.

## **Passenger supplement**

**9.2.34** If you are paid PTR or SMR, you are entitled to be paid an additional allowance, at the rates shown in Annex A, for carrying one or more passengers on your journey if the passengers would have otherwise been entitled to reimbursement of travel costs themselves under the terms and conditions set out in this chapter.

## **Equipment supplement**

**9.2.35** If you are paid PTR or SMR, you are entitled to be paid an additional allowance, at the rate shown in Annex A, for necessarily carrying equipment or other loads which are likely to cause additional wear and tear to a private motor vehicle (as defined in subparagraph 9.2.25(a) and (c)). Wherever practicable you must agree with your countersigning officer prior to the journey if the equipment supplement should be paid.

## **Amount of mileage to be claimed**

**9.2.36** The amount of mileage for which you can be reimbursed for in accordance with paragraph 9.2.21 and paragraphs 9.2.31 to 9.2.34 is the actual mileage based on the shortest most efficient route, taking account of the distance and time spent travelling. Your home to normal workplace mileage must not form part of the claim unless a clear saving in distance and time can be shown. The only exceptions to this are:

1. as detailed in sub paragraphs 9.2.1(f) and (g) and paragraph 9.2.11 and
2. where public transport is disrupted or interrupted for whatever reason and you necessarily use a car, motorcycle or pedal cycle to travel to your normal workplace instead of travelling by public transport (see Part A of this Staff Handbook, Chapter 2 - Working in the Department)

**9.2.37** If you claim a motor mileage allowance or motor cycle mileage allowance you must:

1. keep a complete, permanent record, for each financial year, of all your mileage claimed at PTR, SMR or motor cycle mileage allowance (this information has to be provided to the Inland Revenue),
2. ensure that, for each claim (see Section 9.9) you enter onto the claim form:
  - the mileage claimed and
  - your total, cumulative mileage claimed at PTR, SMR or motor cycle mileage allowance for the financial year and
3. claim only at the appropriate lower rate/public transport rate shown in Annex A when 10,000 miles has been exceeded in that financial year

## **Parking, garaging and tolls**

**9.2.38** You are entitled to be reimbursed the costs of unavoidable expenses on parking, garaging and tolls (including road and river ferries) - Section 9.9 sets out how to make a claim. However you are personally liable for any parking fines you incur.

## **Congestion charging**

**9.2.39** You are entitled to be reimbursed the costs of any congestion charges unavoidably incurred whilst on official business. You are personally liable for any expenses incurred through congestion charges as a result of using your private vehicle for home to office travel