



# **STAFF TRAVEL POLICY**

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# **STAFF TRAVEL POLICY**

## **1. INTRODUCTION**

This policy covers all local, long-distance and foreign travel undertaken by staff employed by or seconded to the Council. It also covers any other traveller (e.g. client) where Aberdeen City Council funds are used to pay for all or part of the travel.

The policy includes travel for teachers on Council business but excludes school trips attended by pupils and teachers which are covered by a separate policy.

All financial transactions undertaken by or on behalf of the Council are also subject to the Council's Financial Regulations that are referenced in section 7.1 of this policy.

The purpose of this policy is therefore to ensure that all travel arrangements:

- Satisfy the purpose of travel;
- Demonstrate due regard for the safety and welfare of the traveller; and
- Offer value for money and meet Financial Regulations.

The policy sets out key principles of compliance, purpose and outcome of travel, cost effectiveness of travel and approval responsibilities.

Appendix 1 to the policy contains detailed guidance for applying the policy.

The Staff Travel Scheme for Aberdeen City Council comprises the policy, detailed guidance and associated request forms and records.

## **2. COMPLIANCE**

It is the duty of all officers employed by the Council to fully comply with this policy. Failure to comply with the requirements contained within this policy and the associated guidance and procedures may result in an investigation under the Council's Disciplinary Policy and Procedures.

Any breach or non-compliance with these Regulations must, on discovery, be reported immediately to the Chief Officer – Finance. The Chief Officer - Finance may consult other relevant officers, including the Chief Executive, to determine the appropriate action.

Employees who deliberately obstruct or unreasonably fail to provide information to Auditors or any other Officer charged with investigating an allegation within the specified period may be subject to disciplinary action.

### **3. PURPOSE AND OUTCOME OF TRAVEL**

Staff travel within and away from Aberdeen must be for the business objectives of the Council and in fulfilment of its obligations.

For long-distance and foreign travel, a full disclosure of the purpose of travel must be made before the travel is approved. The applicant must set out the intended outcomes of that purpose as aligned to the Local Outcome Improvement Plan Themes - Prosperous Economy, Prosperous People, Prosperous Place and Enabling Technology.

The objectives of the Council include the promotion of and participation in the economic development of the City. These are justifiable purposes for undertaking long distance and foreign travel under this policy.

The travel application form requires travellers and authorisers to confirm purpose of travel and relevant outcomes are justified as priorities for the business objectives of the Council. Any applications which the Business Services Team considers are not fully completed in this respect will be referred to the relevant Chief Officer (or more senior authoriser if applicable).

Where it is concluded from that referral that purpose and outcome justification is insufficient, then the referral may result in refusal to authorise travel, or reimbursement of a lower value in line with the lower cost method of achieving that purpose or outcome.

### **4. COST EFFECTIVENESS OF TRAVEL**

Travellers must choose the best value or lowest cost option and consider whether the travel is necessary, the mode of transport and the time and date of travel.

Travellers are expected to exercise judgement regarding expenses incurred under this policy and to neither personally gain nor lose financially from its implementation.

Timeliness of travel booking is a key factor in cost effectiveness. All travel applications will be completed in a timely way immediately the travel need is identified to make best use of cost effective options.

Business Services can provide advice before the application is made on the best value or lowest cost option.

The travel application form requires travellers and authorisers to confirm cost effectiveness checks and timeliness of the travel booking. Any applications which the Business Services team considers are not compliant in this respect will be referred to the relevant Chief Officer (or more senior authoriser if applicable).

Where it is concluded from that referral that cost effectiveness and timeliness checks are insufficient, then the referral may result in refusal to authorise travel, or reimbursement of a lower value in line with the most timely or cost effective option.

## **5. ENVIRONMENTAL IMPACT OF TRAVEL**

Before booking travel, claimants should consider whether the trip is necessary or whether teleconferencing or video conferencing offer a viable alternative.

When arranging travel, the Council encourages travellers to use modes of transport that results in the least environmental impact. More energy efficient forms of transport such as electric and hydrogen vehicles and low emission vehicles should be considered more appropriate than high emission diesel vehicles.

Records are maintained and monitored of the estimated environmental impact of council travel costs. The Council has a clear intent to reduce the environmental impact of travel by being more efficient and using technology wherever possible.

## **6. APPROVAL RESPONSIBILITIES**

### **GENERAL RESPONSIBILITIES**

All travel and subsistence will be subject to a budget availability and cost effectiveness check by the approved budget holder.

Approval exceptions that are allowed within the policy detailed guidance in Appendix 1 (for example special needs requirements or higher cost due to lack of availability of accommodation) will be approved by the relevant Chief Officer.

Where the travel applicant is a Chief Officer, all approvals will be by their Director and Directors by the Chief Executive. The Chief Executive should seek approval from the Chief Officer - Finance.

### **6.1 Foreign Travel**

The relevant Service Committee will approve programmes of foreign travel for the financial year ahead subject to a business case and ensuring the purpose of travel meets the objectives and outcomes of the Council.

Where a requirement arises for foreign travel during the course of a financial year which was not included within the approved programme of foreign travel, the relevant Service Committee will require to authorise that travel.

### **6.2 Travel within UK**

The relevant approved budget holder will authorise all travel within the UK ensuring the purpose of travel meets the objectives and outcomes of the Council.

Travel in Scotland will be restricted to road and rail networks with the exception of the Northern and Western Isles where sea or air networks may be used.

Travel outside Scotland may involve air networks and therefore the approver should consider carefully the number of participants at events and the higher costs associated with this mode of transport.

### **6.3 Responsibility of the Chief Officer with the relevant Delegated Powers**

The Chief Officer - Finance is responsible for monitoring the Staff Travel Policy. The Chief Officer - Finance shall ensure the Staff Travel Policy is reviewed on an annual basis. Operational experience will be taken into account in this review.

The Chief Officer - Finance may update the Detailed Guidance to the Staff Travel Policy in Appendix 1 following consultation with CMT and the Business Manager.

The Chief Officer - Customer Experience is responsible for administering the Staff Travel Scheme and ensuring arrangements are in place to allow travel to be booked in accordance with this Staff Travel Policy.

### **6.4 Responsibility of Authorisers**

Authorisers of travel and expenses claims, are responsible for checking receipts and ensuring that the claim is appropriate to meet the business needs of the organisation. All individual claims are not re-checked afterwards – they are subject to audit testing and sampling exercises routinely carried out throughout the year.

A claimant cannot authorise their own Travel and Subsistence Claim Forms and similarly cannot authorise their own travel application, foreign currency expenses application, foreign currency float application or similar. Authorisers may delegate their responsibilities to a direct report as a depute to cover for annual leave and sickness, ensuring that the depute is fully aware of their responsibilities.

## **7. ASSOCIATED DOCUMENTS**

In applying this policy, compliance is required with all documents contained within the ACC Scheme of Governance, and specifically with the associated documents set out below.

### **7.1 Financial Regulations**

Financial Regulations are an integral part of the stewardship of Council Funds. Adhering to the Regulations ensures that all financial transactions of the Council are conducted in a manner which demonstrates openness, integrity and transparency. They form a significant part of the governance of the Council.

[https://committees.aberdeencity.gov.uk/documents/s80098/AppE\\_FinancialRegs.pdf](https://committees.aberdeencity.gov.uk/documents/s80098/AppE_FinancialRegs.pdf)

### **7.2 Working Time Policy**

In relation to undertaking travel to meet business need officers must comply with the Working Time Policy. Summary relevant guidance is included in Appendix 1 – Policy Detailed Guidance Section D.3.

<http://thezone/nmsruntime/saveasdialog.asp?IID=39144&SID=8142>

**POLICY DETAILED GUIDANCE**

**A. DETAILED GUIDANCE – RELEVANT TO ALL TRAVEL**

**A.1 Booking and Approval**

The Council will fund approved, ordinary and necessary travel to undertake the business of the Council. All travel applications must be fully completed, authorised and emailed to [Travel@aberdeencity.co.uk](mailto:Travel@aberdeencity.co.uk) or sent to Travel Team, Business Services, Business Hub 15, 3<sup>rd</sup> Floor South, Marischal College for processing.

All major travel expenses for long distance and foreign travel must be booked by the Business Services Team. This allows the Council to ensure that this policy is observed, to achieve purchasing economies, to reclaim any VAT on purchases, to best use the time of staff, and to meet its duty of care to employees.

**A.2 Personal Business**

Travel applications must include clear information on any time spent on non-Council business, personal travel, recovery time and any other non-Council related activity.

An employee may extend a business trip for personal reasons if approved in accordance with the booking and approval section of this policy. Claimants must use the normal holiday application process in addition to the travel application when applying for an extension of a business trip for personal reasons.

Incremental costs relating to extension must be paid for personally. It must be clearly demonstrated that Council business was the primary purpose of the visit. Leave records should be appropriately completed.

Council insurance does not cover travellers for the additional days of any extension of a business trip for personal reasons.

Should the time spent on personal business in any one trip exceed seven days the traveller must contact the Payroll team for guidance on the taxation position of any reimbursement made by the Council.

**A.3 General Exceptions**

The relevant Chief Officer may approve requests for upgrades in class of travel, hotel or additional travel expenses where there is a documented health issue relating to the applicant or their family circumstances with corresponding medical advice that justify the additional cost involved in such a decision. In addition to upgrades, travel arrangements may be generally revised in such circumstances where an additional cost may be incurred to protect the safety and well-being of the traveller.

In the event that the traveller is attending an event hosted at a higher standard hotel, or has a business need for a higher standard hotel, then approval in advance is also required from the relevant Chief Officer.

Where there is an exceptional personal or business need for choosing a travel method that is not the most cost effective option, then approval in advance is also required from the relevant Chief Officer.

Evidence of the reason for such exceptions should be provided to the Business Services Team at the time of the request for a higher class or higher cost of travel in advance of the travel taking place.

#### **A.4 Travel Insurance and Emergencies**

The Council has a travel insurance policy with Zurich Municipal. The policy number is QLA-14U003-0013.

This policy covers all Council employees, Councillors and relevant representatives of the council for whom the council has accepted responsibility for travel insurance. The policy covers medical expenses, cancellations, delay, personal effects, etc. while engaged in foreign travel for a business purpose, subject to the policy terms and conditions.

Cover is provided for loss of money or personal property and, where expenses are incurred, receipts will be required to support any claim. In the event of theft, the loss should be reported to the police and a copy of their report obtained. Welfare assistance is also provided such as counselling, legal advice, security advice, bereavement advice.

If personal items such as jewellery, phones/tablets, watches etc. are taken on a trip then these are taken at an individual's own risk and are not covered under the policy, unless damage or loss is caused by an Aberdeen City employee. Should a traveller want such items to be covered then this would need to be arranged by them independently of the council.

In the event of an emergency the number +44 (0)1489 868 888(*Security Assistance*) should be contacted immediately, but in any event within 48 hours of any serious accident or illness abroad requiring in patient hospitalisation, extended treatment or alteration to travel arrangements. The number is available 24 hours a day, including weekends and will accept call collect and reverse charge calls.

No arrangements should be made without involving and obtaining the agreement of *Security Assistance*.

An information letter and emergency phone numbers will be supplied by the Business Services Team as part of your travel information.

A copy of the insurance policy is available from the Business Services Team. Any concerns about the adequacy of this policy should be raised in advance with the Business Services Team so that these can be checked with the insurers prior to departure.

#### **A.5 Safety**

The employee and the approver should ensure a suitable and sufficient health and safety risk assessment is carried out, if required for the trip, and appropriate risk controls are in place.



This will identify, for example, any risk due to the country of location of the visit or due to the nature of activities being undertaken.

This form should be submitted to the Business Services Team along with the application form.

On receipt of the application, the Business Services Team will review the application and the risk assessment for relevant health and safety information relevant to the country(ies) being visited.

On receipt of any information from the Business Services Team, the traveller and their line manager will agree any mitigating action to be taken to minimise risk.

It is the employee's responsibility to ensure, as far as practicable, that adequate steps are taken regarding personal safety. This will include maintaining links, and taking advice from, the host where appropriate.

Before travel, the employee should leave a mobile telephone number and/or a contact at the host organisation, with a nominated council contact, which may be the line manager or Business Services Team. The nominated contact should also be provided with a copy of the employee's travel itinerary, including departure and arrival times for the journey, and accommodation details.

On arrival at the employee's travel destination, contact should be made with the council nominated officer to confirm arrival. This could be via text, telephone or email depending on time of arrival and the most practical way to maintain contact.

Travellers who may have specific health issues or who are not British Citizens are strongly advised to obtain their own travel advice in relation to the information that will be supplied as a result of these checks as the Business Services Team will not have access to personal information about each traveller.

## **A.6 Calculation of monetary rates applicable**

HMRC produces tables of subsistence rates that provide a measurable value for different countries and in some cases different cities / regions in countries. These represent 'moderated' values for each country that HMRC will allow to be 'given' to an individual by an organisation up to which HMRC is not to be considered for tax purposes. These tables are broken down into different elements of subsistence to provide a framework that can be used to make calculations for advance payments and they provide a reasonable basis upon which to base a scheme for individuals travelling abroad.

The Council uses these as the basis for its currency calculations for staff travelling abroad in respect of hotel and expense advance payments. All such travel living expenses have to be receipted. The full value of the currency advance payment will require to be accounted for and any balance remaining unspent along with receipts must be returned.

These will be updated in consultation with the Accounting team on an annual basis adjusted for the Consumer Price Index for Restaurants and Hotels.

## **B. DETAILED GUIDANCE FOR TYPES OF TRAVEL**

### **B.1 Air Travel**

Flights will be booked using the cheapest available Economy class fare (or equivalent), buying tickets with fixed dates and times. The cost of tickets will be considered in terms of “overall value for money” and factors such as the predictability of travel plans, airline schedules and connection times may mean that a more expensive ticket provides better value for money under a specific set of circumstances.

The Business Services Team will consult with the applicant regarding appropriate flight time and carrier arrangements and to allow sufficient rest time following the flight. Flight arrangements will be made by the Business Services Team giving due weight to the three criteria of travel set out in the Purpose and Scope of this document. If the applicant wishes to extend the trip for personal reasons, then this should be made clear in advance to the Business Services Team with any excess cost being agreed to be funded by the applicant.

While the traveller may retain frequent flyer benefits, these must not result in any incremental cost to the Council.

### **B.2 Hotel Accommodation**

Hotel accommodation will be booked in a convenient hotel to the business location. The hotel standard will be booked by the Business Services Team with reference to HMRC guideline rates dependent on the location. The Business Services Team will take advice from the Travel Partner on suitable accommodation options and where appropriate safety advice from the UK Foreign and Commonwealth Office (FCO) will be considered when making bookings.

Where the cheapest available accommodation exceeds HMRC guidelines by up to 10% the Business Services Team may approve the higher cost. If the cost exceeds this guideline then it must be referred to the Chief Officer-Finance.

Wherever possible, breakfast should be included in the hotel rate. If this is not possible, the cost of breakfast should be claimed in accordance with guidance on living expenses. In the UK where possible, an evening meal will also be booked.

Upgrades to executive floors / rooms are not acceptable unless the hotel offers them on an entirely complimentary basis (as could be the case for frequent visitors).

Local hotel accommodation may be booked in exceptional circumstances where because of operational needs the traveller would be required to undertake travel during unreasonable anti-social hours and/or where it could expose the employee to an inappropriate level of personal risk.

### **B.3 Ground Transport**

Train travel will be booked in a class equivalent to UK standard class, buying tickets with fixed dates and times. If the applicant is in possession of a rail card, then this should be notified at the time of application for the Council to benefit from any relevant discounts.

Buses offer a cost-effective means of travel and will be considered as an option for local and long-distance travel.

Hire cars will be booked using a category sufficient for the number of passengers and luggage to be carried. The Business Services Team will make the necessary arrangements using the relevant Travel Partner. Hire cars should be considered as they can be a value for money option to meet the business need. Situations and circumstances where this should be used are where the cost of group travel by public transport is excessive, inaccessibility of the destination by public transport, personal safety, travel time and, weight of luggage.

Taxi use should be restricted to situations where personal safety, travel time, weight of luggage, inaccessibility of destination by public transport, or the cost of group travel by public transport makes a taxi journey clearly necessary.

#### **B.4 Car Travel**

The hire of cars (as referred to in the section above) and use of the Co-Wheels car club (<http://www.co-wheels.org.uk/>) scheme is usually the first and most cost-effective option.

If a private car is the most cost-effective method of ground transport the Council will pay mileage for the actual distance covered for business purposes.

It is the traveller's responsibility to ensure that the vehicle is roadworthy at all times and is taxed and has a current MOT certificate (if an MOT certificate is legally required). Travellers must also ensure that they have a valid driving license and that they have the relevant business use motor insurance in place at the time of travel. The cost of adding business use onto a personal motor insurance policy cannot be claimed by the traveller.

**Mileage claims are made by a Travel and Subsistence Claim form.**

#### **Parking, congestion charges, tolls, ferries and other driving-related penalties**

Reasonable expenses incurred on parking, congestion charges, tolls and ferries may be claimed in respect of journeys which qualify for the mileage payments above. Receipts or other documentary evidence should be submitted as part of the claim.

Charges for overnight parking will be paid only when subsistence expenses are payable for the night(s) in question.

Should an employee be liable for clamping or other parking / congestion charge penalty (e.g. because a meeting over runs or due to non-payment of a congestion charge) then reimbursement of the charge will not be made. Similarly, reimbursements will not be made to an employee who receives a fine or other financial penalty relating to an offence committed whilst driving on Council business (e.g. for speeding or for using a hand held mobile phone or similar device). **Employees are required to notify the Council of any such offences and penalties.**

## **C. DETAILED GUIDANCE FOR LIVING EXPENSES**

### **C.1 Foreign Currency Advance Payment Application**

For foreign travel, an advance payment to cover travel living expenses will normally be paid by means of a currency application in advance of travel. This will include an advance payment to cover breakfast, lunch and dinner based on HMRC recommended guidelines for the location to be visited. If meals have been booked as part of the travel arrangements or are provided by the host, then that will not be included in the currency advance payment. In addition, if it has not been possible to pay hotel costs in advance, it will include an advance payment for the hotel.

**All such travel living expenses have to be receipted. The full value of the currency advance payment will require to be accounted for and any balance remaining unspent along with receipts must be returned to the Business Services Team within seven days of returning to Aberdeen. All cases of non-compliance will be referred to the relevant Chief Officer and may result in recovery of advance payments.**

It is the responsibility of the traveller to notify the Business Services Team of meals (or other living expenses) supplied as part of the travel / conference arrangements

The advance payment will be based on the time the traveller is expected to be based in the foreign location based on 24-hour, 10 hour and 5-hour time periods up to the total expected time away. Calculations will be based on the scheduled time of arrival in the first country outside the United Kingdom of Great Britain (UK) and the scheduled time of departure of the route returning to the UK. Living expenses outside these times will be deemed UK travel and claimed in the normal way (see C.3. below).

The currency issued will be in the relevant local currency of the destination country. If more than one country is being visited, then this will be identified in the itinerary and a relevant split of currency will be made based on the time spent in each destination.

### **C.2 Foreign Currency Float**

In addition to the foreign currency application, the traveller may apply for a float to meet the cost of minor travel expenses. **Floats for overseas travel must be submitted to the Chief Officer with the relevant delegated powers for approval. The full value of the Float will require to be accounted for and any balance remaining unspent must be returned to the Business Services Team within seven days of returning to Aberdeen.**

The Foreign Travel Float application should detail the itinerary of the traveller(s) and any specific minor travel expenses that are known and likely to be incurred, e.g. taxis or hospitality. In general, a sum of £25 per 24 hours and part thereof will be calculated for minor travel expenses unless there is a clear and demonstrable need to provide a greater value on any day.

The currency issued will be in the relevant local currency of the destination country. If more than one country is being visited, then this will be identified in the itinerary and a relevant split of currency will be made based on the time spent in each destination.

### **C.3 Travel and Subsistence Claim Form**

For UK travel, living expenses will normally be paid by completion of a travel and subsistence claim form after travel has taken place. All such expenses must be receipted (in the unusual event that no receipt is available full justification / explanation must be given and accepted by the authorising manager).

Travel and subsistence claim forms may not be used for recovering travel expenses that should be booked through a Business Services Team.

Payroll will forward a copy of all foreign travel expenses claims to the Business Services Team to confirm that the claimant has not already received currency to cover the costs either through Foreign Currency Expenses, Foreign Currency Float or the Corporate Credit Card.

**All Travel and Subsistence Claim Forms must be authorised by the claimant's line manager or other authorised signatory who is senior to the claimant.**

### **C.4 Use of Corporate Credit Card**

Corporate credit cards are allocated based on the business need of the postholder and will be offered to staff who have a regular business need to undertake long distance travel.

If the traveller is in possession of a corporate credit card, they may use it in lieu of the foreign currency float, the foreign currency expenses application or instead of the travel and subsistence claim form.

Corporate credit cards may not be used for recovering travel expenses that should be booked through a Business Services Team.

Credit card bills will be monitored and reconciled by the Business Services Team. Reference must be made to specific guidance on the use of corporate credit cards. Any misuse of the corporate credit card will be referred to the Chief Officer - Finance and is subject to the Council's disciplinary policies.

### **C.5 Inadmissible living expenses**

#### **Expenses the Council will NOT pay for:**

Personal telephone calls;  
Personal internet access;  
Parking fines and traffic offences;  
Mini-bar or in-room entertainment;  
Newspapers;  
Clothing or any other items that the traveller may reasonably be expected to bring from home;  
Excess luggage costs, unless the traveller is required to travel with significant quantities of business materials or equipment. This should be identified at the time of booking major travel expenses so that the Council can take account of reduced rates for booking this in advance;  
Laundry costs and dry-cleaning (except where the period of travel covers more than 5 days);

Membership of airline frequent flyer / loyalty schemes or similar;  
Alcoholic drinks, tobacco products, personal gratuities;  
**Expenses the Council will NOT pay for (cont.):**

Travel Insurance;  
Equipment, materials or services that should be bought through the normal procurement process e.g. computers, phones.

Any claim that contains an item listed above (or similar) will require explicit approval by the relevant Chief Officer. In a travel emergency, the situation may arise where such expenditure may be appropriate.

## **D. MISCELLANEOUS DETAILED GUIDANCE**

### **D.1 Entertaining and Gift Expenses**

The offering and accepting of hospitality may be a legitimate expense to meet business objectives such as building international networks and undertaking business transactions. If the travel requires business entertaining or presentation of gifts, then:

Any entertainment or gifts provided must be consistent with the image and reputation of the Council as a UK public body that is subject to full public audit;

An expenses claim must be submitted with the name(s) of the beneficiaries, included any staff members in attendance. This will be held with the register of gifts and hospitality that each Chief Officer holds as per the Financial Regulations; and

The cost must be within the approved budget.

If the traveller is offered hospitality or gifts (other than small business items such as pens, folders, diaries, calendars, etc. with an estimated combined value of less than £30) while undertaking travel, then a full declaration must be made in the Register of Gifts and Hospitality.

Gifts and hospitality must not be offered or accepted in any way that could be construed as a bribe or inducement.

Working lunches or dinners can be an appropriate method of business provided that no extravagance is involved, and the occasions are infrequent (infrequent is defined as fewer than 4 times in a 12-month period). Where there is a business need for increased frequency then this should be discussed and agreed by the relevant Chief Officer and paid for from within approved budgets. Likewise, it can be reasonable for an officer to represent a Service of the Council at an external social function or event organised by outside bodies.

Gifts and hospitality should be in accordance with the Council's Financial Regulations and reference should be made to them for additional guidance.

### **D.2 Travel Funded by Grant Expenditure**

Travel costs that are met by grant expenditure are subject to the same policy as all Council travel. The traveller should ensure that the Council maximises the income to the Council in respect of that travel and grant claims are made in a timely and effective way.

### **D.3 Working Hours Whilst Travelling**

Staff should ensure that they comply with the Council's Working Time Policy. Relevant extracts are summarized below:

The Council's definition of working time is as follows:

- When workers are working at an office, depot, Council building, or from home as an authorised activity
- When workers are engaged in work regardless of where that work is performed

Travel time (but only within the City boundary) will count as working time except where the activity is planned (e.g. evening meetings).

The following is not classed as working time –

- Breaks when no work is done, e.g. lunch breaks.
- Travelling outside of normal working hours.
- Travel to and from work (where the employee has a fixed place of work).

In considering the cost/benefit of travel activity, officers should be mindful of the opportunity cost of time resource lost to other priority activities for staff and not just consider travelling expenses.

#### **D.4 Monitoring of Expenditure**

All major and minor travel expenses are subject to regular checks and performance monitoring information is gathered in respect of expenditure. Reports of expenditure may be presented to the Chief Officer Finance and Corporate Management Team and in general this would normally be anonymised. Attention may, however, be drawn to trip activity of high volume claimants.

From time to time the Council may be required to publish information relating to expenses claimed for instance in response to a Freedom of Information request.



## **Definitions**

The following definitions are used in this document.

- Local travel means travel within Aberdeen City Council boundaries.
- Long-distance travel means travel outside Aberdeen City Council boundaries but within the UK.
- Foreign Travel means travel outside of the United Kingdom of Great Britain and Northern Ireland (i.e. outside Scotland, England, Wales and Northern Ireland)

**Major travel expenses** mean the costs of purchasing flights, train tickets, inter-city buses, car hire, visa costs and accommodation (including breakfast) that should normally be booked in advance.

**Minor travel expenses** mean the costs of taxis, local buses, car parking, business telephone calls and other incidental items incurred while travelling for business purposes.

**Car mileage expenses** – expenses paid for travel undertaken by personal vehicle.

**Living expenses** include the cost of meals, service charges, drinks, phone calls and similar costs. Those that can and cannot be claimed from the Council are referred to in the relevant section.

**Foreign Travel Float** means a sum of money provided in advance of foreign travel that enables travellers to meet minor travel expenses.

**Authoriser** a person with the authority to approve travel, generally this will be a budget holder and reference should be made to section 6 of the policy for further advice.

**Business Services Team** means a person authorised to make bookings for major travel expenses (member of the Business Support Transactions Team).

**Travel Partner** is one or more companies contracted to provide travel services to the Council as organised by the Business Services Team.

**Long-haul flights** are those flights (including necessary same-day flight connections) outside Europe.