HEADQUARTERS, DERWENT POINT
M E M O R A N D U M

TO : NECA Centres / Projects

FROM : HR DATE : 30 August 2016

SUBJECT : **TRAVEL EXPENSES CLAIMS**

Please find below a reminder for all staff regarding the completion of travel expenses claim forms:

Please ensure that forms are completed correctly ensuring that they clearly indicate the date, locations visited and reasons for visits. This applies to both mileage claims and public transport claims.

Regardless of where the start and end locations are, the travel between home and the normal place of work or work base must be deducted.

Any journey must be carried out by using the cheapest and most practicable means of transport. If a member of staff elects to use a more expensive form of travel where a cheaper form would be practicable, such as a private car in place of rail, then only the cost of the cheaper form of transport will be reimbursed.

Please be aware that spot checks are being carried out on claim forms and any identified issues will be addressed directly.

In addition please ensure:

- Wherever possible utilise car sharing e.g. if more than 1 member of staff from the same location needs to attend a training course at headquarters an attempt should be made to make arrangements to travel together in 1 car.

- Business journeys are planned to ensure that they are the most logistically efficient and the least time consuming.

- Business journeys must only be undertaken if all relevant up to date car documents have been provided to HR.

- Expenses must be submitted on a monthly basis, not saved and submitted in batches. Expenses will only be paid if documents and associated expenses are produced within the same financial year.

For any further queries please refer to HR 13 Travelling and Subsistence Policy or contact the Human Resources department.

Louise Peaker
HR Manager