

Travel and Subsistence Policy

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Effective Date: 12/06/15	Reviewed By: Ben Twist	Date Reviewed: 20/12/17
Standard: ISO20121	Approved By: CCS Board	Date Approved: 21/12/17

Revision History

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	
1.1	26/05/15	Small changes and putting into standard form	Ben Twist
1.2	22/06/15	Formatting changes	Catriona Patterson
2.0	17/07/17	Updating and improving	Ben Twist
2.1	20/12/17	Updating and improving	Ben Twist
4.0	17/01/18	Formatting changes	Catriona Patterson
4.2	22/02/18	Corrected review date	Fiona MacLennan

Policy: This policy seeks to meet best practice in travel and subsistence and all relevant legislation.

Purpose: Its purpose is to advise in the best practice for those working for Creative Carbon Scotland.

Scope: All areas of our work are affected by this policy.

Related Policies & Procedures: This policy will affect amongst other things staff and freelance contracts, choice of venues and locations for events.

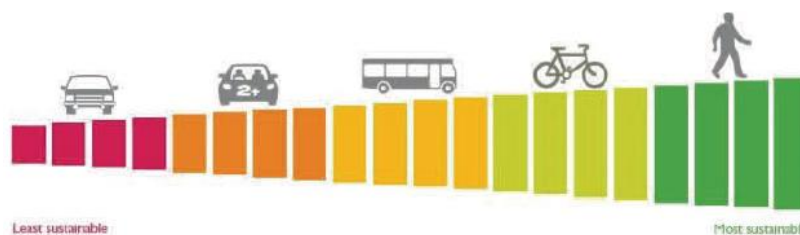
Responsibilities: This policy applies to anyone who works or volunteers with Creative Carbon Scotland, including but not limited to: Trustees, Staff, Interns, Freelance or casual staff and volunteers.

Our Policy

Travel Policy

- The first priority is to reduce travel for both CCS staff/freelancers and for attendees at events or meetings. At an early stage in planning the following should be considered:
 - Does this event/meeting/activity need to take place? How many people *really* need to attend?
 - Does this event/meeting/activity need to take place physically or could the outcomes be achieved using IT etc?
 - Are the minimum number of people travelling the furthest?
 - If travel is required, where should the meeting/event take place? Does the proposed location permit maximum sustainable travel?
- Choice of travel mode should be made according to the following hierarchy.

Sustainable Travel Hierarchy



Most sustainable	Walking, bicycle
	Bus, train, underground, tram
	Car with 3 or more passengers
	Taxi
	Car with fewer than 3 passengers
	Flight (direct: point to point, low-cost airline)
Least sustainable	Flight (including connections, legacy airline)

- Creative Carbon Scotland acknowledges that more sustainable modes of travel may take longer than higher carbon ones, and this should be built in to schedules and projects. Equally, rail travel may offer more opportunities for productive work time (or rest) than car travel or flight, and this will be considered when weighing time and financial costs of different modes. If appropriate staff and freelancers may be expected to treat travel time as work time.
- Where specific equipment or facilities related to more sustainable travel are needed (umbrellas, internet access etc), CCS will consider providing these if possible. Staff and freelancers should consult their line or project manager.
- The current mileage rate when using your own car solely for CCS business is 25p per mile, unless otherwise agreed by your line or project manager. This has been calculated to cover the actual costs of running most cars. However, note that www.claimexpenses.com has the budget set at 0p/mile so that users can enter a different rate for their trip if agreed.
- Anyone regularly driving on CCS business should take an eco-driving course, which can be arranged through CCS.
- For longer trips in distance or duration it may be more financially and environmentally efficient to hire a new and efficient car with unlimited mileage rather than use an employee's car, and this should be checked in advance; the most environmentally efficient hired cars should be selected where possible
- It is the responsibility of the employee/individual to ensure they have the appropriate insurance: where appropriate additional costs may be claimed as an expense.

- The bicycle mileage rate is 20p per mile.

Subsistence Policy

- Bed and breakfast accommodation should be booked at the single room rate in a hotel or guest house of reasonable quality. Where the cost per night is greater than £75 prior authorisation should be sought from your line manager.
- Where possible accommodation should be booked in a provider that is registered with the Green Tourism Business Scheme or equivalent. Check sites such as <http://www.green-tourism.com/> for options. It is acceptable to pay a reasonable amount more to improve the environmental impacts of accommodation.
- Reasonable subsistence costs are payable when you are unavoidably away from home for breakfast or an evening meal in the UK (even if you are not staying away from home). These are calculated as £5 for breakfast (if not provided with your accommodation) and up to £15 for an evening meal, in line with HMRC scale rates.
- Per diems will be paid while travelling abroad at the rate of £25 per day where breakfast but no other meals are provided or £30 where no breakfast is provided with accommodation.

Administration

- Receipts must be submitted for the reimbursement of all expenses except per diems. No expenses will be paid without the submission within one month of the travel of a claim on www.claimexpenses.com, with all the correct mileage stated.