

Expenses Policy

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Policy Lead/Author & Position:	Martin Davies Head of Financial Assurance
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Relevant NHSLA Standard(s):	
Target Audience	All Trust Employees

EQUALITY STATEMENT

Barnet, Enfield and Haringey NHS Trust aims to design and implement services, policies, and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account its legal obligations under Equality Act 2010, the Human Rights Act 1998 and other relevant legislation.

This document has been assessed to ensure that no one affected will receive less favourable treatment on the basis of a protected characteristic - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

The Trust embraces the four staff pledges in the [NHS Constitution](#) and this policy is consistent with these pledges. The Trust is also committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Trust will make accessible versions of this document available if requested by members of the public, service users or staff who have particular communications needs.

Trust Values

This Policy supports the BEHMHT Trust values of:

- **Compassion.**
- **Respect**
- **Working Together**
- **Being Positive**

CONSULTATION RECORD OF PROCEDURAL DOCUMENT FORM

Name and Title of Individual	Date Consulted
Emma Bright, Acting Head of Workforce Operations	February 2019
Kate Harrington Stillwell, LCFS	February 2019
Contributing Authors:	
Martin Davies, Head of Financial Assurance	
Name of Committee	Date of Committee
Audit Committee	March 2019

Version Control Summary

Issue	Date Amended	Section	Author/Amended By	Summary of Changes
2	October 2010	All	Kevin Hervey	General update to reflect current practice/rates and requirements of Internal Auditors, Finance & Investment Committee and Joint Staff Committee
3	March 14	All	Martin Davies	General update to reflect current practice/rates and requirements of relevant parties

4	September 15	All	Martin Davies	update to reflect current A4C policy & rates
5	September 17	All	Martin Davies	Clarification of items and update of contact details
6	March 18	All	Martin Davies	Updating to incorporate use of e expense claims and processes
7	March 19	All	Martin Davies	Update for e expenses becoming standard method of submission of claims and amendments to format and presentation to reflect Trust best practice format

Key Fact sheet (A summary of the main procedure of the policy. Not more than two pages long)

These procedures apply to all Trust staff including executive/non-executive directors, doctors/consultants, managers, contracted employees, bank/agency staff and secondees from other organisations. However the expense re-imbusement rates for doctors and consultants are based on their contractual arrangements, and are not listed here.

The Trust will only reimburse staff for the costs of expenses incurred wholly and necessarily in carrying out Trust business.

Mileage expenses are paid in accordance with the rates agreed with NHS Employers, and will be revised in line with national changes as and when approved.

In line with the commitment to environmental sustainability, staff are encouraged to minimise, where practical, the environmental impact of business journeys through the use of public transport and car sharing.

Staff should always consider value for money and the cost to the public purse when undertaking any journey on behalf of the Trust.

Expenses will usually be reimbursed through credit transfer direct to the claimant's bank account. Original receipts (i.e. not photocopies) must support all claims, including VAT details if appropriate. Receipts made out in the name of any organisation other than the Trust will be returned unpaid.

All claims must be submitted electronically via the Trust's e-expenses software if the employee has been set up as a user on this. Otherwise claims must be submitted on the official expense claim form Fin 213; this is an Excel document which may be obtained via the Intranet. Partially completed, incorrect or unofficial claim forms will be returned to the claimant unpaid.

Where a claim is for reimbursement of mileage, amounts paid will be based on the distance calculated by the e-expenses software. Any claims in excess of these amounts will be returned to the originator unpaid.

Other than in exceptional circumstances, the Trust will not pay claims more than three months after the month in which the cost was incurred.

Claims will be paid with the current month's salary if received by Payroll in accordance with published payroll timetables.

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1. Introduction

- 1.1 These procedures apply to all Trust staff including executive/non-executive directors, doctors/consultants, managers, contracted employees, bank/agency staff and secondees from other organisations. However the expense re-imburement rates for doctors and consultants are based on their contractual arrangements, and are not listed here.
- 1.2 The Trust will only reimburse staff for the costs of expenses incurred wholly and necessarily in carrying out Trust business.
- 1.3 Mileage expenses are paid in accordance with the rates agreed with NHS Employers, and will be revised in line with national changes as and when approved.
- 1.4 In line with the commitment to environmental sustainability, staff are encouraged to minimise, where practical, the environmental impact of business journeys through the use of public transport and car sharing.
- 1.5 Staff should always consider value for money and the cost to the public purse when undertaking any journey on behalf of the Trust

2. Administration

- 2.1 Expenses will usually be reimbursed through credit transfer direct to the claimant's bank account. Original receipts (i.e. not photocopies) must support all claims and, if VAT has been charged, the receipts should contain the supplier's VAT Registration number and the rate of VAT. Receipts for hotel accommodation must be in the name of the Trust or the claimant. Receipts made out in the name of other organisations will be returned unpaid.
- 2.2 If a receipt has been lost, the claimant will need to state on the electronic expense form the reason for the absence of a receipt; this must be authorised by the budget holder/authorised signatory. Claims without a receipt or an authorised explanation will be reduced by the value of the specific claim.
- 2.3 All claims must be submitted electronically via the Trust's e-expenses software if the employee has been set up as a user on this. Manual claims must be submitted on the official expense claim form Fin 213 (this is an Excel document which may be obtained via the Intranet) and will only be accepted for new employees who have yet to be set up on the system or where there is a prolonged unavailability of the e-expenses software preventing submission of claims within the monthly timetable. Partially completed, incorrect or unofficial claim forms will be returned to the claimant unpaid.
- 2.4 Where a claim is for reimbursement of mileage, if the claim has been submitted on

the Trust's e-expenses software the distance travelled will be calculated by the software. If the claim has been submitted on a manually completed form the distance travelled must be in accordance with that calculated by the e-expenses software. Any claims in excess of these amounts will be returned to the originator unpaid.

- 2.5 Other than in exceptional circumstances, and with the written authorisation by one of the Head of Financial Assurance, the Deputy Director of Finance or the Chief Finance & Investment Officer, the Trust will not pay claims more than three months after the month in which the cost was incurred. This time limit is imposed for budgetary reasons.
- 2.6 Authorised monthly expenses claims must be submitted by the appropriate deadline to management and then to Payroll. The manager will check for valid supporting receipts, arithmetical accuracy and reasonableness. Where claims have been submitted on paper forms Payroll will also check that the claim has been signed by the claimant and authorised in writing by the appropriate budget holder/authorised signatory before disbursement. Electronically submitted claims will be checked in accordance with the controls contained in the software. Expenses claims will be made available for inspection for audit purposes.
- 2.7 Claims will be paid with the current month's salary if received by Payroll on time.

3. Travel Expenses

3.1 GENERAL

- 3.1.1 If you are attending a meeting or function as a Trust representative, the Trust will reimburse the expenses incurred, subject to the terms of this policy set out below.
- 3.1.2 In all instances where staff use their own vehicle on Trust business, the necessary business insurance **MUST** be in place prior to the journey and evidence of such presented and recorded by the employees Manager. This is a legal requirement irrespective of the claim being at Standard or reserve rate.
- 3.1.3 Prior to using their own vehicle on Trust business, staff will need to go through a vehicle registration process with their Manager where the vehicle's insurance, driver's licence and MOT certificate will be checked and copies kept on file. All convictions and penalty points will be recorded.
- 3.1.4 The driving licence, insurance documentation and MOT certificate will be checked by Managers when the employee commences work and annually thereafter on 1 April.
- 3.1.5 Staff claiming expenses using their own vehicle should make their vehicle available for inspection on request from their Manager.
- 3.1.6 The Trust will not reimburse staff for fines or penalties incurred whilst using their own vehicle for official journeys.
- 3.1.7 Staff using their own vehicle must ensure that their vehicle is serviced and maintained in a safe and roadworthy condition.

3.1.8 Staff are reminded that the use of mobile phones, whilst using their vehicle, is illegal unless a hands free device is used.

3.2 JOURNEYS FROM HOME / HEADQUARTERS

3.2.1 Unless staff have a contract of employment that identifies their home as their work base for mileage purposes or that specifically allows travel between home and work to be claimed, such travel is not claimable as an expense. However, staff on call may claim home to work travel when called out during off duty hours. Confirmation that any work to base mileage claimed is for these reasons must be made on the expense claim form.

3.2.2 An employee based at a designated office may claim mileage at the appropriate mileage rate (see 3.4 to 3.8) for travel while on Trust business. The mileage is limited to the distance which would have been travelled if the journey had started from and finished at the designated office, or the actual distance travelled if less. (see 3.3)

3.2.3 If an employee's first business visit of the day requires travel to a location that is different from the designated office, mileage from home may be claimed, less a mileage deduction for normal home to designated office travel. (see 3.3)

3.2.4 Employees who are officially based at home may claim travel from home to the location visited and back to home at the appropriate mileage rate (see 3.5 to 3.8) for all journeys by the most direct route.

There may be a tax liability for aspects of any journey, and staff are encouraged to check out this situation with their local income tax office

3.3 ELIGIBLE MILEAGE

3.1 Employees will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey. Normally, the miles eligible for reimbursement are those travelled from the agreed work base and back. However, when the journey being reimbursed starts at a location other than the agreed work base, for example home, the mileage eligible for reimbursement will be as set out in the table below:

In this example the distance from the employee's home to the agreed work base is 5 miles		
Journey (Outward)	Distance	Eligible mileage
Home to base	5 Miles	None
Home to first call	Less than 5 miles	Eligible mileage starts after 5 miles have been travelled
Home to first call	More than 5 miles	Eligible mileage starts from home, less 5 miles
Journey (Return)		
Last call to base		Eligible mileage ends at base

Last Call to home	Less than 5 miles	Eligible mileage ends 5 miles from home
Last call to home	More than 5 miles	Eligible mileage ends 5 miles from home

3.4 TRAVEL COST FOR COMMUNITY BASED STAFF

- 3.4.1 The Trust will reimburse staff for a monthly or weekly travel card (whichever is the most cost effective depending on work patterns, leave etc) to cover the zones covered by the borough of operation to enable staff to use these in the performance of their clinical duties.
- 3.4.2 As these travel cards cannot be limited to use during working hours, and will be available for personal use, even if the card is not used personally, the cost of these travel cards will be taxable. Amounts reimbursed for these travel cards will be declared as benefits in kind on the P11D at the end of each tax year.
- 3.4.3 Eligible staff should purchase the travel cards and claim them on an expense claim form on a monthly basis and this will be reimbursed through payroll. It is not necessary to list individual journeys undertaken as the whole cost of the card will be reimbursed.
- 3.4.4 When claiming the reimbursement, staff are confirming that they have been performing clinical duties in the community during the period covered by the travel card.

3.5 OTHER ALLOWANCES

- 3.5.1 Subject to the production of receipts, employees using a private motor vehicle on Trust business will be refunded reasonable garage/parking expenses and charges for tolls/ ferries necessarily incurred. Charges for overnight garaging or parking will not be claimable unless the employee is entitled to a subsistence allowance for overnight absence (as per section 13 below). Similar expenses may be claimed by employees entitled only to the reserve mileage rate (see 3.6 below), provided that the total reimbursement for an official journey does not exceed the cost which would otherwise have been incurred on public transport, including the fares of any official passengers.

3.6 MILEAGE ALLOWANCE – USE OF PRIVATE CAR

- 3.6.1 If an individual's own car is used in circumstances where travel by public transport would be appropriate, the reserve mileage rate (see appendix 2) may be claimed. If the reserve rate is higher than the standard mileage rate, the lower rate will be paid. The total claim for any journey made by car (including the mileage rate, parking, toll fees, congestion charge, etc.), should not exceed the standard class rail/bus fare. Receipts should support claims for parking, or other incidental expenses.
- 3.6.2 Mileage allowances are only payable to claimants who need to use a car to travel on Trust business.

- 3.6.3 The driver, not the Trust, is personally liable for any incident, and drivers are consequently required to ensure that their own private motor insurance policy is comprehensive and permits the use of their own vehicle for the purposes of travel on Trust business (see 3.1.2 to 3.1.4).

3.7 MILEAGE ALLOWANCES – USE OF MOTORCYCLES/SCOOTERS

- 3.7.1 If an individual's own motorcycle/ scooter is used to travel on official business, a mileage rate will be paid (see Appendix 2). A receipt should support claims for parking, or other incidental expenses.

3.8 MILEAGE ALLOWANCES AT STANDARD RATE

- 3.8.1 Standard mileage allowances will be paid to staff who use their own vehicles on Trust business other than in the circumstances in 3.4, 3.5 and 3.6 above.

3.9 MILEAGE ALLOWANCES – HEAVY/BULKY EQUIPMENT

- 3.9.1 Employees who use their vehicles in the performance of their duties may be required to take equipment with them. Employers have a duty of care under the Health and Safety at Work Act 1974 and related legislation, to ensure that this does not cause a risk to the health and safety of the employee. Employees should not be allowed to carry equipment which is heavy or bulky, unless a risk assessment has been carried out beforehand. When, after the necessary assessment has demonstrated it is safe to carry equipment, an allowance (see Appendix 2) shall be paid for all eligible miles for which the equipment is carried, provided that either:
- the equipment exceeds a weight which could reasonably be carried by hand; or
 - the equipment cannot be carried in the boot of the vehicle and is so bulky as to reduce the seating capacity of the vehicle.

4. PUBLIC TRANSPORT

4.1 TRAVEL BY TRAIN

- 4.1.1 The costs of standard rail travel will be reimbursed by the Trust on production of a receipt outlining the expenditure incurred. Staff are expected to take advantage of any cheap fares available by booking in advance of planned travel.
- 4.1.2 First Class travel is not permitted unless deemed appropriate for business need, and must be authorised in advance by a director.
- 4.1.3 Where travel is undertaken using an Oyster account so that no receipt is available a "journey History" print out should be attached as proof of the journey. These can be obtained on line up to 8 weeks after the journey using an on line oyster account.

4.2 TRAVEL BY BUS

- 4.2.1 The costs of travel by bus will be reimbursed by the Trust on production of a receipt outlining the expenditure incurred.
- 4.2.2 Where travel is undertaken using an Oyster account so that no receipt is available a "journey History" print out should be attached as proof of the journey. These can be obtained on line up to 8 weeks after the journey using an on line oyster account.

5. TAXI FARES

- 5.1 Taxi fares will only be reimbursed in exceptional circumstances for example:
- when heavy or bulky Trust goods/supplies need to be transported and internal vehicles or couriers are not available
 - when an adequate public transport service is not available.
 - saving in travelling time
 - when on Trust business and travelling out of normal office hours for personal safety
- 5.2 In cases where the employee chooses to travel by taxi and the above do not apply, only the public transport costs (i.e. bus or train fares) will be reimbursed.
- 5.3 Where staff are required to travel into central London from the Trust's sites, this should be undertaken using public transport. Taxi fares will not be reimbursed.

6 CAR HIRE

- 6.1 If car hire is required, costs will be reimbursed where the member of staff is unable to travel by public transport or to use their own car. These costs must be authorised in advance by the appropriate budget holder/authorised signatory through a written request stating the reasons.

7. TRAVEL BY AIR

- 7.1 Air travel will be limited in line with the Trust's commitment to environmental sustainability and will only be reimbursed by the Trust:
- where no other public transport is available
 - in cases of urgency

- 7.2 First Class travel is not permitted unless deemed appropriate for business need, and must be authorised in advance by a director.
- 7.3 In all cases, the costs of air travel must be authorised in advance by a Trust Director in accordance with the Scheme of Delegation to Officers
- 7.4 This includes travel in relation to professional development and research activities.

8. OVERSEAS TRAVEL

- 8.1 Travel outside the United Kingdom must be sanctioned in advance by a Trust Director, including method of travel.

9. TRAVEL BY PEDAL CYCLE

- 9.1 An employee who regularly cycles to carry out Trust duties will be paid an allowance for the use of the bicycle as outlined in Appendix 2.

10. CHANGE OF WORK BASE

- 10.1 Trust staff, who are required to work at an alternative site on either a temporary or permanent basis, may claim additional travelling costs to and from work at either the reserve rate (see Appendix 2) or the actual bus/rail fare costs.
- 10.2 Staff who are required to change their base of work on a permanent basis will be able to claim their excess travelling costs for a maximum period of four years; these expenses are taxable. Written approval must be obtained in advance from a Trust Director in accordance with the Scheme of Delegation to Officers.

11. PASSENGER ALLOWANCE

- 11.1. An additional allowance (see Appendix 2) will be paid to staff who give a lift to a colleague in their own vehicle whilst both travel on official business.
- 11.2 The name of the passenger must be included on the expenses claim form.

12. P11D AND TAX

- 12.1 Annually in May Payroll prepare and send to staff a copy of HM Revenue & Customs (HMRC) Form P11d. This form summarises expenses paid for the tax year, and any taxable benefits. If the Trust reimburses the costs of travelling to and from work, or pays these direct, for example by buying a season ticket for the employee, the value of the benefit is generally taxable. It is the responsibility of the individual to ensure that all taxable benefits are disclosed on the form; omissions should be advised to Payroll. This information is then provided to HMRC on the P11d Form.

13. ACCOMMODATION AND SUBSISTENCE

13.1 GENERAL

- 13.1.1 This section covers claims for accommodation, meals and other incidental expenses arising as a result of official duties away from home. Business expenses that may arise, including the cost of business faxes/phone calls, may be reimbursed with proof of expenditure.

13.2 OVERNIGHT ACCOMMODATION

13.2.1 Short Overnight Stays in Hotels, Guest Houses and Commercial Accommodation

- 13.2.2 When an employee requires hotel, guest house or other commercial accommodation with the prior agreement of the appropriate budget holder/authorised signatory, the overnight costs will be reimbursed as follows:

- the actual receipted cost of bed and breakfast up to the normal maximum limit set out in Appendix 1; plus
- a meals allowance, to cover the cost of a main evening meal and one other day time meal, at the rate, and in accordance with the criteria set out in set out in Appendix 1.

- 13.2.3 Where the maximum limit is exceeded for genuine business reasons (for example, the choice of hotel was not within the employee's control or it was not possible to gain access to a hotel within the financial limit set out in Appendix 1), additional costs may be claimed with the discretion of the appropriate budget holder/ authorised signatory.

13.3 SHORT OVERNIGHT STAYS IN NON-COMMERCIAL ACCOMMODATION

- 13.3.1 When an employee stays for short overnight periods on Trust business with friends or relatives, a flat rate is payable (see Appendix 1). This includes an allowance for meals. Full details must be included on the expense claim form.

13.4. HOST ORGANISATION ACCOMMODATION

13.4.1 Employees staying in accommodation provided by the host organisation will be entitled to an allowance to cover meals which are not provided free of charge up to the total set out in Appendix 1.

13.4.2 Where accommodation and meals are provided without charge to employees, for example on residential training courses, an incidental expenses allowance at the rate set out in Appendix 1 will be payable. All payments of this allowance are subject to the deductions of appropriate tax and National Insurance contributions via the payroll system.

13.5. DAY SUBSISTENCE

13.5.1 A meal allowance is payable when an employee is necessarily absent from home on official business and more than 5 miles from their base by the shortest practicable route. Day meals allowance rates are set out in Appendix 1. These allowances are not paid where meals are provided free at the temporary place of work.

13.5.2 A meals allowance is payable only when an employee necessarily spends more on a meal than would have been spent at their place of work. A receipt is required. Normally an employee claiming a meal allowance would be expected to be away from his/her base for a period of more than five hours, including the normal lunch time period of 12 noon to 2 p.m.

13.6. EVENING SUBSISTENCE

13.6.1 To claim an evening meal allowance, an employee would normally be expected to be away from base for more than 10 hours and unable to return to base or home before 7 p.m. Employees may qualify for both lunch and evening meal allowances in some circumstances. Exceptions may be allowed at the discretion of the appropriate budget holder/authorised signatory.

14 HOSPITALITY EXPENSES

14.1 The Trust will not normally reimburse hospitality expenses unless there is deemed to be a business advantage in doing so. Authorisation must be obtained in advance and in writing from a Trust Director.

15. TELEPHONE & OTHER COMMUNICATION EXPENSES

15.1 The Trust will reimburse incremental telephone/text/fax/'Blackberry' and other communication expenses incurred for business purposes on production of written evidence of the costs incurred. Fixed tariffs based on an allocated number of

calls/minutes are not reclaimable.

16. TRAVEL/ACCOMMODATION EXPENSES FOR NON STAFF

- 16.1 The Trust will not normally reimburse travel/accommodation expenses for individuals who are not members of staff unless there is deemed to be a business advantage in doing so. Authorisation must be obtained in advance from a Trust Director.

17. GUIDANCE ON COMPLETING EXPENSES CLAIM FORM - TRAVEL & SUBSISTENCE

- 17.1 Appendix 3 contains an authorisers checklist applicable to both electronic and manual claims.
- 17.2 Manual forms can be downloaded for the Finance section of the intranet but can only be used in restricted, specific situations (see section 2.3 above).

18. SUSPECTED FRAUD

- 18.1 Spot checks are carried out on expense claims. Where suspicious claims are noted, or where fraud is suspected, the claims must be referred to the Local Counter Fraud Specialist team (LCFS) for review and investigation in line with the Counter fraud and Bribery policy. This may result in criminal proceedings.

The team can be contacted on:

- Erin Sims - erin.sims@nhs.net and 07800 617456
- Kate Harrington Stillwell – kate.harrington-stillwell@nhs.net and 07778 862713

- 18.2 Allegations which are not taken forward criminally may be referred by the LCFS to HR or line management for an internal investigation in accordance with the Trust's disciplinary policy.

- 18.3 Any suspicions of fraud or bribery may also be reported to the NHS Counter fraud authority directly via:

- 0800 028 4060
- <https://cfa.nhs.uk/reportfraud>

- 18.4 The Trust Counter Fraud and Bribery Policy is available on the intranet where employees can obtain further information on the consequences of submitting fraudulent claims.

19. ASSOCIATED TRUST DOCUMENTS

19.1 The associated Trust policies are:

- Fraud and Bribery policy;
- Standards of Business Conduct policy
- Disciplinary policy.
- Petty cash policy

20. EQUALITY IMPACT ASSESSMENT

This document has been equality impact assessed (see Appendix 4).

Appendix 1

INFORMATION ON SUBSISTENCE RATES

1. The following rates apply when making expenses claims for time spent away from the office or home on official Trust business.

Allowance	Conditions	Amount
Commercial short stay overnight with breakfast	Maximum amount on presentation of receipt	£100 per night Inner London £80 per night Outer London £80 per night elsewhere in UK
Extended overnight stay in excess of 30 days		£35 per night
Non-commercial overnight stay		£25 per night
Overnight stay meals allowance	Per 24 hour period	£20 per night
Day Meals	Over 5 hours but less than 10 hours in 24 away from office	£5 per day
Evening Meal	More than 10 hours from office and after 7pm	£15 per day
Incidental Expenses Allowance	(This allowance is for each 24 hour period – see 13.4 Host Organisation Accommodation)	£4.20 per night

Appendix 2

MILEAGE ALLOWANCES

1. The Trust will pay the mileage rates under the categories set out below. The rates below are as at 1 July 2017. The circumstances controlling payments under the separate categories are explained in the policy document.

- **Reserve Rate** is 28p per mile.
- **Standard Rates.**

Annual mileage	All Engine Capacities
Up to 3,500 miles	56.0p
Thereafter	20.0p

- **Motor cycle/scooter Rate** is 28p per mile.
- **Pedal Cycle Rate** is 20p per mile.
- **Passenger Allowance Rate** is 5p per mile.
- **Heavy/Bulky Items Allowance Rate** is 3p per mile

EXPENSE CLAIM AUTHORISERS CHECKLIST

GENERAL

1	Has the current, official trust claim form been used?	
2	Has all required personal data been completed at the top of the form (including 8 digit payroll assignment number)?	
3	Have all receipts been attached (where applicable)? Where travel is undertaken using an Oyster account so that no receipt is available a “journey History” print out should be attached as proof of the journey. These can be obtained on line up to 8 weeks after the journey using an on line oyster account.	
4	All travel expense claims should include sufficient detail on start location, end location and purpose of all journeys to allow authorising managers to undertaken relevant checks to validate the mileage being claimed	
5	Are all expenses claimed less than 3 months old?	
6	Has the claimant signed and dated the declaration on the form?	
7	Is the authoriser aware of any of the expense claimed either having also been claimed from another body or could they be claimed from another body instead of the Trust?	
8	Have any elements of this claim been submitted and paid previously?	

MILEAGE

9	If this is the employee’s first mileage claim were the drivers licence and the vehicles MOT and insurance documents inspected by the manger before the mileage was incurred? If mileage has been claimed previously, have all relevant documents been inspected this financial year (see 3.1 of Trust expenses policy)?	
10	All mileage distances claimed should be agreed to the matrix of standard Trust journeys or to a recognised journey planner (see Appendix 4 of the Trust expenses policy)	
11	Where home to base expenses are claimed, it must be stated and checked by managers that this is only for on-call/emergency journeys (see 3.1 of Trust expenses policy)	
12	Only eligible mileage should be claimed, i.e. mileage in excess of the home to agreed work base return journey (see 3.3 of the Trust expenses policy).	
13	If passenger mileage allowance has been claimed have reasonable steps been taken to ensure no conflicting claim has been made?	

FINAL

14	Have any claims been made which require approval by a director? If so, is the authorisation attached?	
15	Has the authoriser signed and dated the declaration?	

EQUALITY IMPACT ASSESSMENT

MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF PROCEDURAL DOCUMENTS FORM

1.	How will the document be monitored? (please circle as appropriate)	Audit		Review	Other, please specify;
		Methodology:			
2.	What is the process for reviewing results of monitoring?	Head of Financial Assurance reviews the policy at least every two years			
3	Report to:	Audit Committee			
4.	Who is responsible for conducting the monitoring? (please circle as appropriate)	Group / Committee		Individual	
		Name / Title (also include position of individuals): Martin Davies, Head of Financial Assurance			
5.	How often will the document be monitored?	Monthly	6 Monthly	Yearly	Other, please specify;

	(please circle as appropriate)	Comments:
6	Responsibility for action planning after review	Martin Davies, Head of Financial Assurance

EQUALITY IMPACT ASSESSMENT AND ANALYSIS FORM

1. Please indicate the expected impact of your proposal on people with protected characteristics					
Characteristics (where relevant)	Significant +ve	Some +ve	Neutral	Some -ve	Significant - ve
Age:			X		
Disability:			X		
Ethnicity:			X		
Gender re-assignment:			X		
Religion/Belief:			X		
Sex (male or female)			X		
Sexual Orientation:			X		
Marriage and civil partnership			X		
Pregnancy and maternity			X		
The Trust is also concerned about key disadvantaged groups even though they are not protected by law					
Substance mis-users			X		
The homeless			X		
The unemployed			X		
Part-time staff			X		
Please remember just because a policy or initiative applies to all, does not mean it will have an equal impact on all.					
2. Consideration of available data, research and information. (delete grey guidance text once read)					
Please list any monitoring, demographic or service data or other information you have used to help you analyse whether you are delivering a fair and equitable service. Social factors are significant determinants of health or employment outcomes. Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equitable service. Social factors are significant determinants of health outcomes. Please consult these types of potential sources as appropriate. There are links on the Trust website:					
<ul style="list-style-type: none"> • Joint strategic needs analysis (JSNA) for each borough • Demographic data and other statistics, including census findings • Recent research findings (local and national) • Results from consultation or engagement you have undertaken • Service user monitoring data (including age, disability, ethnicity, gender, religion/belief, sexual orientation and) • Information from relevant groups or agencies, for example trade unions and voluntary/community organisations • Analysis of records of enquiries about your service, or complaints or compliments about them • Recommendations of external inspections or audit reports 					
	Key questions (supports EDS Goals)	Your Response <i>Please reference data, research and information that you have reviewed which you have used to form your response</i>			
2.1	What evidence, data or information have you considered to determine how this development contributes to delivering better health outcomes for all?	N/A			
2.2	What evidence, data or information have you considered to determine how this development contributes to improving patient access and experience?	N/A			

2.3	What evidence, data or information have you considered to determine how this change/development/plan/policy contributes to delivering a representative and well supported workforce?	N/A
2.4	What evidence, data or information have you considered to determine how this change/development/plan contributes to inclusive leadership and governance?	N/A

3. It is Trust policy that you explain your proposed development or change to people who might be affected by it, or their representatives. Please outline how you plan to do this.

Group	Methods of engagement
N/A	N/A

4. Equality Impact Analysis Improvement Plan

If your analysis indicates some negative impacts, please list actions that you plan to take as a result of this analysis to reduce those impacts, or rebalance opportunities. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Negative impacts identified	Actions planned	By who
N/A		

6. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by Service Director, Clinical Director or an Executive Director or their nominated deputy. If this Equality Impact Analysis relates to a policy, procedure or protocol, please attach it to the policy and process it through the normal approval process. Following this sign off by the Policy Review and Monitoring Committee your policy and the associated EqlAn will be published by the Trust's policy lead on the website.

If your EqlAn related to a service development or business /financial plan or strategy, once your Director or the relevant committee has approved it please send a copy to the Equalities Team who will publish it on the Trust's website. Keep a copy for your own records.

I have conducted this equality Impact analysis in line with Trust guidance

Your name:	Position
Martin Davies	Head of Financial Assurance
Signed:	Date: 07/03/2019

Approved by:

Your name: Nina Van Markwijk	Position: Deputy Director of Finance
Sign:	
Date: 07/03/2019	

Checklist for the Review and Approval of procedural Document

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

	Title of document being reviewed:	Yes/No/Unsure	Comments
1.	Title		
	Is the title simple and clear to everyone who reads it?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2.	Rationale		
	Are reasons for development of the document stated?	Yes	
3.	Development Process		
	Is the method described in brief?		
	Are individuals involved in the development identified?	Yes	
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
4.	Content		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?		
	Are key references cited?		
	Are the references cited in full?		
	Are local/organisational supporting documents referenced?		
6.	Approval		
	Does the document identify which committee/group will approve it?	Yes	
	If appropriate, have the joint staff side committee (or equivalent) approved the document?	Yes	

	Title of document being reviewed:	Yes/No/Unsure	Comments
7.	Dissemination and Implementation		
	Is there an outline/plan to identify how this will be done?	Yes	
	Does the plan include the necessary training/support to ensure compliance?	Yes	
8.	Document Control		
	Does the document identify where it will be stored?	Yes	
	Have archiving arrangements for superseded documents been addressed?	Yes	
9.	Process for Monitoring Compliance		
	Are there measurable standard to support monitoring compliance of the document?	Yes	
	Is there a plan to review or audit compliance with the document?	Yes	
10.	Review Date		
	Is the review date identified?	Yes	
	Is the frequency of review identified? If so, is it acceptable?	Yes	
11.	Overall Responsibility for the Document		
	Is it clear who will be responsible for coordinating the dissemination, implementation and review of the documentation?	Yes	