

This document forms part of the Collective Agreement with effective date of changes being 1 December 2025

# Travel & Subsistence

## December 2025

### People and Culture

Author: Pay and Reward team

Version: 1

Published Date:



## 1. Purpose Statement

1.1 This policy provides details on the following provision for travel and subsistence:

- Travel for Business Use
- Mileage Rates
- Subsistence Rates

## 2. Who the policy applies to

- 2.1 This policy applies to all colleagues of Bournemouth, Christchurch and Poole (BCP) Council including the Chief Executive, Chief Officers, Youth Workers, Craftworkers, Soulbury Officers and colleagues in support roles in maintained schools where BCP Council is the employer.
- 2.2 These travel provisions do not apply to centrally employed Teachers or teaching colleagues within schools.

## 3. This policy replaces

- 3.1 Following the 2025 Collective Agreement on Pay and Reward, this policy replaces any national, local agreements and contractual arrangements that have been reached prior to the implementation date of this policy.

## 4. Approval process

- 4.1 The terms of this policy have been agreed in conjunction with the 2025 Collective Agreement on Pay & Reward which has been subject to approval by Corporate Management team and the recognised trade unions.

## 5. Links to Council Strategies

- 5.1 This policy supports the [People and Culture Strategy](#).
- 5.2 During the preparation of this policy document, due consideration has been given to the following key council strategies:
- [Corporate Strategy](#)
  - [BCP Council Interim Travel Plan](#)
  - [Health Safety and Welfare Policy](#)
  - [Wellbeing Charter](#)
  - [Equality & Diversity Policy](#)

## 6. The Policy

### 6.1 The Council's commitment

The Council is committed to reducing the environmental, financial, and social impacts from its business travel. This means looking at ways to reduce miles travelled and identify methods of transport with lower carbon emissions per mile, reduce costs and improve safety for colleagues and those around them.

## **6.2 The Council's expectations**

This policy sets out the Council's expectations about how colleagues will undertake their business travel. There is no flexibility for managers to make their own local agreements or pay outside of these rates.

In order to support the council's commitment to reducing its carbon footprint, colleagues are not expected to travel for meetings where it is possible to attend via MS Teams (or a suitable alternative), as a rule, reimbursement for the cost of travel will therefore not be payable. Should attendance in person be considered imperative, any travel costs should be authorised in advance by an approving manager.

If business travel is essential, when deciding the most suitable form of transport, colleagues and authorising managers must consider a balance of issues and make choices having considered value for money, resources, and sustainability.

Managers are expected to agree reasonable adjustments to ensure disabled colleagues are supported with travel or accommodation.

## **6.3 Sustainable Travel**

It is intended to identify areas where more sustainable practices can be fostered, including more use of car club vehicles, buses, and cycling for local business journeys and hire vehicles for business travel on longer trips.

In line with current government policy, consideration is given first to walking, cycling and public transport before opting to drive or use other, less sustainable modes of transport.

## **6.4 Mileage – Home to Business and Business to Home**

Where the first or last business journey from/to home is shorter than the journey from home to the colleague's normal place of work (as specified in their contract of employment), this will be treated as private mileage and is not claimable.

Where the first or last business journey from/to home is further than the journey from home to the colleague's normal place of work (as specified in their contract of employment), the additional mileage is claimable.

Colleagues cannot claim for their usual commute to their normal place of work (as specified in their contract of employment) and/or their return journey home.

## **6.5 Mileage rates**

For travel outside of the BCP Council area, colleagues are expected to identify the most cost-effective means of travel. Public transport is expected to be used where time and distance permits.

HMRC mileage rates apply for all other travel under 120 miles (round trip). Please refer to the [HMRC mileage rates](#) (which are subject to change). For travel over 120 miles (round trip), please refer to Hire Cars section.

<b>From tax year 2011 to 2012 onwards</b>	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
Cars and vans of all fuel types (petrol, diesel, electric)	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p
Passengers	5p	5p

Car mileage claims under two miles in total (round trip), and any associated car parking costs will not be reimbursed unless there are exceptional circumstances agreed by the approving manager.

#### **6.6 Car sharing**

Where colleagues travel to an event with two or more people to reduce carbon emissions and support environment friendly travel, the passenger rate above, per business mile can be claimed by the driver.

#### **6.7 Hire Cars**

If the journey is anticipated to be greater than 120 miles (round trip), including journeys requiring overnight stays, and it is considered that public transport is not the most time or cost-effective way of travelling, a hire car should be booked. Details of contracts of preferred hire companies can be obtained from Corporate Procurement.

Where using a hire car, colleagues cannot claim mileage but can claim other expenses such as fuel, toll or congestion charges.

In exceptional circumstances where a hire car is not deemed to be suitable, this must be authorised in advance of the journey by your Director, as it is likely to incur additional expense which must be authorised.

#### **6.8 Public Transport**

Should colleagues travel by rail for business purposes, significant savings can be made on advanced fares. If this is not possible, purchase ticket on the same day of travel and claim back online through Dynamics 365 F&O system. Tickets should be for standard or second-class travel only.

## 6.9 Subsistence

If a colleague is on official Council business that takes them further than 30 miles away from their normal place of work and are prevented from carrying out their normal meal arrangements, they are entitled to claim for the following:

Subsistence whilst working away (more than 30 miles from base location)	Amount claimable	Time threshold – if not returning home before
Day 1	£20	8pm
Day 2	£30 *£20	8pm *If returning before 8pm

Please note soft drinks and hot drinks allowed; alcohol purchases will not be reimbursed.

## 6.10 Accommodation

Overnight stay in hotels:

up to £150.00 per night (London only)

up to £100.00 per night (outside London)

There may be circumstances where reasonable accommodation (on which these rates are based) is not available. In these exceptional circumstances colleagues must obtain approval from the Director for People and Culture or Director of Finance.

## 6.11 Parking

This can only be claimed when travel is outside of normal council duties, i.e., attending a meeting outside BCP area and no alternative non-chargeable parking can be found. Receipts must be obtained and submitted for reimbursement.

# 7. Claiming expenses

- 7.1 All colleagues that have access to the council's network should complete Travel and Subsistence expenses claims on-line using the Microsoft Dynamics 365 Finance and Operations (D365 F&O) system.

Colleagues without access to Dynamics F&O system should contact their manager who can submit their expenses on their behalf using the following guidance: [Delegate creating staff expenses guidance August 2024](#).

Colleagues in support roles in maintained schools where BCP Council is the employer, should continue to claim expenses via Dorset payroll.

Colleagues should refer to guidance on how to submit an expense claim: [Staff expenses claiming procedure](#) and [Staff Expenses](#).

## 7.2 Late submission of claims

Online claims should be submitted to your line manager monthly and within three months of the claim. Any claim submitted later than 12 months from the date of claim will not be paid, unless there are exceptional circumstances e.g., long term sickness.

## 7.3 Receipts

Receipts must be submitted for all travelling and subsistence expenses. VAT receipts are essential to reduce the Council's costs by recovery of the VAT element. In exceptional circumstances where it is not possible to obtain a receipt, authorisation for reimbursement must be obtained from the Service Director.

# 8. Safer driving at work procedure

## 8.1 Colleagues should familiarise themselves with the council's [Safer Driving at Work Procedure](#). In particular:

- Colleagues required to drive must certify that they hold a full valid driving licence and must have a motorcar insurance policy covering use of Council business.
- Colleagues must comply with the Highway Code and Safe driving practices relating to not speeding whilst driving, not drinking and driving, using seat belts, ensuring in car safety, parking legally whilst on Council business and other statutory provisions.
- Vehicles must be kept in a roadworthy condition with all necessary documentation. First aid equipment is recommended. Normally a driving licence will be sufficient for most day-to-day driving. However, unit risk assessment arrangements should consider whether further training is required for particular roles in order to achieve high standards of driving.

Colleagues should not drive any Council owned vehicle that they consider unsafe but inform their line manager immediately they are concerned such as:

- Damaged or faulty vehicle
- No road fund licence
- No MOT

Colleagues are legally responsible for ensuring that any vehicle they intend to drive is in a safe and roadworthy condition. They must familiarise themselves with the operation of the vehicle they intend to drive.

Mobile phones must not be used while driving.

# 9. Roles and responsibilities

## 9.1 All colleagues are responsible for:

- Ensuring that if there is a need to travel and the work cannot be carried out remotely, that their choice of transport and travel plan is suitable for the journey undertaken, taking account of sustainable transport methods, cost, and time efficiencies for the Council.
- Ensuring they have the appropriate level of vehicle insurance to undertake business travel.
- Paying any PCN or speeding fines and associated admin charges.

## 9.2 Line Managers are responsible for:

- Taking full accountability when authorising claims, to ensure they are accurate and meet the requirements of this policy.
- Considering that some disabled colleagues with mobility problems may experience difficulties when undertaking longer journeys. Adjustments may, for example, include payment of taxi fares from home to station/station to venue, or an overnight stay, or payment of subsistence allowances to Personal Assistants.

9.3 **Corporate Directors / Service Directors** are responsible for:

- Ensuring that all business travel undertaken within their service/area complies with this policy.

9.4 **Director of People and Culture / Director of Finance** are responsible for taking accountability for authorising exceptional circumstances outside the scope of this policy, this may include reasonable adjustments related to disability.

## **10. Enforcement and sanctions**

10.1 Non-compliance/abuse of this policy may result in disciplinary action.