

CAAT's travel and expenses policy

May 2019

A great deal of CAAT's work involves members of staff having to visit supporters and others connected to our work around the UK and travel to and from events / meetings in the UK and abroad. To ensure staff aren't out of pocket when carrying out their duties and to clarify how and when staff can claim travel time and expenses the following policy has been put together.

Salary summary

Most members of staff live in London and the CAAT salary, which is reviewed annually by Steering Committee, reflects this. For members of staff that live outside London and commute to the London office (their normal place of work as per their contract), they will receive the London weighted salary but are likely to spend more time and money on travel to and from the office, events or meetings and perhaps occasionally on accommodation. For members of staff living outside London and the London office is not their normal place of work, their salary will not include the London weighting.

Travel

CAAT will pay for all reasonable travel costs staff incur when carrying out the duties in their job description when they are in addition to the cost of travelling to and from their normal place of work. For example, if a member of staff needs to travel for work to somewhere other than their normal place of work then their travel costs will be reimbursed. However, their travel costs will not be reimbursed when they travel to or from their normal place of work on any day of the week, even if this is usually a non-working day or a working from home day.

Note: This is because any expenses paid travelling to or from a member of staff's normal place of work is classed as a taxable expense by the Inland Revenue and has to be submitted to HMRC, which could affect a member of staff's tax code.

Travel costs to and from Steering Committee meetings can be reimbursed when the meetings take place in a venue other than the member of staff's normal place of work.

Car mileage - If a member of staff is requested to use their own car to travel to destinations their role requires then CAAT will pay the mileage rate recommended by HMRC (which in 2018 is 45p per mile).

Reimbursement - To claim back travel costs over £20 staff will need to give the member of CAAT staff who deals with expenditure a receipt of travel noting the budget line the expense should be taken from. The funds will then be paid either in cash or directly into the member of staff's bank account. For expenses less than £20 a receipt is not needed.

Overnight stays - If a member of staff has to stay overnight when attending a particular event or meeting for work then CAAT will pay for all reasonable accommodation expenses. For every night a member of staff has to stay away from home 3.5 hours' time off in lieu can be taken.

TOIL for travel time - The time staff spend travelling to destinations, other than their normal place of work, required by their role count as working time (less usual commute to work time). For example, if a member of staff usually takes 1 hour to get home from their normal place of work, but it takes them 2.5 hours to get home from an event at another destination then they can claim 1.5 hours of TOIL.

Members of staff at CAAT can also claim TOIL for travel to or from their normal place of work on days that aren't their usual working days. For example, if a member of staff usually works Monday – Thursday and they have to come in to their normal place of work on a day other than these, then they can claim their travel time as well as their working time as TOIL. However, if a member of staff needs to come in to their normal place of work on a day that

they usually work from home then they can not claim TOIL for any travel time that day.

Steering Committee members attending meetings

As mentioned in all permanent staff contracts; staff who are also Steering Committee members are expected to attend a minimum of two Steering Committee meetings (lasting approximately four hours) every calendar year they are employed at CAAT (unless they are sick or have a personal emergency).

Apologies for not attending a Steering Committee meeting (for a reason other than sickness or personal emergency) need to be given at least seven days in advance of the meeting and absent staff should either work the equivalent hours in addition to their usual hours as soon as possible or lose these hours from their annual leave allowance.

Meals and other expenses - While away from the office carrying out CAAT duties a member of staff may incur other necessary expenses such as buying a meal. CAAT's guidelines for paying staff meal expenses is £5 for breakfast, £7 for lunch and £15 for dinner.

The NAVCA (National Association for Voluntary and Community Action) website giving guidance on subsistence, meals and accommodation rates was used.

If a member of staff is expected to travel outside the UK as part of their role then CAAT will take into account that country's exchange rate when calculating expenses.